

Attendance and Registration Policy

Whole School & EYFS



Regulation ISSR: Part 3,15
Reviewed and updated by: Mrs C Wood
Approval: Full Governor Board
Last Review: Autumn Term 2024
Next Review: Autumn 2025

Introduction and aims

AESG expects its pupils to aim for full attendance and excellent punctuality and is committed to a policy of working with pupils and parents to this end. High standards in these aspects are considered essential in fulfilling the aims of the School, in particular in instilling in the pupils a sense of personal responsibility and reliability and in encouraging the fulfilment of individual academic potential.

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

- Education (Independent School Standards) Regulations 2014;
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- [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)
- [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);
- [School suspensions and permanent exclusions](#) (DfE, August 2024 latest update); and
- [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, updated April 2020).

In addition, the following policies and procedures are relevant to this policy:

- Child Protection and Safeguarding Policy
- Missing Pupil Procedure
- Behaviour policies (including anti-bullying and the school rules)
- SEND policies
- Risk assessments (Health and Safety, wellbeing plans and assessments for individual pupils)
- Data Retention Policy

Roles and responsibilities Staff at AESG

Attendance is a school leadership matter. All members of the leadership team work to support families to improve attendance. Day to day responsibility lies with:

- Mrs C Wood – Head (cwood@aesg.co.uk)
- Mrs C Clark – School Nurse and DSL (cclark@aesg.co.uk) who is the designated Senior Leadership Attendance Champion
- Miss E Scott – Prep Head (escott@aesg.co.uk)

We will monitor student attendance and punctuality in registration periods and lessons and liaise closely with parents in the case of unacceptable levels of absence or persistent late arrival to find ways to address these concerns. We will act early to address patterns of absence. We will ensure that we authorise absence for main festivals associated for those with any faith. We will support pupils with illnesses and put measures in place to support those with longer term conditions that may impact on their ability to achieve 100% attendance.

It is the responsibility of all teaching staff to work with parents and pupils to maintain high levels of student attendance. Parents have a legal duty to ensure their compulsory school age child is registered at a school and attends regularly. Failure to do this is an offence under the Education Act 1996. Schools have safeguarding duties under Section 175 of the Education Act 2002 to investigate any unexplained absences.

The Head:

- Is responsible for the strategic oversight of attendance procedures, developing and maintaining a whole school culture that promotes the benefits of high attendance
- Ensures that strategies are in place to promote and implement the policy throughout the school
- Consider leave of absence requests of up to five days, applying the principles outlined in this policy and ensuring that the absence will not impact on key assessments or events
- Considers parent requests for leave of absence that are more than ten school days
- Notifies parents that, if a student of compulsory school age fails to attend regularly, her parents are committing an offence in law

The Senior Leadership Attendance Champion:

Sets a clear vision for improving and maintaining good attendance

Establishes and maintains effective systems for tackling absence and make sure they are followed by all staff and have a strong grasp of absence data to focus the collective efforts of the school.

Monitors and evaluates attendance records, identifying trends and any subsequent actions required

Monitors the efficacy of the school's strategies and processes with regard to attendance.

Ensures all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.

Liaise with the designated Governor for monitoring attendance to ensure appropriate levels of oversight provided for attendance procedures.

The Deputy Heads/ Prep Head/Senior Leadership Attendance Champion will:

- Oversee attendance arrangements and take responsibility for the updating and operational management of registration and attendance monitoring procedures and implementation of sanctions by Form Tutors and Heads of Year
- Ensure that the school procedures, guidance to staff in the Staff Handbook and the Attendance Policy comply with current national legislation
- Work with the Admissions officer, Data Manager and Reception team to ensure that the School's Admissions and Attendance registers comply with national legislation and are available for Inspection
- Ensure that attendance and admissions registers are stored digitally for three years
- Keep the Head informed of any issues
- Advise the Head on any strategies that could be initiated, or procedures improved
- Ensure that the procedures are made known to parents via the Parent Handbook/ My School Portal
- Analyse attendance registers monthly (with relevant staff e.g. Heads of Year) to monitor absence and work with relevant staff to improve attendance
- Ensure that Class Teachers, Form Tutors and Heads of Year are recording and monitoring attendance and punctuality and taking effective action to address individual student concerns
- Work with the Pastoral Team to initiate strategies for improving attendance
- Produce full attendance certificates for individual girls
- Ensure that student attendance is adequate for examination entry
- Contact the Local Education Offices for advice and practical support regarding a pupil who has persistent absence and the family is struggling to meet formal support
- Contact the police when there is an unknown absence and the school and family are unable to establish the whereabouts of a pupil

