

Attendance Policy

Contents

1. [Aims](#)
2. [Scope and application](#)
3. [Regulatory framework](#)
4. [Publication and availability](#)
5. [Definitions and interpretation](#)
6. [Responsibility statement and allocation of tasks](#)
7. [The importance of good attendance](#)
8. [School responsibilities](#)
9. [Staff responsibilities](#)
10. [School arrangements](#)
11. [Monitoring attendance](#)
12. [Student responsibilities](#)
13. [Boarding students](#)
14. [Additional needs](#)
15. [Parent / carer responsibilities](#)
16. [Training](#)
17. [Information sharing](#)
18. [Record keeping and confidentiality](#)
19. [Related Policies](#)

[Annex 1: School arrangements](#)

[Annex 2: Admission register](#)

[Annex 3: Attendance register](#)

[Annex 4: School Attendance Codes](#)

Key School contacts

Senior Attendance Champion	
Senior Attendance Champion (including EYFS provision) Alice Heywood	Email: ahe@stephenperse.com Telephone number (term time): 07772 600736
Designated senior leads for attendance	
Senior School and Sixth Form Shahzad Rahman	Email: ssr@stephenperse.com Telephone number (term time): 07984 876458
Junior School, Cambridge David Hewlett	Email: dhe@stephenperse.com Telephone number (term time): 07526 176790
Dame Bradbury's School Claire Matthews	Email: cma@stephenperse.com Telephone number (term time): 07794 539266
EYFS provision Sarah Holyoake	Email: seh@stephenperse.com Telephone number (term time): 07891 247592
Key Staff/contacts	
Stephen Perse Cambridge Sixth Form Office	Email: sixthform@stephenperse.com Telephone number (term time): 01223 454700
Stephen Perse Senior School Cambridge Office	Email: office@stephenperse.com Telephone number (term time): 01223 454700
Stephen Perse Junior School Cambridge Office	Email: fitzwilliam@stephenperse.com Telephone number (term time): 01223 454700
Dame Bradbury's School Office	Email: office@damebradburys.com Telephone number (term time): 01223 454700
Nurseries	Email: eyfs@stephenperse.com Telephone number: 01223 454700

1. Aims

1.1. This is the attendance policy of the Stephen Perse Foundation (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, including their 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 all of the schools of the Stephen Perse Foundation, 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, August 2024);
 - 3.2.2. Summary table of responsibilities for school attendance (DfE, August 2024);
 - 3.2.3. Toolkit for schools: communicating with families to support attendance (DfE, September 2023);
 - 3.2.4. Guidance for parents on school attendance (Office of the Children's Commissioner, September 2023);
 - 3.2.5. 'Is my child too ill for school?' guidance (NHS, April 2024);
 - 3.2.6. Keeping children safe in education (DfE, September 2024);
 - 3.2.7. School behaviour and attendance: parental responsibility measures (DfE, May 2020);
 - 3.2.8. Children missing education (DfE, September 2016);
 - 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 February 2023); and
 - 3.2.15. 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. Risk Assessment Policy for Student Welfare;
 - 3.3.3. Missing Child Policy;
 - 3.3.4. Special Educational Needs and Learning Difficulties Policy;
 - 3.3.5. Disability Policy;
 - 3.3.6. Behaviour, Rewards and Sanctions Policy;
 - 3.3.7. School Rules;

3.3.8. Parent Contract; and

3.3.9. Teaching and Learning Policy (Annex 1 - Information for parents on remote teaching procedures).

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. A copy of the policy is available for inspection from the relevant School office during the School day.

4.4. 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 of the Stephen Perse Foundation.

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.

5.1.5. **SAC** means the School's 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	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Seeking input from interested groups (such as students, staff, parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	Proprietor	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 challenges 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 (Parent Contract). 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 students at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9. Staff responsibilities

9.1. The SAC

- 9.2. 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, supported by the designated senior leads for attendance across the School. Details of the individual appointed are at the front of this policy and are widely publicised within School to staff and to parents at least annually.

9.2.1. 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 ensure clear messages on the importance of attendance are communicated to students and parents.

