



# STRATFORD PREPARATORY

2 - 11 YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL

## Attendance Policy

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Scott Powell, School Attendance Champion

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## 1. Policy Statement

Stratford Prep seeks to ensure that all its pupils receive a full-time education which gives each pupil the best opportunity to realise their potential. We provide a caring, welcoming environment, so that each member of the school community feels valued and secure. The strong pastoral ethos of the school, and our good links with our parents, means that all staff work with pupils and their families to ensure that each pupil attends school regularly and punctually.

The school has systems of incentives and rewards which acknowledge the efforts of pupils to maintain and improve their attendance, and challenges any parents and pupils who give a low priority to attendance and punctuality.

We recognise that attendance monitoring is an important aspect of safeguarding. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational underperformance, which can negatively affect personal and social development among pupils. A child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm. Consequently, attendance and registration arrangements are hugely important

The school seeks to develop and maintain good relationships with parents, and to communicate regularly and effectively with them over issues of attendance and punctuality.

## 2. Policy Aims

This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and that promotes high levels of attendance and punctuality of pupils at the school, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing.

We shall:

- > Maintain and improve the overall percentage attendance of pupils at school.
- > Make attendance and punctuality a priority for all members of the school community, including pupils, parents, teachers and directors.

- > Maintain a framework which defines agreed roles and responsibilities, and promotes consistency in carrying out designated tasks.
- > Provide support, advice and guidance to parents and pupils.
- > Use a systematic approach to gathering and using attendance related data.
- > Maintain and develop positive and consistent communication between home and school.
- > Implement a system of rewards and sanctions.
- > Work effectively with external agencies when necessary.
- > Recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

To achieve our aims we will:

- > Ensure procedures and lines of responsibility within the School are clear as regards:
  - Attendance and Registration;
  - Authorisation and Clearance of Absence (including Exeats) and Lateness;
  - How sanctions are used to reinforce expectations of attendance and punctuality;
  - How and when to report concerns, including identifying and addressing any situation where a pupil goes missing from School;
- > Staff, parents and pupils are aware of, understand and can readily comply with statutory regulations and School rules governing attendance;
- > Absences and instances of lateness are identified and recorded systematically and accurately and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality and enable action to be taken quickly to identify and reduce absence, including persistent absence.

### 3. Statutory Framework: Admission and Attendance Registers

The law requires all schools including independent schools to have an admission register and an attendance register. All pupils (regardless of their age) must be placed on both registers. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- > Part 6 of the [Education Act 1996](#)
- > Part 3 of the [Education Act 2002](#)
- > Part 7 of the [Education and Inspections Act 2006](#)
- > [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- > [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- > [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- > [School census guidance](#)

- > [Keeping Children Safe in Education](#)
- > [Mental health issues affecting a pupil's attendance: guidance for schools](#)

The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Warwickshire County Council regarding school attendance, which can be found on the [Warwickshire.gov.uk](http://Warwickshire.gov.uk) website.

#### 4. Roles and Responsibilities

- a. The Proprietor has appointed the Head of School at SPS to have overall responsibility for championing and improving attendance in school. The School Attendance Champion [SAC] is named at the start of this policy. Details of the individual appointed are at the front of this policy and are widely publicised within School.

The SAC's responsibilities are:

- i. to set a clear vision for improving attendance in school;
- ii. to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- iii. to regularly monitor and evaluate progress, including the efficacy of Stratford Prep's strategies and processes;
- iv. to have oversight of and analyse attendance data; and
- v. to communicate clear messages on the importance of attendance to pupils and parents.

- b. **Staff with specific responsibilities for attendance<sup>1</sup>:**

The pastoral staff have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- i. have a formal routine for registers being taken accurately each morning and afternoon;
- ii. seek explanations of absences required from pupils on their return to School;
- iii. make enquiries about unexplained absences, including those within Stratford Prep day, and follow up with pupil to ensure that an explanation has been formally given to Stratford Prep;
- iv. look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- v. deal with lateness to lessons consistently and promptly;
- vi. consider appropriate sanctions for pupils who arrive late to a lesson in line with Stratford Prep's behaviour and discipline policies; and
- vii. discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

- c. **All staff**

- d. Stratford Prep ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

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<sup>1</sup> Stratford Prep should provide information and contact details of the staff who pupils and parents should contact about attendance on a day to day basis (such as a class teacher or Deputy Head) and for more detailed support on attendance (such as the DSL or DDSL)

- e. Stratford Prep provides appropriate training and professional development for staff consistent with their roles and responsibilities.