The Heads of Year (Senior School) / Prep Head will:

- Ensure that Form Tutors and Class Teachers are following the correct procedures for registration
- Ensure that unaccounted for absence is followed up
- Check weekly iSAMS data sheets on attendance for pupils in their year group/in Prep, identifying pupils whose attendance is a concern: below 90%, is irregular and/ or shows an absence of more than ten consecutive days not covered by a medical certificate – statistical analysis of data that will then be followed up with the parents
- Along with the Deputy Head Pastoral, monitor attendance and absence data half-termly, termly and yearly across the school, within year groups and at an individual pupil level. They identify any groups of pupils or individual pupils whose absences may be a cause for concern.
- Make checks on absence notes for such pupils
- Follow up on such concerns with the student and the parent and put in support measures to facilitate an improvement in attendance rates ([see summary table of responsibilities](#))
- Ensure that all suspected truancy is followed up and sanctions applied
- Investigate reasons for absence to ensure that there are no issues of bullying, safeguarding, equal opportunities or other issues
- Work with any pupil who has had protracted absence to assist with re-integration
- Inform the Deputy Head if referral to the pupil's LEA is needed (e.g. 10 day's absence child absent from education)
- Determine, in discussion with the Deputy Head whether to authorise any absences that have taken place for which no prior request was made

- Present certificates for full attendance
- Ensure attendance data is reported as part of regular data review weekly and via formal reports for each year group.
- Ensure attendance data is shared with the Senior Leadership Team and with Governors via Curriculum Committee Meetings / Safeguarding Reports.

Class, Form or Subject teachers will:

- Record student attendance, absence and punctuality in every lesson using iSAMS (Senior School) and in the AM and PM (Prep School)
- Alert Reception immediately if a student is absent from the lesson, but has been present in school
- In Senior School, apply sanctions for late arrival, for example making up the time missed during break or lunchtime or clinic
- In Senior School, apply sanctions for failure to catch up on work missed through absence after an appropriate time limit. Appropriate sanctions might include repositioning the student to work alone until work is completed or giving subject detention
- Support pupils who are absent due to illness, enabling them to catch up work and understand the content (via Subject Clinics, one to one mentoring etc.)
- Alert the Form Tutor and Head of Year/Head (Prep) if absence or poor punctuality are persistent problems
- Monitor daily attendance and are encouraged to flag up any concerns weekly to the Heads of Year to allow early intervention.
- Record student absence for individual Music tuition using iSAMS as an N if they have not seen the pupil at the start of the lesson

Attendance problems – individual pupils

Heads of Year, Class Teachers or the Prep Head will use some of the following actions to overcome low or irregular attendance:

- Meet with parents to discuss strategies at school and at home to encourage improved attendance
- Arrange learning mentors (older pupils, usually Sixth Form)
- Use letters to parents to discourage absence
- Provide extra help in catching up on work missed
- Provide, in association with the School Nurse and Student Wellbeing Counsellor, in-school counselling
- Work with external agencies to adapt the timetable to enable the pupil to attend school and support with reintegration.

Reducing persistent and severe absence - a team approach to attendance problems (Heads of Year and Head of Prep)

The Government defines persistent absence to be where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. The school will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Hold regular meetings with the parents of Pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- Consider instigating Early Help to support attendance, either internally or, in more serious cases, with external monitoring;

- Provide access to wider support services such as Local Authority Children's Services, to remove the barriers to attendance.

Heads of Key Stage (Prep) or Heads of Department will:

- Ensure that Subject Teachers are recording lesson attendance and punctuality by reviewing registers in department meetings and/or via department reviews
- Oversee staff attendance registers and follow up with individuals if they are not meeting the policy for registration
- Support staff who may have concerns around a pupil's ability to make progress in their learning due to a high absence rate
- Work with the Data Manager to provide regular attendance reports to facilitate discussions with pupils and families to try to remove any barriers to attendance;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

The Receptionists will:

- Deal with late arrivals. This includes pupils who miss registration for individual tuition in Music, for example
- Produce daily absence lists after 9.30am and e-mail them to the teaching staff
- Inform the Head of Year or Class Teachers of any possible underlying problems that might account for absences
- Inform the Head of Year or Prep Head if the student has frequent absence, if a single absence is close to ten days or if the absence was for family bereavement, a serious illness or an accident
- Assist in the careful storage and analysis of attendance and punctuality records
- Produce attendance register pdf documents at the end of each month and ensure that they are stored on the system so that they are available for inspection

