



**WISHFORD EDUCATION**

**ATTENDANCE POLICY**

*This Policy applies to all Wishford Schools.*

<b>Responsible Role</b>	<b>Head of Compliance</b>
<b>Last Review Date</b>	<b>Significant changes</b>
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## 1. Statement of Intent

This policy applies to all Wishford schools and relates to term time attendance. It should be read in conjunction with Safeguarding policy and procedure and is aligned with relevant statutory guidance including Working Together to Improve School Attendance (2024) and Working Together to Safeguard Children (2024).

The Wishford Education Group is committed to promoting high levels of term time attendance across its schools. Every child of compulsory school age has a legal right to full-time education. Our school leaders will therefore collaborate with staff, pupils, parents and local partners to ensure that all stakeholders work together to remove any barriers to high standards of attendance.

The development and review of any attendance procedure and improvement plan will always give due consideration to pupils with specific needs and the school's obligations under the Equality Act 2010.

This policy and each school's attendance procedure should be easily accessible to leaders, staff, pupils, and parents, including being published on the school's website. Parents should be sent the documents when pupils join the school and reminded of them at the beginning of each school year and when they are updated. A redacted version of each school's attendance improvement plan can be made available to parents on request.

## 2. An Attendance Procedure

Every Wishford school must set out an attendance procedure in writing. As a minimum, the document should include:

- The name and contact details of the school's **Senior Attendance Champion**
- The attendance and punctuality expectations of pupils and parents, including timings for the start and close of the day, register opening and closing times (period must be no longer than 30 minutes) and the processes for requesting leaves of absence and informing the school of the reason for an unexpected absence
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day to day basis (such as a form tutor, attendance officer etc) and for more detailed support on attendance (such as a head of year or pastoral lead)
- The school's day to day processes for managing attendance, for example first day calling and processes to follow up on unexplained absence. These processes should include the management of attendance and punctuality throughout the school day
- Information on how attendance and absence levels are reported to parents, including how this has impacted on their child's learning
- Procedure for reporting a child absent from education to the local authority (following an unauthorised absence of 10 continuous school days)
- Procedure for reporting a sickness return to the local authority (i.e. the full name and address of all pupils 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.

## 3. An Attendance Improvement Plan

The school's **attendance champion** must oversee a termly (at least) review of an **attendance improvement plan** (see appendix 1). The improvement plan ensures the school is increasingly fulfilling its responsibility to:

- Develop and maintain a whole school culture that promotes the benefits of high attendance and actively discourages late arrival
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence & lateness
- Ensure all staff, pupils and parents understand the attendance procedure and related expectations
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place
- Engage with families and wider support services (whenever necessary) to remove the barriers to attendance
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

Further guidance on each of these responsibilities can be found in Chapter 2 of [Working Together to Improve School Attendance](#). On a termly basis, every school should self-assess their current performance against these responsibilities and set targets for improvement. When reviewing their strategy, school leaders will regularly seek the views of staff, pupils and parents.

In addition to these formal review meeting. The attendance champion should receive regular updates on attendance data and related concerns and take any action necessary.

#### 4. The Attendance Register

The attendance register must be kept electronically. Registration must take place at the beginning of each morning session and once during each afternoon session, usually after lunch break. On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age and for any pupil receiving remote education) whose name is listed in the admission register at the time (with the exception of a pupil who is a boarder).

All Wishford schools should use the following attendance codes. Each entry must be correct at the moment of registration. For all off-site activity (i.e. at any place other than a school where the pupil is registered), schools must ensure that pupils are taking part in the activity at the point of registration; are supervised by a member of staff or adult deemed suitable by the school; that appropriate safeguarding measures have been taken (including risk assessment wherever necessary) and that mechanisms are in place for the external provider to inform the school of any absence. Any child who is absent from a planned off-site activity should be entered into the school register with the code which best fits the reason for their absence. For codes **C1, C2, D, T, Q** and **Y3-Y7**, consultation/communication with Wishford Governance in advance is mandatory.

#### Frequent Codes

- **Code / \**: Present at the school / = morning session \ = afternoon session (must be in attendance)
- **Code L**: Late arrival before the register is closed (i.e. within the 30-minute registration period but after the register was closed/sent)

- **Code N:** Reason for absence not yet established (before the closure of the registration period). N.B. Code N is a temporary code and must be replaced by the correct absence code within 5 school days of the initial entry (if a reason cannot be established within 5 days then Code N needs to be replaced with Code O)
- **Code U:** Arrived in school after registration closed
- **Code K:** Attending education provision arranged by the local authority
- **Code V:** Attending an educational visit or trip
- **Code P:** Participating in a sporting activity off-site.
- **Code B:** Attending any other approved educational activity (i.e. transition/open days at other educational establishments, training or alternative provision)
- **Code M:** Leave of absence for the purpose of attending a medical or dental appointment (during the registration session)
- **Code S:** Leave of absence for the purpose of studying for a public examination
- **Code X:** Non-compulsory school age pupil not required to attend school (for sessions agreed as non-attending for that particular pupil)
- **Code R:** Religious observance (only for days of religious observance, other days granted a leave during the same period should be registered as Code C)
- **Code I:** Illness (not medical or dental appointment)
- **Code E:** Suspended or permanently excluded (whilst awaiting alternative provision)
- **Code G:** Holiday not granted by the school
- **Code #:** Planned whole school closure (including holidays).

### Less Frequent Codes

- **Code W:** Attending work experience
- **Code J1:** Leave of absence for the purpose of attending an interview/assessment day for employment or for admission to another educational institution
- **Code C:** Leave of absence for exceptional circumstance (reasons should be recorded)
- **Code C1:** Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- **Code C2:** Leave of absence for a compulsory school age pupil subject to a part-time timetable (unless dual registered) - see paragraph 65 of [Working Together to Improve School Attendance](#) for further guidance.
- **Code D:** Dual registered at another school
- **Code T:** Parent travelling for occupational purposes (mobile pupil usually requiring dual registration with another school for a prolonged absence)
- **Code Q:** Unable to attend the school because of a lack of access arrangements (only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have 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)
- **Code Y1:** Unable to attend due to transport normally provided not being available (and the pupil does not live walking distance from the school)
- **Code Y2:** Unable to attend due to widespread disruption to travel
- **Code Y3:** Unable to attend due to part of the school premises being closed
- **Code Y4:** Unable to attend due to the whole school site being unexpectedly closed (e.g. due to adverse weather)
- **Code Y5:** Unable to attend as pupil is in criminal justice detention
- **Code Y6:** Unable to attend in accordance with public health guidance or law

- **Code Y7:** Unable to attend because of any other unavoidable cause (i.e. a reason other than Y1-Y6)
- **Code O:** Absent in other or unknown circumstances
- **Code Z:** Prospective pupil not on admission register (if registers have been set up before a pupil's start date).

## 5. The Admissions Register

In line with statutory guidance, every child (all persons under 19 years old of both compulsory and non-compulsory school age) receiving education at a Wishford school must be entered on an electronic admission register. Each entry must include:

- full name;
- name the pupil uses at school;
- sex;
- main address;
- the full name and address of each of the pupil's parents;
- which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. The DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil;
- day, month and year of birth;
- day, month and year of the pupil's **starting date** at the school (not registration/admission date);
- name and address of the last school the pupil attended, if any.
- Day or Boarding pupil (boarding schools only)

Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or the pupil attending the school on that day.

If a pupil fails to attend school on the agreed starting day, the school is expected to follow this up and try to establish the reason for absence. If they are unable to locate the pupil, schools should notify the local authority.

In accordance with regulation 13(1) to (3), a school must make a return to the local authority within 5 days of adding a pupil's name to the admission register (a New Pupil Return) and must provide the local authority with all the information held within the admission register about the pupil. This does not apply to pupils who are added to the admission register at the start of the school's most junior year (for example, pupils who are registered at secondary school at the start of Year 7) unless the local authority has requested such information.

It is vital that the admission register is kept up to date. Schools should encourage parents to inform them of any changes whenever they occur and must ensure the admission register is amended as soon as possible.

### Updating an entry

The admissions register must be/can only be updated as a result of the following circumstances and in line with the following guidelines:

- **Change of main address** - when a person with parental responsibility informs the school. The updated entry to the register must include the address, the names of each parent living at the new address and the date when the pupil will start normally living there.
- **Change of school** - when a person with parental responsibility informs the school. The updated entry to the register must include the name of the other school and their future start date. This also applies where the school itself is requiring the pupil to attend another school, for example to receive education intended to improve their behaviour (off site direction).

## Deleting an entry

- A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.
- In accordance with regulation 13(4) to (6), a school must make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave primary school at the end of Year 6), unless the local authority has requested such information.
- Where a school notifies the local authority that a pupil's name is deleted from the admission register, as set out in regulation 13(4), the school must provide the local authority with the following information about the pupil from the admission register:
  - full name;
  - address;
  - the full name and address of any parent the pupil normally lives with;
  - at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
  - if applicable, 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 will start living there;
  - if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
  - the reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the admission register.
- A school cannot retrospectively delete a pupil's name from the admission register or attendance register. The admission register and attendance register must be an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance must be recorded up until the date that the pupil's name is deleted from the admission register.
- The grounds for deleting a pupil of compulsory school age from the admissions register are:
  - **Ground A** - The pupil has been registered at another school (Regulation 9(1)(a)) and the other school has control of the pupil's attendance. N.B. Deletion must occur on the agreed start date at the other school. Attendance must be recorded up to and including the preceding day, regardless of circumstance. There are some exceptions to the rule in relation to school attendance orders, mobile children and dual registration and Wishford registrars should seek advice in such instances
  - **Ground B** - The pupil has not continued at the school following completion of nursery education (Regulation 9(1)(b))
  - **Ground C** - The pupil is also registered at one or more other schools and the other schools have agreed the deletion (Regulation 9(1)(c)). i.e. when notification of registration and a start date has come from the next school (and not the parents) and the pupil is not a mobile child or subject to an attendance order
  - **Ground D** - The pupil has a school attendance order which has been changed to name another school (Regulation 9(1)(d))
  - **Ground E** - The pupil had a school attendance order which has been revoked (Regulation 9(1)(e))
  - **Ground F** - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school and there is no attendance order in place (Regulation 9(1)(f))
  - **Ground G** - The pupil (day pupil) no longer normally lives a reasonable distance (judged by the school on a case by case basis) from the school and the school does not have reasonable grounds to believe the pupil will attend the school again (Regulation 9(1)(g)). In this case, future school is unknown and so the pupils information should be transferred

to the Lost Pupil Database via the [S2S system](#) on the day they are removed from the admissions register

- **Ground H** - The pupil has not returned following a leave of absence (plus 10 school days absence following agreed leave) and following all reasonable efforts to make contact (in liaison with the local authority), it is agreed that there are no reasonable grounds to believe the pupil will return (please see DfE's guidance on [Children Missing Education](#)). (Regulation 9(1)(h))
  - **Ground I** - The pupil has been continually absent from school for 20 school days and following all reasonable efforts to make contact (in liaison with the local authority), it is agreed that there are no reasonable grounds to believe the pupil will return (please see DfE's guidance on [Children Missing Education](#)). (Regulation 9(1)(i))
  - **Ground J** - The pupil is detained under a sentence of detention **and the school has** reasonable grounds (in liaison with the pupil's youth offending team worker) to believe the pupil will not return to the school once they are released. Pupils who are remanded to custody awaiting trial or sentencing cannot be removed under this ground (Regulation 9(1)(j))
  - **Ground K** - The pupil has died. **The pupil's name should be deleted as soon as the school are made aware of their death to avoid any unnecessary contact** (Regulation 9(1)(k))
  - **Ground L** - The pupil will be over compulsory school age and will not continue into the sixth form (a pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16 (Regulation 9(1)(l))
  - **Ground M** - not applicable
  - **Ground N** - The pupil has ceased to be a pupil at an independent school or non-maintained special school - NB Wishford setting should revert to this ground when no other grounds in this list apply. (Regulation 9(1)(n))
  - **Ground O** - The pupil has been permanently excluded from the school (following appeal) (Regulation 9(1)(o)).
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- The grounds for deleting a pupil **not** of compulsory school age from the admissions register are:
    - **Ground A** - The pupil is not a boarder and will not attend the school again (Regulation 9(3)(a))
    - **Ground B** - The pupil is a boarder and has ceased to be a pupil at the school (Regulation 9(3)(b))
    - **Ground C** - The pupil has been continually absent from school for 20 school days (without agreed leave, sickness or other unavoidable cause) and following all reasonable efforts to make contact there are no reasonable grounds to believe the pupil will return (Regulation 9(3)(c))
    - **Ground D** - The pupil has died (as above) (Regulation 9(3)(d))
    - **Ground E** - The pupil has been permanently excluded from the school (following appeal) (Regulation 9(3)(e))

Appendix 1: Attendance Improvement Plan Template

<b>Name of School Attendance Improvement Plan: 2024-25</b>				
Statutory Responsibilities	Annual Target	Actions to be taken	By whom/when	End of year review
Develop and maintain a whole school culture that promotes the benefits of high attendance and actively discourages late arrival				
Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence & lateness				
Ensure all staff, pupils and parents understand the attendance procedure and related expectations				
Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place				
Engage with families and wider support services (whenever necessary) to remove the barriers to attendance				

<p>Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe</p>				
<p>Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.</p>				