



Attendance and Absence Policy

At Marymount International School London, we encourage all our students to have full attendance and avoid unnecessary absences. Regular attendance and punctuality are conducive to academic success and will enable students to develop their life-long love of learning and get the most out of their school experience. Absences will impact student learning, lead to students feeling pressurised as they try to catch up on missed work, and mean opportunities that come from being in the classroom with their teachers are lost. It can also affect a student's social interactions in the class, which can impact mental health and well-being, and wider life chances.

SENIOR ATTENDANCE CHAMPION– DSL – MS ANNAH LANGAN

(langana@marymountlondon.com)

SCHOOL SECRETARY – MS MARIAM SOLIMAN

(schoolsec@marymountlondon.com / schoolabsence@marymountlondon.com)

HEAD'S PA – MS DES WILLIAMS

(headpa@marymountlondon.com)

SCHOOL RECEPTIONIST – MS YVONNE FRANCIS

(schoolabsence@marymountlondon.com)

Parents may also contact their child's Head of Year or Advisor if they need to discuss any concern regarding attendance or if they feel their child needs further support to improve attendance.

This policy is available on the school website and on request from the School Secretary (schoolsec@marymountlondon.com). Parents will be sent this policy when they join the school and will be reminded of it at the beginning of the school year and when the policy is updated.

AIMS

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

This policy applies to the whole School and is designed to address the specific statutory obligations in the School to record attendance and absence and have regard to safeguarding guidance (as set out in Appendix 1). This policy is set published on the School's website and is available in hard copy on request.

REGULATORY FRAMEWORK

This policy has been prepared to meet the School's responsibilities under: Education (Independent School Standards) Regulations 2014;

National minimum standards for boarding schools (Department for Education (DfE), September 2022);



Education and Skills Act (2008);
Children Act (1989);
Childcare Act (2006);
Sponsorship Duties (UKVI, July 2023);
The School Attendance (Pupil Registration) (England) Regulations 2024;
Equality Act 2010; and
Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

This policy has regard to the following guidance and advice:

[Working together to improve school attendance](#) (DfE, August 2024);
[Summary table of responsibilities for school attendance](#) (DfE, August 2024);
[Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024);
[Guidance for Parents on school attendance](#) (Office of the Children's Commissioner, July 2024)
['Is my child too ill for school?' guidance](#) (NHS, April 2024);
[Keeping children safe in education](#) (DfE, September 2024);
[Children missing education](#) (DfE, August 2024);
[Supporting pupils with medical conditions at school](#) (DfE, August 2017);
[Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024)
[Mental health and behaviour in schools](#) (DfE, November 2018);
[Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
[Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
[Providing Remote education: guidance for schools](#) (DfE, updated August 2024); and
[SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015)];
UN Convention of the Rights of the Child (1989).

RESPONSIBILITY STATEMENT AND ALLOCATION OF TASKS

The Board of Governors has overall responsibility for all matters which are subject to this policy. The Board of Governors recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for improving attendance in School. The Board of Governors have allocated the following tasks:

Keeping the policy up to date and compliant with the law and best practice	Senior Attendance Champion (as required, and at least annually)
Monitoring the implementation of the policy	Senior Attendance Champion (as required, and at least termly)
Analysing attendance and absence data	Senior Attendance Champion (as required, and at least termly)
Seeking input from interested groups to consider improvements to the School's processes under the policy	Senior Attendance Champion (as required, and at least annually)
Formal annual review	Board of Governors (annually)

THE IMPORTANCE OF GOOD ATTENDANCE

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

- the importance of good attendance, alongside good behaviour, as a central part of the School's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting students with



medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged students;

- the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

SCHOOL RESPONSIBILITIES

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

- The School will consistently promote the benefits of good attendance, setting high expectations for every student and consistently communicating those expectations to students and parents.
- Where there are challenges to attendance, the School will work effectively and respectfully with students, their families and, where appropriate, local authorities to address them.
- The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify students at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

STAFF RESPONSIBILITIES

The Senior Attendance Champion (DSL) is a senior member of staff and has overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy.

The Senior Attendance Champion'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.

STAFF WITH SPECIFIC RESPONSIBILITIES FOR ATTENDANCE:

The staff identified have day to day responsibility for monitoring and promoting good attendance and punctuality.