9.3. Staff with specific responsibilities for attendance:

9.3.1. The staff identified in the Key School Contacts section of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality in their specific areas of the School. They should:

- (a) have a formal routine for registers being taken accurately each morning and afternoon;
- (b) seek explanations of absences required from students on their return to School;
- (c) make enquiries about unexplained absences, including those within the school day, and follow up with student to ensure that an explanation has been formally given to the School;
- (d) look out for trends or patterns in a student's attendance and inform the SAC of any specific concerns;
- (e) deal with lateness to lessons consistently and promptly;

- (f) consider appropriate sanctions for students who arrive late to a lesson in line with the School's Behaviour Rewards and Sanctions policy; and
- (g) discuss non-attendance and / or lateness with students and parents (where possible) and emphasise the importance of punctuality and attendance.

9.4. All staff

- 9.5. 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.
- 9.6. Teaching staff deal with lateness to lessons consistently and promptly and consider appropriate sanctions for students who arrive late to a lesson in line with the School's Behaviour, Rewards and Sanctions policy.
- 9.7. 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 Annexes 1-3.

11. Monitoring attendance

- 11.1. The School will undertake regular data analysis to identify and provide additional support to students or student cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:
 - 11.1.1. monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to students and families;
 - 11.1.2. using this analysis to provide regular attendance reports to class teachers to facilitate discussions with students and to leaders;
 - 11.1.3. providing pastoral staff, and the SEND team where appropriate, with information about student attendance (including Heads of Years and the DSL/DDSLs);
 - 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 and cohort level 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
 - 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. In the Sixth Form students are expected to be present in-person for all timetabled lessons and activities;
 - 12.2.2. they are expected to arrive on time and attend all timetabled lessons;
 - 12.2.3. they must sign in and out of the School sites on arrival and departure, as required;
 - 12.2.4. they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
 - 12.2.5. they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
 - 12.2.6. any unexplained absence will be followed up;
 - 12.2.7. 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 Rewards and Sanctions Policy and/or the Parent Contract.
 - 12.2.8. if students are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they, or their parents, may speak to any member of staff, although the School encourages them to speak to their Tutor (Senior School and Sixth Form), Class Teacher or Form Tutor (Junior School, Cambridge / Dame Bradbury's) or those staff identified in Annex 1 in the first instance. Students are entitled to expect this information to be managed sensitively.

13. Boarding students

- 13.1. The Head of Boarding, with input from other staff, will be responsible for boarding students during term time and additional times the boarding house is scheduled to be open, including ensuring that the students are safely occupied both during and outside of normal school hours.
- 13.2. The School expects boarding students to sign out on InVentry when they leave their boarding house and sign in on return in order to ensure that boarding staff always know where a boarding

student is during term time when they are in the School's care. Boarding students should be contactable at all times when not in school, providing the School with up-to-date mobile phone numbers and must respond promptly to any contact from the School/Sixth Form and/or the boarding house.

- 13.3. Students who board must discuss with the boarding staff and Head of Boarding planned absences from School/Sixth Form and seek permission well in advance.
- 13.4. Routine permissions for planned absence (for example, university open days, dental and medical appointments) for boarding students can be given by the Head of Boarding. The Head of Boarding will liaise with the education guardian and/or parents, the relevant Head of School and head of Year where necessary. The Head of Boarding will then record this or arrange for this to be recorded by boarding staff to ensure that all relevant staff are aware of this authorised absence. Leave during term time for holidays, family or religious reasons for boarders will follow the same procedure as for day students.
- 13.5. Boarding students must inform boarding staff as soon as possible if they feel unwell outside school hours. If they are too unwell to attend lessons, they must stay in the boarding house until they have recovered. The boarding staff provide direct medical assessment to all boarding students reporting ill, inform the relevant School/Sixth Form office of students who are certified ill and will indicate a possible date of return to class.
- 13.6. Boarding students may request permission for a weekend exeat by completion of the online Exeat Request Form. Detailed information must be given about where they are going and who the responsible adult will be during the exeat. Exeats must be approved by the Head of Boarding and the parents and/or education guardian of the student. Further information can be found in the Boarding Information Booklet available on the School website.
- 13.7. Parents and/or education guardians should contact the boarding staff if a student is taken ill during a weekend exeat and will not be returning on time. The boarding staff will telephone the parents or the education guardian if a boarding student is an hour late in returning from an exeat.