The Technical Data Administrator will:

- Ensure that the codes available are in line with the [DfE guidance \(p76 – 92\)](#)
- Ensure that any amendment made to the attendance register includes the original entry, the amended entry, the reason for the amendment and the date on which the amendment was made
- Work with iSAMS to ensure that their system holds the backups required to meet the standard set by DfE and ISI
- Maintain an up-to-date computerised Admissions Register, a copy of which is saved monthly
- Store digitally the Admissions Register for at least six years after the day the entry was made and make these available for inspection on request. These will be deleted after six years. Please note current Register data goes back to 2020 following the introduction of the new MIS, iSAMS

Parents

Parents will be asked, via information in the Parent Handbook and details on My School Portal, to:

- Ensure that their daughter attends school regularly

- Complete the MSP absence form or telephone school (Reception team) before 9.00am on the first day of absence and every morning thereafter (by telephone or email) to inform of the reason for absence
- Make non-emergency dental and medical appointments outside school time
- Ensure that their daughter arrives in school no later than 8.35am each day
- Make requests for unavoidable leave of absence via Parent Portal to the Head at least ten school days before the requested absence
- Avoid taking holiday absence during term time as well as leaving school early for weekend
- Seek support where their daughter is struggling to attend school – this can be in school or external services and work collaboratively to have a child-focused approach to making an improvement in the attendance rate

Pupils in the Senior School are required to:

- Attend regularly unless ill or absence has been authorised by the School in advance
- Attend registration punctually at 8.40am and 2pm (at the start of Period 5 in the Senior School)
- Sign the late arrivals list if they arrive after the close of registration
- Discuss with their Head of Year and Form Tutor and subject teachers any planned absences at least one week in advance
- Catch up on work missed through absence, normally within a week of return to school (this can be facilitated via Satchel One).

Maintaining an Attendance Register

The attendance or absence of every pupil included in the school Admission Register must be recorded by the class teacher in the Attendance Register at the commencement of each morning and afternoon session. This is a statutory requirement. Registers must be completed on iSAMS by 8.40am for morning registration and 1.10pm for afternoon registration in the Prep and 2:10pm in Seniors. Staff should record whether the pupil is present or absent.

Pre-compulsory School Attendance Age

In accordance with statutory requirements for EYFS, providers must keep a daily record of the names of the children being cared for on the premises. Staff register the children in Nursery/Pre-School at 8:40am and 1:10pm. The use of the code (X) in iSAMS shows that children below compulsory school age on part-time attendance were not expected for the session. Staff sign the children in to Nursery/Pre-School daily with a time of arrival and departure noted by the parent/carer.

Attendance Procedures

Procedures for daily registration

- The School will maintain up-to-date registers of attendance
- The School will implement a standardised registration procedure that registers all pupils, including those over compulsory school age, twice daily. The register will be taken at 8.40am and 2pm for Seniors, and at 8:40am and 1:10pm for Prep.
- The registration will be the responsibility of the Form Tutor, Class Teacher or the Cover Tutor if the Form Tutor/Class Teacher is absent / has a Late Morning start. In Prep, the teacher responsible for teaching Period 4 is responsible for the afternoon register.
- Reasons for absence will be categorised by the Receptionists as authorised or unauthorised, using standard national codes. (See later sections on authorised and unauthorised absence and Appendix 1 for the codes.)
- Approved educational activities will be classified as attendance, and may be defined as activities which take place away from the school site that are:
 - approved by the Head or Deputy Head
 - supervised by a person or persons approved by the Head
 - either an approved sporting activity or an activity of an educational nature such as work experience, field trips, educational visits and interviews with prospective employers or for a place in Higher Education.
- In principle, Form registers will be closed 20 minutes after the start of the morning session and closed 10 minutes after the start of the afternoon session.
- Subject Teachers will record attendance and punctuality to all lessons.
- The School will discourage absence for reasons other than genuine illness or family bereavement.
- No absence for holidays will be authorised.

Procedures for pupils arriving late to registration

School procedures for recording late arrivals to registration will be handled initially by the Form Tutor/Class Teacher (if the student arrives before the close of the registration/tutorial period.)

- A student will be marked late in the register if she arrives after the register has been taken at 8.40am but before the close of registration, normally at 9am.
- A student will be marked late in the register if she arrives after the register has been taken at 2pm but before the close of registration at 2.10pm.

After the close of registration, late arrivals will be recorded by the Reception team.