## **5. School arrangements**

- I.1 Stratford Prep 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 Stratford Prep's arrangements can be found in Appendices A-E.

## **6. Monitoring attendance**

- a. Stratford Prep will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across Stratford Prep and develop strategies to address them. Such analysis may include:
  - i. monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
  - ii. using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);
  - iii. conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
  - iv. benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
  - v. devising specific strategies to address areas of poor attendance identified through data;
  - vi. monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
  - vii. providing data and reports to the Proprietor to support its work.

## **7. Pupil responsibilities**

- a. School attendance is important to pupil attainment, wellbeing and development. Stratford Prep therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.
- b. Pupils should be aware that:
  - i. they are expected to be present in-person for the duration of each School day;
  - ii. they are expected to arrive on time and attend all timetabled lessons;
  - iii. they should not leave a lesson or Stratford Prep site without permission or otherwise in accordance with School rules;
  - iv. they should engage with Stratford Prep's arrangements for recording and managing attendance as set out in this policy;
  - v. any unexplained absence will be followed up;
  - vi. persistent lateness or non-attendance will result in action being taken by Stratford Prep. This may take the form of:
    - I. offers of support to seek to identify and address any barriers to attendance;

2. communication with parents;
  3. reporting to other agencies such as children's social care; and
  4. sanctions against them or their parents in line with Stratford Prep's behaviour policies.
- vii. If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although Stratford Prep encourages them to speak to their class teacher or those staff identified in the safeguarding policy in the first instance. Pupils are entitled to expect this information to be managed sensitively.

## 8. Additional needs

- a. Stratford Prep recognises some pupils may find it harder than others to attend School, and will work with those pupils 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. {There is an ISBA document "Dealing with Attendance Issues – Pupils with Health/Medical Conditions and Special Educational Needs" document number 3047 which will provide some guidance.}
- b. Stratford Prep will make reasonable adjustments<sup>2</sup> where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.
- c. It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.<sup>3</sup>
- d. Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance<sup>4</sup>.
- e. Where barriers are outside of Stratford Prep's control, Stratford Prep will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.
- f. Stratford Prep will make a sickness return to the local authority if a pupil 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 pupil will have to miss 15 consecutive school days or more for illness or the pupil'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.<sup>5</sup>

## 9. Parent / carer responsibilities

- a. 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.
- b. This means pupils must attend every day that Stratford Prep 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 Stratford Prep.
- c. Stratford Prep 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.

<sup>2</sup> In this case to meet Stratford Prep's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.

<sup>3</sup> The Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that 'in many cases Stratford Prep may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan.'

<sup>4</sup> See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples

<sup>5</sup> See paragraph 57 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024

- d. Expectations Stratford Prep places on parents can be found in section 9 of this policy
- e. 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 Stratford Prep about it could amount to a breach of contract or a finding that the parent is treating Stratford Prep unreasonably.

## 10. Training

- a. **Staff:** Stratford Prep 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:
  - i. the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
  - ii. Stratford Prep's strategies and procedures for tracking, following up and improving attendance.
- b. 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:
  - i. the law and requirements of schools including on the keeping of registers;
  - ii. the process for working with other partners to provide more intensive support to pupils who need it;
  - iii. the necessary skills to interpret and analyse attendance data; and
  - iv. any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- c. Stratford Prep maintains written records of all staff training.

## 11. Information sharing

- a. 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.
- b. Stratford Prep, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- c. Where appropriate Stratford Prep will attend regular targeting support meetings.<sup>6</sup>
- d. Stratford Prep is legally required to share information from the registers with the local authority. As a minimum this includes:
  - i. New pupil and deletion returns;
  - ii. Attendance returns<sup>7</sup>;
  - iii. Sickness returns.