14. Additional needs

- 14.1. The School recognises some students may find it harder than others to attend School, and will work with those students and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- 14.2. The School will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance.
- 14.3. 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 disabilities e.g. ensuring the provision outlined in a student's education, health and care plan is accessed.
- 14.4. Suitable strategies will also be considered for students with any social, emotional or mental health issue that is affecting their attendance.
- 14.5. 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.

- 14.6. 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 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.

15. Parent / carer responsibilities

- 15.1. 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.
- 15.2. 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.
- 15.3. 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.
- 15.4. Expectations the School places on parents can be found in Annex 1 of this policy.
- 15.5. 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.

16. Training

- 16.1. **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:
- 16.1.1. the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - 16.1.2. the School's strategies and procedures for tracking, following up and improving attendance.
- 16.2. 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:
- 16.2.1. the law and requirements of schools including on the keeping of registers;
 - 16.2.2. the process for working with other partners to provide more intensive support to students who need it;
 - 16.2.3. the necessary skills to interpret and analyse attendance data; and

16.2.4. any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.

16.3. The School maintains written records of all staff training.

17. Information sharing

17.1. 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.

17.2. 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-familial harms).

17.3. Where appropriate, the School will attend regular targeting support meetings.

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

17.4.1. New student and deletion returns;

17.4.2. Attendance returns;

17.4.3. Sickness returns.

17.5. 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.

17.6. The School must provide specific student information on request to the Secretary of State.

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

18. Record keeping and confidentiality

18.1. 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.

18.2. 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.

19. Related Policies

- Missing Child Policy
- Children Missing or Absent from Education Policy and Procedures

Version control

Date of adoption of this policy	19 October 2024
Date of last review of this policy	October 2024
Date for next review of this policy	August 2025
Policy owner	Senior Attendance Champion
Authorised by	Governing Body

Annex 1: School arrangements

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 as required by law and set out in Annex 2 and Annex 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 students from Reception to Year 11 inclusive to be present at School for the whole of the School day, usually from registration (see paragraph 3 below) to close¹, but this period may be extended, for example for out of school clubs, sports fixtures or school trips. The School expects Sixth Form students to attend all timetabled lessons and activities, such as assembly, tutor time etc.

2 The role of parents / carers

- 2.1 The School expects all Parents to:
- 2.1.1 encourage regular and punctual attendance, being fully aware of their legal responsibilities.
 - 2.1.2 ensure that the child in their care arrives punctually, prepared for learning.
 - 2.1.3 provide clear reasons for any absence which ensures the School can code the absence properly and accurately.
 - 2.1.4 make any application for an authorised leave of absence at the earliest opportunity.
 - 2.1.5 avoid making arrangements to remove children from the School during term time.
 - 2.1.6 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;
 - 2.1.7 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 2.2 The School expects Parents of day students to:
- 2.2.1 ensure their child attends School for morning registration or, for students in the Sixth Form, for all timetabled lessons and activities.
- 2.3 The School expects parents of/education guardians for boarding students to:
- 2.3.1 ensure that the child in their care follows the procedure for requesting permission for exeat/leave weekends.

¹ Senior School - 3.30 p.m.
Reception - Year 6, Cambridge - 3.30 p.m.
Dame Bradbury's School - 3.15 p.m. (Kindergarten - Year 2); 3.40 p.m. (Years 3 - 6)

2.3.2 ensure that the child in their care arrives for each term and returns from exeat/leave weekends by the required time/date.

2.3.3 respond helpfully and positively to any enquiry made by the School to ascertain the reason for any absence, including any possible safeguarding matter.