- Faculty should have a formal routine for registers being taken accurately each morning at 8.30am and afternoon (Period 6);
- The School Secretary monitors registers to ensure accuracy and that these are fully completed each day. They are responsible for producing an absence report to assist staff in monitoring attendance throughout the day;

- Faculty should record all absences promptly and accurately using Managebac and following the correct processes;
- Advisors /Heads of Year with the School Secretary should seek explanations of absences required from students on their return to school;
- Advisors / Heads of Year with the School Secretary should make enquiries about unexplained absences, including those within the school day, and follow up with the student to ensure that an explanation has been formally given to the School;
- Advisors/ Heads of Year along with the School Secretary should look out for trends and patterns in a student's attendance and inform the Senior Attendance Champion of any specific concerns;
- Faculty should deal with lateness to lessons consistently and promptly;
- Faculty should consider appropriate sanctions for students who arrive late to school or to lessons in line with the School's Behaviour policy; and
- Heads of Year should discuss non-attendance and/or lateness with students and parents (where possible) and emphasise the importance of punctuality and attendance.
- The School Secretary prepares the overall attendance report for HOYs and the Senior Attendance Champion to review on a half-termly basis.

ALL STAFF

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

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

SCHOOL ARRANGEMENTS

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers are kept electronically and for six years and are backed up monthly. Further details of the attendance register can be found in Appendix 2.

MONITORING ATTENDANCE

The School will undertake regular data analysis to identify and provide additional support to students or student cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- a) monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to students and families;
- b) using this analysis to provide regular attendance reports to Heads of Year to facilitate discussions with students and to leaders (including the Learning Resource Coordinator and safeguarding team);



- c) identifying students who need support and focus staff efforts on developing targeting actions for those cases;
- d) conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- e) benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- f) devising specific strategies to address areas of poor attendance identified through data;
- g) monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- h) providing data and reports to the Proprietor to support its work.

STUDENT RESPONSIBILITIES

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

Students should be aware that:

- they are expected to be present in-person for the duration of each school day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the school site without permission or otherwise in accordance with school rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - offers of support to seek to identify and address any barriers to attendance;
 - communication with parents;
 - reporting to other agencies such as children's social care; and
 - sanctions in line with the School's behaviour policies.

If students are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they may speak to their Advisor or Head of Year or any member of staff. Students should be assured that this information will be managed sensitively.



ADDITIONAL NEEDS

The School recognises some students may find it harder than others to attend each day, 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.

The School will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance. It will work with parents (and the local authority if required) to develop specific support approaches for attendance for students with special educational needs and disabilities e.g. ensuring the provision outlined in a student education, health and care plan is accessed. Where a student has an EHCP, the School will communicate with the local authority where the student's attendance falls or the School become aware of barriers to attendance that relate to the student's needs.

The School will consider suitable strategies and support for students with any social, emotional or mental health issue that is affecting their attendance.

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

Should a student be recorded as absent on the attendance register 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 days 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 speculative or cumulative) will reach or exceed 15 school days, the school will make a sickness return to the local authority.

PARENT / GUARDIAN RESPONSIBILITIES

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means students must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

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

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

TRAINING

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

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

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role.



The School maintains written records of all staff training.

INFORMATION SHARING

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

The School will work with local authorities and other local agencies to share data on individual cases where it is of benefit to a student and, where appropriate will attend regular targeting support meetings.

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

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

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

RECORD KEEPING AND CONFIDENTIALITY

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

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

SCHOOL ARRANGEMENTS

ATTENDANCE AND ABSENCE

Attendance is taken during the Advisor period at 8.30am and in the afternoon period 6 lesson. Any student who has a study period in period 6 must report to the School Secretary to register their attendance. Once the morning and afternoon registers close, a student will be recorded as absent if not present in the classroom/lesson. If the student arrives before the register is complete but after 8.30am (for AM registration) or after 2pm (for PM registration), the student will be recorded as a late arrival (code L). The register will close at 9am.

Students are also registered at the start of each class and must attend all scheduled classes. Should a student in Grades 9 or 11 have a scheduled study period, they must register in the School Office at the start of each study period and study in the Library or spare classroom in Our Lady's. Students in Grade 12 must register with the School Secretary at the start of each study period and study in the Library of DP Lounge.

If a student arrives after the AM/PM register has closed but before the end of the session without a satisfactory explanation, this will be recorded as an unauthorised absence (Code U) and the reasons given or not given recorded.

Registers will also be taken at the start of each lesson to help identify absences outside of the AM/PM registers. Any unexcused absence from class will result in a meeting with the Head of Year and the Deputy Heads or Head of Boarding where required.

Students arriving after the Advisory period should report immediately to the School Office to sign in and offer an explanation for lateness. Should absences become frequent, the Head of Year will liaise with parents in the first instance. If this continues parents will be required to meet with the Headmistress/ Senior Member of Staff and an action plan will be put in place to help resolve the issue.



If a day student arrives late to School and fails to register, or if she fails to register for any other reason, parents will be telephoned by the School Secretary in order to establish her whereabouts and, hence, her safety. For safeguarding purposes, the School will hold two emergency numbers wherever possible for each student. If the student is persistently late, the Behaviour, Rewards and Sanctions Policy will be implemented.