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<sup>6</sup> Targeting support meetings are meetings local authorities have with schools to discuss attendance data and identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils. See chapter 4 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

<sup>7</sup> Schools are required to provide attendance returns to the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been recorded as absent for a continuous period of ten school days where their absence has been recorded with one or more of the national attendance codes (G, N, O, and/or U). Individual local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month - see chapter 2 and content on sharing information in the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

- e. 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 Stratford Prep's registers.
- f. Stratford Prep must provide specific pupil information on request to the Secretary of State. [Stratford Prep meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE<sup>8</sup>. Stratford Prep also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.]
- g. Where appropriate, Stratford Prep is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

## 12. Record keeping and confidentiality

- a. All records created in accordance with this policy are managed in accordance with Stratford Prep's policies that apply to the retention and destruction of records. Attendance records should be kept for 6 years.
- b. The information created in connection with this policy may contain personal data. Stratford Prep's use of this personal data will be in accordance with data protection law. Stratford Prep has published privacy notices on its website which explain how Stratford Prep will use personal data.

## 13. Requests for absence

Parents wishing to take their child out of School for exceptional reasons (such as attending a funeral or wedding, religious observance, elective surgery, or involvement in a regional or national extracurricular competition) must seek authorisation in advance of the proposed absence by writing to the Headteacher.

Parents will be asked to complete the *Application for a Pupils Leave of Absence* form (see Appendix 1) and return this to Stratford Prep a week in advance of the proposed date(s) of absence.

The Headteacher will confirm whether the circumstances meet the definition of 'exceptional circumstances' for which leave of absence may be granted by Stratford Prep.

## 14. Our objectives

### a. Maintain and improve the overall percentage attendance of pupils at school

- > All members of staff should apply the attendance policy consistently
- > Stratford Prep and all members of staff should establish and maintain a high profile for attendance and punctuality
- > All attendance issues should be related directly to our ethos, our values and our curriculum.

### b. Make attendance and punctuality a priority for all members of Stratford Prep community

- > The pupil and staff handbooks make clear the importance of attendance and punctuality, and the systems for managing them
- > Attendance and punctuality are monitored weekly to ensure that unauthorised absences are dealt with and to maintain the highest levels of punctuality
- > Induction evenings and parents' information evenings are used to highlight the importance of attendance and punctuality to parents, and the systems for managing them
- > Staff are regularly reminded of the significance of these issues through Pastoral Meetings, Whole Staff Meetings and Training Days

<sup>8</sup> The DfE has stated that the easiest way to meet the requirement to share the data is to have an electronic management information system containing the required information that can be accessed by the DfE. Once Stratford Prep has granted permission the flow of data is completely automated and does not place any further burden on schools or local authorities.

- > Mentors use a range of reward systems, such as certificates, end of year prizes, etc.
- c. Maintain a framework which defines roles and responsibilities, and promotes consistency in carrying out designated tasks**
- > We have clear unambiguous procedures for statutory registration
  - > Telephone contact with parents or carers is made after 9.00 am on the first day of absence by a member of the reception team
  - > When pupils arrive after registration has closed (i.e. 8:40am) they must report to the front office to register
  - > If a pupil arrives after 8:30am they must sign in at the office
  - > We respond promptly to lateness, in respect of both parents, staff and pupils.
  - > Mentors, the Heads of School and Reception staff have clearly defined roles and responsibilities for tracking and responding to absence and lateness.
  - > The Designated Safeguarding Lead refers pupils to external agencies when necessary.
  - > Attendance is reviewed regularly.
- d. Provide support, advice and guidance to parents and pupils**
- > Attendance and punctuality are at times highlighted in assemblies, in PSHEE lessons, and in mentor times.
  - > When parents share concerns about a pupil's attendance, attitude to school or punctuality, we act promptly to support parents.
  - > We share concerns about pupils' attendance or lateness with parents at an early stage.
  - > We provide support for pupils who are apprehensive about coming to school e.g. by giving them a mentor to speak to, or by giving them strategies to follow if they are finding the pressures of a school day, or of academic work, too demanding.
  - > When parents request absence for family holidays, the legal and academic guidelines and consequences are made clear to them.
- e. Use a systematic approach to gathering and using attendance related data**
- > The ways of recording authorised and unauthorised absence, presence, educational activities, visits, medical appointments, etc. are made clear to form tutors; recording is overseen, and monitored daily, by the reception team, working with the Heads of School.
  - > Attendance is recorded via our Management Information System, iSams by teachers at least twice daily.
  - > Mentors, the reception team and the Heads of School will regularly monitor punctuality in order to identify patterns of irregular attendance or lateness.
- f. Develop positive and consistent communication between home and school**
- > We make clear to parents that we expect phone calls on the first morning of absence, and absence letters on the pupil's return to school. Parents may use the pupil's planner or email Stratford Prep to explain absence.
  - > When parents do not phone on the first day of absence, the reception will phone home after 9.00 am.
  - > When parents do not provide absence notes promptly, notes are chased up initially through the reception team, then the Mentor and finally with a letter sent home from the relevant Head of School.
- g. Implement a system of rewards and sanctions**
- > Rewards are given for attendance and punctuality.
  - > Different year groups use a variety of rewards and sanctions to promote regular attendance and punctuality.
  - > In cases where a pupil is finding it difficult to come to school, we may agree a system of rewards with the parents or carers and the pupil.
- h. Promote effective partnerships with the Education Social Work Service, and other services and agencies**