- Pupils are expected to sign the Late Arrivals list at Reception. In Prep, the Reception team will log entry/exit of pupils using the 'Sign in, Sign out' book and amend the registers in iSAMS accordingly.
- Arrivals after 9am will be recorded as U and a letter/ email/ telephone call of explanation will be expected from parents to enable the Reception team to amend the code.

Consequences of late arrival

- The Form Tutor will be responsible for reprimanding the pupils on the first and second occasion of lateness to school.
- The Form Tutor is responsible for informing the Head of Year of pupils who continue to be late without valid transport reasons
- The Head of Year will arrange to send a standard letter to parents and may arrange an appropriate sanction e.g. detention

- Following three sanctions by the Head of Year regarding lateness, the Deputy Head may arrange after-school detentions and contact the parents by letter or telephone
- Persistent arrival after the attendance register has closed can be construed as irregular attendance and the School may therefore contact the Local Education Authority
- Sanctions will not be applied if the lateness is caused by the late arrival of a bus that normally arrives in time for the student to attend registration punctually. It is the responsibility of the Form Tutor to check this information with the Reception Team.
- Subject teachers will apply sanctions for late arrival to lessons.

Absence for individual tuition

Pupils who attend individual Music tuition are permitted to miss one lesson or part of lesson from a particular subject each half term. Absence may also overlap registration. Pupils are expected to ask for permission in advance of the lesson or registration (in Prep, the organisation of Music tuition lessons will be completed by the Peripatetic staff and pupils do not need to seek permission). Pupils who miss registration for this reason should sign in at Reception after the lesson.

Absence procedures

Parents are expected to telephone the school before 9am on the first day of absence to notify the school of the reason for their daughter's absence (or via MSP). If a telephone call has not been received by 9.15am and there is no prior knowledge of the absence, the Reception Team (assisted by administrative staff if necessary) will contact parents by telephone to check that the student is at home ill.

Parents should communicate with School about their daughter's absence via phone call, email or MSP. All absences are defined as per the [School Attendance DfE Guidance \(August 2024\)](#).

Authorised absence

An authorised absence is defined as absence for which the school has given approval in advance of the absence or has accepted a written explanation for absence from parents afterwards. Acceptable reasons for absence would normally be illness or family bereavement. Interviews in Year 11 for FE courses or full-time employment are acceptable if advance notice is given, and a letter of invitation shown.

In the case of VI Form students, the Head of Year will support the students in their applications for employment, additional training, university degrees etc. and will grant all absences as authorised in these instances. We ask that, like younger students, they liaise with their teachers to keep up to date with their work. The School will not grant leave of absence for the student to undertake paid employment.

Absence for exceptional circumstances

Such absence would include travel disruption such as:

- a weather-related emergency, such as snow or flooding
- a natural disaster, such as the impact on air travel of a volcanic eruption
- a health-related emergency, such as restrictions on travel in certain areas e.g. related to a foot and mouth outbreak
- travel disruption caused by the rationing or non-availability of fuel.

It may also include circumstances in which;

- the school site was closed due to unavoidable cause
- a local or national emergency has resulted in widespread disruption which has
- prevented the pupil from attending school

Leave of absence for religious observance

In accordance with its equal opportunities policy, the School will permit leave of absence for a family celebration of the main festivals of the religion practised by the student's family. The School expects parents to request such absence well in advance. Pupils may miss important teacher feedback on work previously completed or internal and external assessments, so the School asks parents to limit such absence to a maximum of three days per school year. (Exceptions will be made if important religious festival days exceed this number for a particular religion in a particular year.) Pupils will be expected to catch up on all class work and homework missed, with the support of their teachers following absence exclusively set apart for religious observance.

Leave of absence for family holidays

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as to the statutory threshold of ten school days. Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.

Exceptional circumstances authorised in recent years have included:

- A reconnaissance visit to a country to which the family is considering emigration
- A visit that a single parent is obliged to make as part of her/his work, if it is not possible to make acceptable childcare arrangements with extended family members
- A religious pilgrimage (normally one only)
- A visit abroad to attend a very sick close relative of the student

Applications must be made to the Head, in writing, by the parent with whom the student normally resides. Application must be sent before bookings are made, and at least ten school days before the requested absence. The Head will consult with the Deputy Head and the Head of Year and will make a decision based on the age of the student; the time of year proposed; the nature of the visit; the assessment calendar and the academic progress and previous attendance record of the student. The School reserves the right to withdraw examination entry of pupils who have unauthorised absences.