3 Registration and attendance checks

3.1 Registration takes place as shown below:

	Morning Registration	Afternoon Registration
Sixth Form	On arrival at school using the School's electronic registration system (InVentry)	N/A
Senior School	Morning Form Time (8.25-8.40 a.m.)	2.10 p.m.
Reception - Year 6 Cambridge	Morning Form Time (8.20-8.30 a.m.)	Afternoon Form Time (by 2.15 p.m.)
Dame Bradbury's	Morning Form Time (8.20-8.30 a.m.)	Afternoon Form Time (by 2 p.m.)

3.2 In the Senior School and Sixth Form, 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.

3.3 The School uses an E-Registration System, InVentry, to record students' arrival and departure times to/from the School sites. Sixth Form students are required to register through the InVentry system when they arrive and depart the building. Senior School students are also required to register on the InVentry system on arrival and departure. The School also uses its Management Information System to monitor and track attendance data.

3.4 In the boarding houses, boarding staff will carry out welfare checks for boarders at agreed and appropriate times of day in addition to the attendance registers detailed above.

4 Reporting absence

4.1 If a student is to be absent from School for any reason, the parent / carer should use the following contact details to email / telephone the School by no later than 8.30 a.m. on the first day (and each subsequent day) of absence:

Telephone: 01223 454700 and selecting option 1

Email: studentabsence@stephenperse.com

4.2 Where a student is ill or a student has sustained an injury, the School should be notified of the nature of the illness or injury.

5 Arrangements for reporting subsequent absence

5.1 Absence will be recorded on the Attendance Register as set out in Annex 3.

6 Managing absence

- 6.1 If a student is absent and their parent has not contacted the School, the parent will be called to find out the reason for absence in accordance with the Missing Child Policy. In the Sixth Form, the student is contacted in the first instance followed by a call to parents/the boarding staff if there is no response. If the student has been identified as a student of concern then a call to parents or boarding staff as appropriate will be placed as soon as we are aware of the absence.
- 6.2 If a student's attendance is low or they are frequently late to school, the following may be used:
- 6.2.1 sending letters to parents or carers;
 - 6.2.2 having a weekly tutor review;
 - 6.2.3 creating attendance clinics;
 - 6.2.4 using sanctions - under the Behaviour, Rewards and Sanctions Policy or consultation with parents;
 - 6.2.5 referral to the Local Authority attendance services and/or children's social care in accordance with our Safeguarding and Child Protection Policy.
- 6.3 Students returning to School after a longer absence may have adjustments or extra support put in place co-ordinated by their Form Tutor/Class Teacher/Head of Year.

7 Authorised absence

- 7.1 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.

8 Applications for an authorised leave of absence

- 8.1 Applications for routine absence during the School day e.g. for medical appointments will only be permitted if made in writing by email as follows:

Sixth Form	studentabsence@stephenperse.com
Senior School	studentabsence@stephenperse.com
Reception - Year 6, Cambridge	Form teacher and fitzwilliam@stephenperse.com
Dame Bradbury's School	Form teacher and office@damebradburys.com

- 8.2 Apart from illness, no student should be away from School without prior permission from the relevant Head of School.
- 8.3 Dental or medical appointments should be made during School holidays wherever possible.

- 8.4 If a leave of absence is granted, it is for the relevant Head of School, or member of senior staff with delegated responsibility to determine the length of the time the student is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Annex 3 for more details.
- 8.5 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.
- 8.6 Any application for permission for non-routine absence from School should be made by Parents or carers and addressed to the relevant Head of School.
- 8.7 Only exceptional circumstances will warrant an authorised leave of absence from School. The School will consider each application for authorised absence individually, taking into account the specific facts and circumstances, the student's past attendance record and the relevant background context behind the request.

9 Reporting duties

- 9.1 The School has statutory reporting obligations if a student 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.
- 9.2 In the event that a student 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 student misses ten consecutive expected contact points.
- 9.3 Each time the School's attendance register is completed it is treated as a contact point for these purposes.
- 9.4 The report will be made by the School's Level 1 user via the Sponsor Management System and in accordance with prevailing UKVI guidance.
- 9.5 Action will also be taken in accordance with the Missing Child Policy and Safeguarding and Child Protection Policy if any absence of a student from the School gives rise to a concern about their welfare.