- > The relevant Head of School, sometimes working with the Mentor, is responsible for liaising with the Education Social Work Service and other agencies.
- > The Designated Safeguarding Lead will carry out initial enquiries or intervention prior to referral, and give priority to meetings arranged with external agencies.
- > When necessary, the Designated Safeguarding Lead will also organise multi-agency liaison meetings, and develop an understanding of agency constraints and operating environments.
- > The relevant Head of School is also responsible for checking that pupils who leave this school have been enrolled at another school. When there is cause for doubt, the relevant Local Authority will be informed.

**i. Recognise the needs of the individual pupil when planning reintegration following significant periods of absence**

- > We are sensitive to the individual needs and circumstances of pupils returning after prolonged absence.
- > The relevant Head of School and the pupil's Mentor may be involved in discussing with the pupil and their parents a structured programme, with an agreed time scale, for the pupil's return. A timescale will also be agreed for reviewing the reintegration plan.
- > The pupil is given a member of staff, usually the Mentor (although pupils may choose their own staff member if they wish), to whom they may turn for counselling, support or feedback.
- > The pupil's peers or friendship group are encouraged to provide support on a pupil's return.
- > The pupil is given a "safe place" where she may go during the day if the pressure of being at school becomes too much to cope with – this is co-ordinated with the Mentor and relevant Head of School so that the pupil's whereabouts are known.
- > All teaching staff are kept informed through weekly staff briefings about the progress and needs of the pupil, including the possible need to go to their mentor, or their "safe place".

## **15. Child Student Visa**

Stratford Prep holds a Child Student Visa Licence, issued by United Kingdom Visa & Immigration (UKVI). This licence allows Stratford Prep to sponsor pupils who live overseas to study at Stratford Prep.

As a sponsor for pupils under the Home Office Child Student Visa Scheme, Stratford Prep is aware that monitoring of pupil engagement is a mandatory requirement of the Home Office (UKVI) for Stratford Prep to maintain its Sponsor Licence as a sponsor of 'international students'.

Part of Stratford Preps responsibility is to report promptly to the UKVI department of the Home Office in cases where a holder of a Child Student Visa is found to have contravened the terms of their Visa.

In particular, a report will be made by the Registrar to UKVI in the event that a holder of a Child Student Visa has:

- > Unauthorised absence of 10 10 days of school;
- > Enrolled but not attended;
- > Not enrolled within the enrolment period;
- > Withdrawn due to ill health or other circumstances (including if the pupil withdraws before they travel to the UK);
- > Ceased to be sponsored by Stratford Prep;
- > Been delayed from enrolling or attending (even when the length of the delay is known);
- > Ceased studying and stopped attending;
- > Been excluded or otherwise required to leave by Stratford Prep resulting in Stratford Prep withdrawing sponsorship;
- > Returned overseas but not withdrawn (including where the pupil has been permitted to defer). Reports will be made in all cases through the online Sponsorship Management System (SMS) in accordance with the reporting procedures given in the document Tier 4 of the Points Based System: Guidance for Sponsors (2019).

Stratford Prep does not need to make a report if:

- > A pupil has been given reasonable permission to miss a contact;
- > Stratford Prep has decided not to withdraw sponsorship even though the pupil has missed 10 days. This should be very rare and Stratford Prep must keep evidence of any decision of this kind, together with the reasoning behind it.

For further information please see our Child Student Visa Policy.