If a student becomes ill during the school day, she must ask for permission to go to the Infirmary to see the School Nurse and, if necessary, parents/guardians will be contacted for their daughter to go home and boarders may need to return to their rooms or to their guardian, if required. Students must never contact parents/guardians directly to make arrangements to go home.

If a student needs to leave school before the end of the school day, her parents/guardian will need to provide an explanation to the School Secretary and the student must sign out at the School Office before leaving the campus.

The School uses the National Codes as set out by the DfE to record attendance.

THE ROLE OF PARENTS /GUARDIANS

The School expects all parents to 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.

Parents should cooperate with the boarding and pastoral team or LRC to explore possible barriers to attendance and to improve it where attendance has been raised as an issue. Parents must ensure that their child attends school by 8.30am for morning registration.

Parents or guardians of 7-day boarders should ensure boarders return by 8pm on Sunday evening. 5-day boarders should return on Sunday evening by 8pm or on Monday morning prior to morning registration. Further details about registration for boarders outside of school hours can be found in the Boarding Handbook.

REPORTING ABSENCE AND APPLICATIONS FOR AUTHORISED LEAVE OF ABSENCE

If a student must be absent from school, parents/guardians are expected to notify the School Office, no later than 8.25am, on the first day of absence and every day thereafter unless the illness is prolonged, in which case the parent or guardian should provide a medical note stating the anticipated period of absence. Where a student is ill, the School should be notified of the nature of the illness. Parents should call the School or email studentabsence@marymountlondon.com to report an absence.

Students are expected to attend School on the first day of each semester and must not leave before the specified holiday periods. The School strongly discourages absences for any reason other than illness. If parents need to take their daughter out of School for any reason other than a medical appointment, they should apply at their earliest opportunity in the first instance to the Headmistress for permission. All requests should be made at least a half-term in advance (unless there is an emergency), by emailing the Headmistress (headmistress@marymountlondon.com).

The Headmistress 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 Headmistress has the right to deny permission, if she feels that the absence is not in the student's best interests. Any agreement is copied onto the student's file. If a leave of absence is granted, it is for the Headmistress to determine the length of the time the student is or was permitted to be away from School. 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.

Authorised absence means that the School has either given approval in advance for the student to be away or has accepted an explanation offered afterwards as justification for the absence. Dental and medical appointments should be made in the school holidays or after the school day except in cases of emergency when the School Secretary should be informed.



If a boarder is delayed or unable to return to school for any reason, her parents should inform the Head of Boarding or Deputy Head of Boarding at the earliest opportunity. Term dates are published in advance. Students returning overseas should ensure that flights are booked with these dates in mind, so that they all start term on the correct date and do not leave before the end of term. Early departures are not only detrimental to student learning but are also disruptive for the planning of lessons and activities for the whole class. Parents and guardians should ensure that all students have return flights organised when they arrive at the beginning of term and inform the Head of Boarding. When flights cannot be arranged at convenient times, before or after term ends, and girls cannot be accommodated at school, guardians will be expected to take responsibility for the girls in their care and deliver or collect them from school at the correct time.

Students and parents/guardians should note that any planned absence from School places the onus of responsibility on the student for making up all missed work. It is expected that, upon their return, students will identify the work they have missed in each subject and negotiate appropriate submission dates with their respective teachers.

If a student truants from school or leaves school without permission, this is regarded as an extremely serious matter. It may put the student at risk, take up a great deal of staff time, and it may be necessary to inform the police that a student is missing. Under no circumstances should students leave school without permission. Heads of Year will report acts of truancy to parents and the Behaviour, Rewards and Sanctions Policy will be implemented.

MANAGING ABSENCE AND RECORDING

Given requests from schools, universities and employers, and in order to ensure complete transparency, Marymount International School London records attendance data on School Reports and Transcripts.

Reports and Transcripts will indicate the number of days absent per reporting period (including a yearly attendance in the Second Semester Final Report), and of those days, which were 'authorised' and which were 'unauthorised'.

Attendance data will be monitored each half-term. If a student's attendance falls below 90% at any point during the year, parents/guardians may be contacted by the Head of Year, as excessive absence may have an effect on grades and the possibility of graduation.

If a student truants from school or leaves school without permission, this is regarded as an extremely serious matter. It may put the student at risk, take up a great deal of staff time, and it may be necessary to inform the police that a student is missing. Under no circumstances should students leave school without permission. Heads of Year will report acts of truancy to parents and the Behaviour, Rewards and Sanctions Policy will be implemented.

REPORTING DUTIES

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

- New Student and Deletion returns: notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times.
- Attendance returns: providing the local authority with the names and addresses of all students of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
- Sickness returns: providing the local authority with the full name and address of all students of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.



Schools are obliged to notify the Local Authority when a student fails to attend regularly or is absent without leave. Persistent absences can be an indicator of wider safeguarding concerns for a student, and the School will work with families to reduce absences in order to avoid the risk of a child becoming ‘missing in education’.

For visa-sponsored students, there are additional attendance requirements. UK Visas and Immigration (UKVI) require the School to monitor those students’ attendance throughout the duration of her visa, and take action if the student’s engagement falls below a given threshold. UKVI Sponsor Guidance states that a sponsored student’s attendance must not drop below 80% or they may not have 10 consecutive days of unauthorised absences. Should either of these instances occur, the School will assess the reasons behind the absences and, if necessary, will report this to the UKVI as per the guidance. Repeated low attendance rates could ultimately result in withdrawal of the Child Student Visa sponsorship and therefore withdrawal from the School.

ADMISSION REGISTER

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

- maintain an admission register of all students (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any student who is going to be added to or deleted from the School's admission register at non-standard transition points within 5 days.

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. 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.

The admissions register contains specific personal details of every student in the school, including the student’s full legal name, the name normally used, sex, date of birth, name and address of parents/guardians and one telephone number, address of the student, new address (or additional addresses) and the date the child began to live there, their date of admission, details of the school they last attended and the destination school and start date should they leave Marymount, and whether each student of compulsory school age is a boarder or day student.

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

Where the School notifies the local authority that the student’s name is to be deleted from the admission register, the School must provide it with the following information:

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

In order to safeguard students from becoming missing in education, Schools are obliged to inform the Kingston and Richmond Safeguarding Partnership LA when a student’s name is going to be deleted from the Admissions



Register on certain grounds which may include: When the student has been taken out of school to be home educated; when a family moves away; when the student is medically unfit to attend; when the child has been permanently excluded. Should a student be taken out of school to be home educated, the School is also obliged to make a referral to the Kingston Single Point of Access (SPA) Education Welfare Officer.

(FOR FURTHER DETAILS ABOUT THE ATTENDANCE REGISTER, PLEASE SEE APPENDIX 2)

REVIEW

This policy will be reviewed at least annually and updated as necessary. Views of parents and students will be sought at the time of review.

RELATED POLICIES:

- Safeguarding Policy*
- Missing Persons Procedure*
- Behaviour, Rewards and Sanctions Policy*
- Risk Assessment Policy*
- SENDA Policy*
- Parent Contract*

APPROVED	MARCH 2024
REVIEWED	AUGUST 2025 / FEBRUARY 2026
NEXT REVIEW BY	AUGUST 2026

Appendix

APPENDIX 1: REGULATORY FRAMEWORK:

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

- 1.1.1 Education (Independent School Standards) Regulations 2014;
- 1.1.2 *National minimum standards for boarding schools* (Department for Education (**DfE**), September 2022);
- 1.1.3 Education and Skills Act 2008;
- 1.1.4 Children Act 1989;
- 1.1.5 Childcare Act 2006;
- 1.1.6 Sponsorship Duties (UKVI, July 2023);
- 1.1.7 The School Attendance (Pupil Registration) (England) Regulations 2024;
- 1.1.8 Equality Act 2010; and
- 1.1.9 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

This policy has regard to the following guidance and advice:

- 1.1.10 [Working together to improve school attendance](#) (DfE, August 2024);
- 1.1.11 [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
- 1.1.12 [Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024);
- 1.1.13 [Guidance for Parents on school attendance](#) (Office of the Children's Commissioner, July 2024);
- 1.1.14 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
- 1.1.15 [Keeping children safe in education](#) (DfE, September 2024);
- 1.1.16 [Children missing education](#) (DfE, August 2024);
- 1.1.17 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
- 1.1.18 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
- 1.1.19 [Mental health and behaviour in schools](#) (DfE, November 2018);
- 1.1.20 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
- 1.1.21 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
- 1.1.22 [Providing Remote education: guidance for schools](#) (DfE, updated August 2024); and
- 1.1.23 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).

APPENDIX 2: ATTENDANCE REGISTER

- 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.
- 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.
- 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 copy.
- The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with students and parents to resolve any issues before they become entrenched.
- The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- On each occasion it will be recorded whether every student is:
 - physically present in school when the attendance register begins to be taken; or
 - absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - attending a place other than the school; or
 - absent.
- The circumstances in which a student may be recorded as attending a place, other than the school, can include:
 - Attending educational provision arranged by a local authority;
 - For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
 - Attending a place for an approved educational activity that is a sporting activity;
 - Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the student's education;
 - Attending a place for any other approved educational activity.



RECORDING ABSENCE

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

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