Unauthorised absence

If absences have not been covered by a letter from a parent one week after return to school, the Head of Year will arrange for a standard letter to be sent to parents. Pupils who have missed lessons without authorisation will be placed by the Head of Year in after-school detentions until the time missed is made up and work missed has been completed. Parents will always be informed in this case, and normally parents will be asked to discuss the absence with the Deputy Head.

Admissions Register

The School will comply with [Pupil Registration Regulations 2024](#) by:

- Ensuring that the school has an Admissions Register containing an index in alphabetical order of all the pupils at the School.
- Store digitally the computerised admissions register as a back up copy each month and retained for six years after the date of entry. Please note current Register data goes back to 2020 following the introduction of the new MIS, iSAMS

Included in the Register the following information for each pupil, in so far as the MIS can adapt to these terms used:

- name in full
- Birth sex (unless person has a gender recognition certificate (18+ only)),
- name and address and telephone number of every parent known to be a parent of a student and a note of who has actual custody (and previous addresses)
- where a parent notifies the school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- date, month and year of birth, name and address of any school last attended, day, month and year of admission to the School
- the name of the destination school (where relevant) or additional school in the case of dual registration as notified by a parent and the first date of attendance where this is reasonably practicable

The requirement to register a transgender pupil under their birth sex (unless they have a gender recognition certificate) does not prevent a school from treating the pupil for all other purposes as the being of the gender with which the child identifies.

A parent is defined as “every natural parent, whether or not he/she is married; any person who has parental responsibility and who has cared for a child even though he/she may not be the natural parent” as defined by Section 3 Children Act 1989. N.B. Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.

A student's name will only be removed from the Admissions Register if:

- the student has been registered at another school (Registrar to check with the new school)
- the parent has notified the school that the student is receiving education otherwise than at School (Registrar to notify the Local Authority)
- the student was granted leave of absence of more than ten days and then has failed to attend school within the ten days immediately following, and the Head is not satisfied that the student is unable to come to school because of illness or other unavoidable cause
- the student fails to attend school regularly or is absent without leave for more than ten school days (continuously)
- the student is certified by a medical officer that she is unfit to attend school
- the student has been absent continuously for a period of not less than four weeks, and neither the school nor the LEA, after reasonable enquiry, has been able to locate the student,
- the student has died,
- the student has ceased to be a student of the school,
- the student is in custody for a period of more than four months and does not intend to return to school
- the student has been permanently excluded from the school

The Registrar / Admissions Officer will inform the appropriate Local Authority when a pupil's name is going to be deleted from the admission register on certain grounds. The lawful grounds for removing a pupil from the Admissions Register and the information to be reported to Cheshire East are set out in detail in both School Attendance (2024) and Children Missing Education (2016). We also report the information to the authority in which the pupil resides. In summary, these are when the child has been taken out of school to be home educated; when the family has

apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than four months and when the child has been permanently excluded. The School will also notify our own Local Authority when a compulsory school-aged child leaves the School before completing the School's final year or joins the School after the beginning of the School's first year.

Children at Risk of Missing Education (see Safeguarding Policy)

Parents are asked to inform the school of any changes whenever they occur. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. The local authority should trace those children and ensure that they receive full-time education.

Appendix 1 – Admissions Codes as of 1 September 2024

Code and definition
/ \: Present at the school / = morning session \ = afternoon session
L: Late arrival before the register is closed
K: Attending education provision arranged by the local authority
V: Attending an educational visit or trip
P: Participating in a sporting activity
W: Attending work experience
B: Attending any other approved educational activity
C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M: Leave of absence for the purpose of attending a medical or dental appointment
J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S: Leave of absence for the purpose of studying for a public examination
X: Non-compulsory school age pupil not required to attend school
C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable
D: Dual registered at another school
C: Leave of absence for exceptional circumstance
T: Parent travelling for occupational purposes
R: Religious observance
I: Illness (not medical or dental appointment)
E: Suspended or permanently excluded
Q: Unable to attend the school because of a lack of access arrangements
Y1: Unable to attend due to transport normally provided not being available
Y2: Unable to attend due to widespread disruption to travel
Y3: Unable to attend due to part of the school premises being closed
Y4: Unable to attend due to the whole school site being unexpectedly closed
Y5: Unable to attend as pupil is in criminal justice detention
Y6: Unable to attend in accordance with public health guidance or law
Y7: Unable to attend because of any other unavoidable cause
G: Holiday not granted by the school
N: Reason for absence not yet established
O: Absent in other or unknown circumstances
U: Arrived in school after registration closed
Z: Prospective pupil not on admission register

#: Planned whole school closure