### **16. Consultation and dissemination of this policy**

This policy has been discussed by all members of the teaching staff through staff meetings or year team meetings, by Mentors, the ELT and the SLT. The key elements are explained to parents at the parents' information evenings held in the autumn term. Issues of attendance and punctuality are regularly raised with pupils in form time and in year assemblies.

### **17. Monitoring and evaluation**

The effectiveness of this policy will be monitored by the Heads of School and Headteacher, and reviewed annually by the Senior Leadership Team.

### **18. Related Policies**

- > Safeguarding Policy
- > Child Student Visa Policy
- > Admissions policy

## **Appendix A: School arrangements**

### **I Managing attendance**

- I.1 Stratford Prep monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers<sup>9</sup> as required by law and set out in Appendix0 and Appendix0 respectively. The admission and

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<sup>9</sup> Boarding schools without day pupils are not required to keep an attendance register. Schools with a mixture of day pupils and boarders must keep an attendance register for the day pupils.

attendance registers must be kept electronically and retained by Stratford Prep for the relevant time period as stated by law.

- 1.2 Stratford Prep expects all pupils to be present at School for the whole of Stratford Prep day, usually from registration at 8:20am to close at 4pm but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

## 2 The role of parents / carers

- 2.1 Stratford Prep expects all Parents to:
  - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity;
  - 2.1.2 notify Stratford Prep of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
  - 2.1.3 cooperate with Stratford Prep to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

## 3 Registration and attendance checks

- 3.1 Morning registration is at 8:20am and 8:30am. The registers will remain open for 10 minutes after the start of morning registration.
- 3.2 Afternoon registration will be at 2:10pm during lesson 5 for Seniors and directly after lunchtime for Junior pupils.
- 3.3 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.
- 3.4 Stratford Prep uses iSams Registration and Attendance Management Systems]<sup>10</sup>

## 4 Reporting absence

If a pupil is to be absent from School for any reason, the parent / carer should contact the reception by email / telephone by 8:45am on first morning of absence;

- 4.1 Where a pupil is ill, Stratford Prep should be notified of the nature of the illness.]

## 5 Arrangements for reporting subsequent absence

- 5.1 Absence will be recorded on the Attendance Register as set out in 0.

## 6 Managing absence

Stratford Prep's day to day processes for managing attendance, for example processes to follow up on unexplained absence and appropriate escalation procedures, such as:

- First day call processes
- sending letters to parents or carers;
- having a weekly attendance review and report system;
- using sanctions - under the behaviour policy with pupils or consultation with parents.

## 7 Authorised absences

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<sup>10</sup> There is no requirement for the policy to specify which systems it uses, however we have retained this wording should schools wish to include this level of detail.

- 7.1 Authorised absence means that Stratford Prep has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

## 8 Applications for an authorised leave of absence

- 8.1 Applications for authorised leaves of absence during Stratford Prep day will only be granted in exceptional circumstances and will only be permitted if made in writing to Laura Sweetman [lsweetman@arnoldlodge.com](mailto:lsweetman@arnoldlodge.com)
- 8.2 Stratford Prep will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- 8.3 Apart from illness, no pupil should be away from School without prior permission from the Head.
- 8.4 Dental or medical appointments should be made during School holidays except in cases of emergency when mentors and reception should be informed.
- 8.5 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.
- 8.6 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 pupils belong. Parents are expected to make a request for this type of leave of absence in advance

## 9 Reporting duties

- 9.1 Stratford Prep has statutory reporting obligations if a pupil fails to regularly attendance their absence is unauthorised. Stratford Prep must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- 9.2 In the event that a pupil holding a Student or Child Student visa sponsored by Stratford Prep under the Points Based System goes missing<sup>11</sup>, Stratford Prep will report to UKVI if the pupil misses ten consecutive expected contact points.
- 9.3 Each time Stratford Prep's attendance register is completed it is treated as a contact point for these purposes.<sup>12</sup>
- 9.4 The report will be made by Stratford Prep's Level 1 user via the Sponsor Management 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 pupil from Stratford Prep gives rise to a concern about their welfare.

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<sup>11</sup> Children being absent from school, particularly repeatedly and / or for prolonged periods and children missing education, can act as a vital warning sign of a range of safeguarding issues, including exploitation. Exploitation can affect any child, however international students may be at greater risk than other children. UKVI's Student Sponsor Guidance states that a school must have appropriate policies and procedures in place to ensure the safety, wellbeing and protection from exploitation of the children whom it sponsors to study in the UK under the Child Student route.