Annex 2: 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 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. For international boarding students, the register will also contain education guardian and agent details.
- 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.
- 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;
 - 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.

Annex 3: Attendance register

1 Attendance register

- 1.1 The School records and monitors the attendance of all students (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 Attendance Regulations. A summary of the statutory attendance codes and related guidance can be found at Annex 4.
- 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 students 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 student 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;
 - 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.

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 students, who are well enough to learn but unable to attend the School site, to keep pace with their education.
- 3.3 In the Sixth Form and Senior School, remote learning will only be provided with the agreement of the Head 11-18 or their nominated deputy. This will only be for students who are away from school for health reasons or other exceptional circumstances for longer periods of time but are otherwise well enough to learn. In the Junior School, Cambridge and Dame Bradbury's School, age-appropriate support will be provided on a case-by-case basis.
- 3.4 In the limited circumstances when the School decides to use remote education for individual students when they are absent, the following will be considered:
- 3.4.1 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;
 - 3.4.2 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 student back to school at the earliest opportunity;
 - 3.4.3 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.
- 3.5 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 a 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.
- 3.6 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 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 relevant Head of School;

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.

Annex 4: School Attendance Codes - August 2024

This document is a summary of the statutory attendance codes and related guidance. For full details refer to:

- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#) (Legislation)
- [Working together to improve school attendance](#) (Statutory Guidance)

KEY	Present	<i>The pupil is physically in school when the register is taken.</i>
	Approved Education Activity (Present)	<i>The school is responsible for making or approving the arrangements. If none of these codes applies (e.g. privately arranged work experience is outside Code W) the correct code may be Code C.</i>
	Authorised absence	<i>Independent schools are not subject to Regulation 11 (which limits the circumstances where absence can be authorised) but should be mindful of the expectation that Code C should only be used in exceptional circumstances (and use the appropriate authorised absence code where available).</i>
	Unauthorised absence	<i>10 days' continuous unauthorised absence must be reported to the local authority.</i>
	Not counted in possible attendances	<i>These codes sit outside the attendance statistics.</i>

CODE	DESCRIPTION	MEANING	NOTES
/	Present (AM)	Present	
\	Present (PM)	Present	
L	Late (before registers closed)	Present	

CODE	DESCRIPTION	MEANING	NOTES
B	Any other approved educational activity (not sporting activity or work experience)	Present - Approved educational activity	Record the nature of the activity. Must be off-site, of an educational nature, take place during the attendance session, and be physically supervised by someone the school considers to have appropriate skills, training, experience and knowledge. The school must have approved the pupil's attendance at the activity and have arrangements in place to ensure safeguarding, welfare and for the provider to notify any absence to the school. Example include: - Attending transition, taster or testing days at other schools
K	Education provision arranged by the local authority	Present - Approved educational activity	<i>Record the nature of the provision e.g. home tutoring, approved framework for alternative provision, blended learning.</i>
P	Sporting activity	Present - Approved educational activity	<i>Must be a sporting activity and meet all the requirements as for 'B' above.</i>
V	Educational visit or trip	Present - Approved educational activity	<i>Must be arranged by or on behalf of the school and take place during the attendance session. If a pupil was due to attend a visit, but does not, the relevant absence code should be used instead.</i>
W	Work experience	Present - Approved educational activity	<i>Must be arranged by the school/LA as part of the pupil's education and meet all the requirements as for 'B' above.</i>
C	Absent with leave (exceptional circumstances)	Authorised absence	Use this code for any absence with leave not covered by another leave or absence code. Should not be granted (and in state schools must not be granted) unless there are exceptional circumstances
C1	Participating in a regulated performance or regulated employment abroad	Authorised absence	<i>Supported by a relevant licence or exemption (see guidance for more details)</i>

CODE	DESCRIPTION	MEANING	NOTES
C2	Part-time timetable for compulsory school age pupil	Authorised absence	<i>In exceptional circumstances e.g. due to a medical condition. Should not be used to manage behaviour. Must be agreed with parent, be part of wider support plan, have regular review dates, have a proposed end date (shortest time necessary).</i>
E	Excluded (no alternative provision made)	Authorised absence	<i>Suspended or permanently excluded on disciplinary grounds where their name is still entered in the admissions register. Must not be used for exclusion for non-payment of fees.</i>
I	Illness (NOT medical or dental appointment)	Authorised absence	<i>Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.</i>
J1	Interview for employment / admission to another educational institution	Authorised absence	<i>Applies only to interviews (e.g. not open days). Transition days at other schools would be recorded under 'B' (if conditions met) or 'C' if not. Must take place during the session for which absence recorded.</i>
M	Medical/Dental appointments	Authorised absence	<i>Parents should be encouraged to make appointments out of school hours</i>
R	Religious observance	Authorised absence	<i>Day set by the religious body the parents belong to (not parents themselves) which would expect parents to stay away from employment. If the religious body sets a single day then only 1 days should be recorded 'R' with any additional time given recorded under 'C'.</i>
S	Studying for a public examination	Authorised absence	<i>Guidance says study leave should not be granted by default and should be used sparingly.</i>
T	Parent travelling for occupational purposes	Authorised absence	<i>Pupil is a mobile child (no fixed abode) and their parent is travelling in the course of their trade or business and the pupil is travelling with them.</i>
G	Holiday not granted by the school	Unauthorised absence	<i>Leave cannot be authorised retrospectively if the parent does not apply in advance.</i>
N	Reason for absence not yet established	Unauthorised absence	<i>Where the reason has not been established before the register closes. If no reason established within 5 school days this must be amended to 'O'.</i>

CODE	DESCRIPTION	MEANING	NOTES
O	Absent in other or unknown circumstances	Unauthorised absence	<i>Where no reason is established or where the school is not satisfied that the reason would be recorded using an authorised absence code.</i>
U	Late (after registers closed)	Unauthorised absence	<i>Pupil has arrived late after the register has closed by before the end of the session. The attendance policy must state how long the register will remain open (not more than 30mins).</i>
D	Dual registered at another school	Not counted in possible attendances	<i>Pupil is attending another school (e.g. hospital school) at which they are registered.</i>
Q	Lack of access arrangements	Not counted in possible attendances	<i>Only where the LA has a legal duty to arrange home-to-school travel for the pupil and has not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live.</i>
X	Non-compulsory school-age pupil not required to attend	Not counted in possible attendances	<i>Where the pupil's timetable does not require them to attend. If absent when timetabled to attend the appropriate absence code must be used.</i>
Y1	Transport normally provided not available	Not counted in possible attendances	<i>Where the pupil does not live within walking distance and transport provided by LA or school is not available.</i>
Y2	Widespread disruption to travel	Not counted in possible attendances	<i>Due to national, local or international emergency.</i>
Y3	Part of the school premises closed	Not counted in possible attendances	<i>Part of the school is unavoidably out of use and the pupil cannot practicably be accommodated in the part in use.</i>
Y4	Whole school site unexpectedly closed	Not counted in possible attendances	<i>Must not be used for any planned closure e.g. holidays</i>
Y5	Pupil in criminal justice detention	Not counted in possible attendances	<i>E.g. in police detention, remanded to youth detention or under sentence of detention. If serving a community-based sentence use Y7.</i>

CODE	DESCRIPTION	MEANING	NOTES
Y6	In accordance with public health guidance or law	Not counted in possible attendances	Pupil is well enough to attend (otherwise use 'I') but to do so would be contrary to government guidance or legislation
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances	<i>Record the nature of the unavoidable cause. Only where something in the nature of an emergency has prevented the pupil from attending the session in question. This code should be used for temporary exclusion due to non-payment of fees</i>
Z	Prospective pupil not on admission register	Not counted in possible attendances	To enable schools to set up registers in advance of the pupil joining to ease administrative burdens.
#	Planned whole school closure	Not counted in possible attendances	E.g. school holidays, bank holidays, weekends, inset days