<sup>12</sup> Stratford Prep may wish to insert its own definition of contact points e.g. just morning registration

## Appendix B: Admissions register

### I Admission register

- I.1 In accordance with the requirements of Stratford Prep Attendance (Pupil Registration) (England) Regulations 2024 Stratford Prep will:
  - I.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to Stratford Prep (also known as Stratford Prep roll); and
  - I.1.2 inform the local authority of any pupil who is going to be added to or deleted from Stratford Prep's admission register at non-standard transition points.
- I.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.
- I.3 Stratford Prep must ensure that every entry in Stratford Prep'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 Stratford Prep year that it relates to.
- I.4 The admissions register contains specific personal details of every pupil in Stratford Prep, including their date of admission, information regarding parents and carers and details of Stratford Prep they last attended [• and in the case of boarding schools whether each pupil of compulsory school age is a boarder or day pupil].<sup>13</sup>
- I.5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of Stratford Prep Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.<sup>14</sup>
- I.6 Where Stratford Prep notifies the local authority that the pupil's name is to be deleted from the admission register, Stratford Prep must provide it with the following information:
  - I.6.1 the full name of the pupil;
  - I.6.2 the address of the pupil;
  - I.6.3 the full name and address of any parent the pupil normally lives with;
  - I.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
  - I.6.5 the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
  - I.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
  - I.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

<sup>13</sup> Regulation 8 of Stratford Prep Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the admissions register. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

<sup>14</sup> Schools must refer to regulation 9 of Stratford Prep Attendance (Pupil Registration) (England) Regulations 2024 for full details of the legal grounds for deleting a pupil from the registers. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

## Appendix C: Attendance register

### 1 Attendance register

- 1.1 Stratford Prep records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) [including/not including boarders] in accordance with Stratford Prep Attendance (Pupil Registration) (England) (Regulations) 2024<sup>15</sup>
- 1.2 Stratford Prep uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.
- 1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.<sup>16</sup>
- 1.4 Stratford Prep will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.5 Stratford Prep 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 is:
  - 1.6.1 physically present in school when the attendance register begins to be taken; or
  - 1.6.2 absent from Stratford Prep 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 Stratford Prep; or
  - 1.6.4 absent.
- 1.7 The circumstances in which a pupil may be recorded as attending a place, other than Stratford Prep, 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 Stratford Prep 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 Stratford Prep as part of the pupil'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 Stratford Prep 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;

<sup>15</sup> Regulation 10 of Stratford Prep Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the attendance register. See also chapter 8 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

<sup>16</sup> Registers are legal records and Stratford Prep must preserve every entry in the attendance or admission register for 6 years from the date that the data was entered.

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.<sup>17</sup>

### 3 Remote education

3.1 Stratford Prep is required to record all absence from in-person lessons.

3.2 Stratford Prep may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend Stratford Prep site, to keep pace with their education.

3.3 In the limited circumstances when Stratford Prep decides to use remote education for individual pupils when they are absent, the following will be considered:

3.3.1 ensuring mutual agreement of remote education by Stratford Prep, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

3.3.2 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 pupil back to school at the earliest opportunity;

3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Stratford Prep will keep a record of, and monitor pupil'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 pupil's reintegration to school.

3.5 Stratford Prep will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

3.6 [• Stratford Prep will maintain pages on its website that provides information and guidance about the remote education provision and links to any trusted external education websites.]

3.7 [• Stratford Prep has an established remote education plan in place which is reviewed at least annually in consultation with staff.<sup>18</sup>]

### 4 Unauthorised absence

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where Stratford Prep 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 Stratford Prep or is in excess of the period determined by the Head;

4.1.2 the reason for absence has not been provided;

4.1.3 a pupil is absent from school without authorisation;

<sup>17</sup> Schools should refer to regulation 10 of Stratford Prep Attendance (Pupil Registration) (England) Regulations 2024 to ensure they are correctly recording reasons for absence and the applicable commentary in chapter 8 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

<sup>18</sup> The DfE's non-statutory guidance on providing remote education recommends (if a plan is in place) it should demonstrate a consideration of any additional burdens that providing remote education may place on staff and families.

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

## Appendix D: Attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
CI	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
Jl	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session

Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays