

Admissions & Attendance Policy and Procedure

Applies to: Whole School including EYFS

	1	2	3	4	5
Policy reviewed on	November 2023	September 2024	January 2025	March 2025	
Policy written by	Mrs Boulton	Mrs Davie	Mrs Boulton	Mrs Boulton	
Policy seen by Governor on (date / signature)	Mrs Wilcox (COG)	Board Meeting 9.10.24			
Date of next review	November 2025	November 2026	November 2026	November 2026	

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

Contents

1	Aims.....	3
2	Scope and application	6
3	Regulatory framework.....	6
4	Publication and availability.....	7
5	Definitions and interpretation.....	7
6	Responsibility statement and allocation of tasks	8
7	The importance of good attendance.....	8
8	School responsibilities	9
9	Staff responsibilities	9
10	School arrangements.....	10
11	Monitoring attendance	10
12	Pupil responsibilities.....	10
13	Additional needs.....	11
14	Parent / carer responsibilities	11
15	Training.....	12
16	Information sharing.....	12
17	Record keeping and confidentiality.....	12
Appendix 1	School arrangements.....	13
Appendix 2	Admission register.....	16
Appendix 3	Attendance register.....	17
Appendix 4	Summary of attendance codes	20
Appendix 5	Pupil absence request form	26
Appendix 6	Letter to parents at the end of term for 90% or less attendance	27

Key School Contacts

Senior attendance champion (including EYFS provision)	Email: l.boulton@branwoodschool.co.uk Telephone number: 0161 7891054 Mobile number: (• term time number):
Key staff / contacts Headteacher Mrs Davie Office – Mrs J Kemp Mrs M Hadcock	Email: head@branwoodschool.co.uk Telephone: 0161 7891054 Email: office@branwoodschool.co.uk

1. Aims

1.1 General

At Branwood Preparatory School we seek to ensure that all those pupils who are admitted to the school will thrive in the environment of high expectations, will be able to benefit from the rounded education provided and be happy within the school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of diversity, gender, identity, sexual orientation, marital status, race, colour, nationality, religion, disability or any other ground. We see education as a partnership between the family and the school. We are committed to providing the highest quality of education for each child.

Scope

Every school is required by law to maintain two separate registers, an Admissions Register, known as the 'School Roll', and an Attendance Register. School Inspectors are required to check both registers and to comment on levels of attendance.

The regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

This policy aims to:

- 1.2 clearly define the processes for admission to the school;
- 1.3 ensure that regulatory requirements for maintaining admission and attendance registers are met.

2. The Content of the Policy and its Relationship to Other Policies

This policy and guidance is in line with DfE and ISBA guidance. It also has regard to the guidance in The Education (Pupil Registration) (England) Regulations 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2016. It also has regard to the guidance in Keeping Children Safe in Education (KCSIE) 2023, Children Missing Education (2016) and Working Together to Improve School Attendance (2024) This policy should be considered alongside:

- School Safeguarding Policy
- Child Missing Education (CME) Policy
- Missing Child Policy

3. Admissions Process

- 3.1 At the point of admission to the school we wish to establish a full partnership with parents in order to promote the interests of the pupil body. The partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need and any behavioural or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with any interview or other assessment screening, including Taster Days.
- 3.2 We seek to offer places to those whom we believe can contribute positively to the school community, and to whom we can educate and safeguard within our own teaching, pastoral and learning support structure. Potential pupils who have been excluded from another school will not be permitted to be enrolled as a pupil into Branwood Preparatory School.
- 3.3 Applicants for places up to Form 6 (Y6) will be expected to spend at least one full taster session, in school attending lessons with the appropriate age group. During the session staff will assess the pupils, in an appropriate way according to age, in literacy, numeracy and to make general comments about social interaction etc. Extra days may be requested if necessary, in order to assess any special needs. Nursery (KG1) does not operate a taster session system because assessments are made at the transition visits and during settling in sessions. The transition visits will take place at the child's home ideally or within the existing setting.
- 3.4 For any child with specific learning difficulties the SENDCo will assess his/her special needs in order to ensure that the school is able to offer the appropriate support and facilities. The school can offer 'reasonable adjustments' if required.
- 3.5 All applicants will be asked to provide details of their most recent school/setting. We reserve the right to make direct contact with any previous school/setting and to request a confidential report. This will ask for comment on academic progress to date, involvement in the broader life of the school and general behavioural standards.
- 3.6 Reports from all staff involved will be required and collectively this information allows the school to be reasonably sure that it is the right school for each pupil and to tailor our courses to meet the needs of the pupils. The school has to be able to educate and develop each pupil to the best of his / her ability and to ensure that any prospective pupil will be academically and socially at ease with his / her peers. In this way there is every chance that all pupils will emerge at the end of their time at the school having enjoyed the school and be confident in their next steps.
- 3.7 Progress through the school is automatic but if there are occasions when such progression is not in the interests of either the child or the wider community we would inform the parents well in advance and offer guidance as to future options for schooling.

- 3.8 Once a place is offered and accepted in writing, it becomes binding. A date of entry is agreed. A registration form must be completed and deposit provided prior to any start date.
- 3.9 Any offer is subject to satisfactory assessments and/or references and transfer information being received from a previous school. The assessment information for KG1 entry will be gathered at the transition visit.
- 3.10 The Head reserves the right to withdraw an offer of a place should unsatisfactory references be taken up.
- 3.11 In the event that a year group is full the child's name will be placed on a waiting list and parents will be informed when and if a suitable place becomes available.
- 3.12 The waiting list is prioritised by application.
- 3.13 Any offer of a place is conditional on parents signing and agreeing to the Branwood Preparatory School terms and conditions documentation.

The Head reserves the right to request that the child undertakes further taster days at the school prior to a final decision being made about the offer of a place.

- 3.14 For each pupil, the admission register must contain:
- Legal Name in full
 - Sex
 - Pupil Known As
 - Child's Address
 - Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989).
 - Day, month and year of birth.
 - Day, month and year of admission or re-admission to the school.
 - Name and address of the school last attended, if any.
 - The name of the destination school notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

In addition to the above, at least one but ideally two telephone numbers at which the parent can be contacted in an emergency are held on a separate file in school. The school will hold additional contact numbers, ideally requiring two per parent.

- 3.15 School and nursery (KG1) admissions documentation such as registration forms and contact forms reflect the required information.
- 3.16 All children including nursery (KG1) are full time. In September and January (KG1) when the children begin their education at Branwood there will be an initial settling in period. This settling in period consists of part time places (either am or pm). Once it is established that the children are ready they will move to full time. This will be reviewed on an individual child basis.
- 3.17 It must be stressed that attendance at Branwood Preparatory School is no guarantee of a place being offered at any local Independent Secondary School or State Grammar School.

- 3.18 Any additional information that is required will be held as a written record.
- 3.19 Each child that enters Branwood Preparatory School is entered onto the Admissions Register which is held in accordance with education regulations.

4.0 Bursaries

The School offers bursaries on a discretionary basis, details of which can be found in the Bursary Policy.

5.0 Attendance

The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:

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

5.1 Scope and application

This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

5.2 Regulatory framework

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

- Education (Independent School Standards) Regulations 2014;
- *EYFS statutory framework for group and school-based providers* (DfE, January 2024;]
- 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**)

5.4 This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, August 2024);
- Summary table of responsibilities for school attendance (DfE, August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, August 2024);

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

5.5 The following School policies, procedures and resource materials are relevant to this policy:

- Safeguarding and child protection policy and procedures;
- Risk assessment policy for pupil welfare;
- Missing child policy and procedures
- Policy on special educational needs and learning difficulties;
- Behaviour policy including exclusions;
- School rules;
- Parent Contract; and.
- Remote Learning Policy

6. Publication and availability

- This policy is published on the School website.
- This policy will be sent to Parents when pupils join the School and Parents will be reminded of it at the beginning of the school year and when the policy is updated.
- This policy is available in hard copy on request.
- A copy of the policy is available for inspection from Mrs Boulton during the School Day.
- This policy can be made available in large print or other accessible format if required.

7. Definitions and interpretation

Where the following words or phrases are used in this policy:

- references to **attendance** include references to attendance for all or part of the timetabled school day.
- References to the **Proprietor** are the Board of Trustees.
- references to a **Parent** means:
 - (a) all natural parents, whether they are married or not;
 - (b) any person who has parental responsibility for a pupil; and
 - (c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

- References to a **pupil** includes anyone who is receiving an education at the school
- **SAC** means the School's attendance champion

8. Responsibility statement and allocation of tasks

- The Board of Trustees has overall responsibility for all matters which are the subject of this policy.
- The Board of Trustees recognize that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.
- Ensure that the SAC is adequately trained and is given time to carry out responsibilities.
- To ensure the efficient discharge of its responsibilities under this policy, the Chair of Trustees has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	Board of Trustees	Annually

9. The importance of good attendance

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

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

10. School responsibilities

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

11. Staff responsibilities

The SAC

- 11.1 The Board of Trustees has appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

11.1.1 The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;
- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (d) to have oversight of and analyse attendance data; and
- (e) to communicate clear messages on the importance of attendance to pupils and Parents.

11.2 Staff with specific responsibilities for attendance:

- The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:
- have a formal routine for registers being taken accurately each morning and afternoon;
- record all absences promptly and accurately using the processes specified;
- seek explanations of absences required from pupils on their return to School;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;

- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- discuss non-attendance and / or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.
- Ensure that N codes are followed up within 5 days.

11.3 All staff

- The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and Parents about it.
- The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

12. School arrangements

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendix 1.

13. Monitoring attendance

The School 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 the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- 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);
- undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Board of Trustees to support its work.

14. Pupil responsibilities

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

Pupils should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;

- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - offers of support to seek to identify and address any barriers to attendance;
 - communication with Parents;
 - reporting to other agencies such as children's social care; and
 - sanctions against them or their Parents in line with the School's behaviour policies.

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 the School encourages them to speak to their Class Teacher or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

15. Additional needs

- The School 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.
- The School will make reasonable adjustments 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.
- 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.
- Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.
- Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.
- Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.
- The School 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 or cumulative 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.

16. Parent / carer responsibilities

- The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.
- The School will help Parents to understand what is expected of them and why attendance is

important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance.

- Expectations the School places on Parents can be found in appendix 1 of this policy
- Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

17. Training

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

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

17.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

17.3 The School maintains written records of all staff training.

18. Information sharing

- Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.
- The School, 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).
- Where appropriate the schools will attend regular targeting support meetings.
- The School must provide specific pupil information on request to the Secretary of State.
- The School is legally required to share information from the registers with the local authority. As a minimum this included:
 - New pupil and deletion returns
 - Attendance returns
 - Sickness returns
- The law allows local authority offices access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.
- Where appropriate, the School is expected to inform a pupil's social worker if there are unexplained absences.

19. Record keeping and confidentiality

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

APPENDIX 1: School arrangements

1. Managing attendance

- The School 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 as required by law and set out in Appendix 2 and 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.
- The School expects all pupils to be in school by 8:30am for registration at 8.35am. The school day ends in a staggered fashion from 3:00pm to 3:30pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.
- Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip, a visit or a sporting fixture.
- If a child is ill parents are asked to e-mail or telephone the school office before 8.30am on the first day of absence. Parents should confirm the reason for absence, either verbally, by email or letter. If the school has not heard from a parent or guardian, the school will telephone or email on the first day of an unexplained absence in order to ascertain the reason for the absence.
- Requests for absence (i.e. medical or dental appointments) should be made in advance, except in an emergency, when parents are asked to telephone the school office before 8.30am.
- Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made to the Head well in advance of the proposed absence by completing the Pupil Absence Request Form.
- Term dates are published over a year in advance in order for parents to arrange holidays without disrupting a child's education.

1 The role of Parents / carers

The School expects all Parents to:

- 1.1.1 make any application for an authorised leave of absence at the earliest opportunity;
- 1.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
- 1.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Parents should ensure their child attends School by 8:30 for morning registration;

2. Registration and attendance checks

- The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the first expected first day of attendance is the first day of the school year. However, many children do start mid-term and they must be included on the register on their first day of attendance.
- The following system is followed:
- Registration will be carried out in Classes/Forms by an adult who is an employee of Branwood Preparatory School;
- For reasons of welfare all pupils will be registered before school in the morning (8.35am) and following the lunchtime period (1:00pm or 1:30pm).
- ALL registers MUST be completed by 08.35am and 13.35pm. A registration mark (see

Appendix A) MUST be placed against each child's name.

- Registers MUST be taken in a formal manner with pupils responding to their names being called out. Under no circumstances should the register be completed without seeing the pupil.
- When pupils are not in school and no e-mail or phone call is received by 9.00am, the school office will contact the parents by phone or parentmail to request a reason for the absence.
- Pupils arriving late to school should report to the office immediately and staff should sign the child into the late book, recording the time the child arrived. Registers will be kept open for an extra 30 minutes and these children arriving during this time will be marked as the code L, after this time they will be marked as U. The school will actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent and reasons given/not given will be recorded.
- The school office will use the information to provide a school register, which will record those who were absent and also those who were present using the agreed categories.
- The office will use the codes stated in Appendix 4.
- Forms requesting future absences or explaining absences should be kept on file, and passed by the form teacher to the office staff who will ensure that it is filed appropriately.
- If pupils are present during registration but are going out of school any time afterwards, they are still marked as present. Lists of pupils on trips or matches MUST always be with the school office and signed in and out of the school building.
- Teaching staff MUST inform the School Office of pupils who are absent by leaving their box blank on the paper register and then the office will add in anyone who is absent with a code. They should mention any concern to the office so that it can be followed up. If any unauthorised absence is suspected, the Head should be informed immediately.
- Where a pupil is ill, the School should be notified of the nature of the illness.
- Absence will be recorded on the Attendance Register as set out in appendix 3.
- Pupils in KG1 are of non-compulsory school age are encouraged to attend school every day but will not receive any formal letters. They will, however, be contacted by the SAC to support them to aid transition into KG2 when they are of compulsory school age.

3. Arrangements for reporting subsequent absence

- Absence will be recorded on the Attendance Register as set out in Appendix 3 using codes set out in Appendix 4.

4. **Managing absence**

If a child is going to be absent from school parents should indicate this to a member of staff in advance by completing a pupil absence form which will be sent out via the school office (see appendix 4). All absences need to be authorised by the headmistress prior to the absence.

For children who are absent due to illness parents to notify us by telephone before 8:30 am on the day.

If a child is absent for more than one session and we have not had notification of any ongoing reason, then parents will be contacted.

Regular absences will be monitored. Standard letters will be sent to parents. Contact with the family, will be made if there are any ongoing concerns or no improvement in attendance. Any conversations are recorded on the register as a note.

- For those who are 95.9% or less a supportive email is sent to parents after 3 weeks of the start of the term.
- For those with less than 90% attendance at the end of the half term, a formal letter is sent out (first time red)
- At the end of the term, an end of term letter is sent out to all pupils with attendance of 90% or less for the term. (see appendix 6)
- For those who have an unauthorised absence, a relevant letter is sent out

5. **Managing lateness**

A lateness supportive email is sent out if a child is late more than once in the first three weeks of term.

If this continues by the end of the first term, a persistent lateness email is sent out. This will be monitored every three weeks and letters sent out accordingly.

6. **Authorised absences**

Authorised absence means that the School 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.

7. **Applications for an authorised leave of absence**

- Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to Headmistress at head@branwoodschoool.co.uk
- The School 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.
- Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Headmistress.
- Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when the school office should be informed.
- If a leave of absence is granted, it is for the Head or Deputy Head to grant permission to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See section 13 of Appendix 3 for more details.
- 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.

8. **Reporting duties**

- The School is legally required to share information from their registers with the local authority. As a minimum this includes:
 - **New pupil and deletion returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
 - **Attendance returns:** providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school

regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorized (G, N, O and/or U)

- **Sickness returns:** providing the local authority with 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. Only one sickness return is required for a continuous period of sickness in a school year
- 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 the School gives rise to a concern about their welfare.

Appendix 2 Admission register

9. Admission register

- In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:
 - maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
 - inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
- The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended.
- 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.³
- Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:
 - the full name of the pupil;
 - known as
 - the address of the pupil;
 - the full name and address of any parent the pupil normally lives with;
 - at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
 - 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;
 - name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
 - the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

9 Criteria for Admission

- the school's ability to meet the needs of the pupil;
- an available space in the appropriate age group;
- the social interaction with students/pupils on taster days;

Appendix 3 : Attendance register

10 Attendance register

- The School records and monitors the attendance of all pupils in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024
- The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.
- The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- The School 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.
- The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- On each occasion it will be recorded whether every pupil is:
 - physically present in school when the attendance register begins to be taken; or
 - absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - attending a place other than the school; or
 - absent.
- The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
 - Attending educational provision arranged by a local authority;
 - For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
 - Attending a place for an approved educational activity that is a sporting activity;
 - Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
 - Attending a place for any other approved educational activity.

11 Recording absence

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

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

12 Remote education

- The School is required to record all absence from in-person lessons.
- The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.
- In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, 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;
 - 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;
 - 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.
- Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor 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.
 - The School 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.
 - The School will maintain pages on its website that provides information and guidance about the remote education provision and links to any trusted external education websites.
 - The School has an established remote education plan in place which is reviewed at least annually in consultation with staff.

13 Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Headmistress;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 4
Summary of attendance codes.

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register

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) whose name is listed in the admissions register at the time (exception boarder)

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

h

1. If a pupil is present in school the following codes from table 1 should be used

Code	Meaning	Criteria	Statistical Value
/	Present at school AM	Must be in school at registration	Attending (Present)
\	Present at school PM	Must be in school at registration	Attending (Present)
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.	Attending (present)

2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria	Statistical Value
K	Attending Education provision arranged the LA	<ul style="list-style-type: none"> The nature of the provision must also be recorded. Code K can only be used if the child is present at the provision. 	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip Arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. Code V can only be used if the pupil is present at the visit. 	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none"> P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded. The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) 	Attending an approved educational activity (present)

		<p>of the Children and Families Act 2014;</p> <ul style="list-style-type: none"> the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. 	
W	Attending Work Experience	<ul style="list-style-type: none"> W code can only be used if the pupil is present at the activity Under arrangements by school or LA In session for which it is recorded The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. 	Attending an approved educational activity (present)
B		<ul style="list-style-type: none"> B code can only be used if the pupil is present at the activity Under arrangements by school or LA In session for which it is recorded The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; the activity is of an educational nature; the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and 	Attending an approved educational activity (present)

		<p>knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.</p> <ul style="list-style-type: none"> As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register 	
D	Dual Registered at another school	<ul style="list-style-type: none"> The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed u 	Not a possible attendance (neither present or absent)

3. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria	Statistical Value
C	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> Exceptional circumstances No blanket approach School discretion <p>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</p>	Authorised absence
C1	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> Performance licence issued by LA or Body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose 	Authorised absence
C2	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> Exceptional circumstances if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time Temporary <p>See Working Together to improve</p>	Authorised Absence

		attendance	
M	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> • Agreement in advance • Application by parent child normally lives with • Minimum time necessary • Where pupil is absent at registration 	Authorised absence
J1	Leave of absence for Interview	<ul style="list-style-type: none"> • Agreement in Advance • Application by parent child normally lives with • In session absence recorded 	Authorised absence
S	Leave of absence for Studying for public examination	<ul style="list-style-type: none"> • Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. 	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	<ul style="list-style-type: none"> • For part time attendance • Absence for timetabled sessions to use appropriate code and not X 	Not a possible attendance (neither present or absent)

4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical Value
T	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> • The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. • To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. 	Authorised absence
R	Religious Observance	<ul style="list-style-type: none"> • The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves) 	Authorised Absence
I	Illness (not medical appointment)	<ul style="list-style-type: none"> • The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. 	Authorised Absence
E	Suspended or Permanently excluded with no alternative	<ul style="list-style-type: none"> • The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for 	Authorised Absence

	provision made	the pupil to continue their education	
--	----------------	---------------------------------------	--

5. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria	Statistical Value
Q	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil’s home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	Not a possible attendance
Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. <p>A pupil’s absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth</p>	Not a possible attendance

		rehabilitation order that requires them to be absent during the school day	
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6))	Not a possible attendance

6. Absent for unauthorised reasons

Code	Meaning	Criteria	Statistical Value
G	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.	Unauthorised absence
N	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O	Unauthorised absence
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.	Unauthorised absence
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes	Unauthorised absence

Administrative Codes

Code	Meaning	Statistical Value
Z	Prospective pupil not on admission register	NOT COLLECTED

#	Planned whole school closure	NOT COLLECTED
---	------------------------------	---------------



Pupil Absence Request Form

Please complete in full and return to the school office

Name :	
Class :	

	My child will be absent from:	My child will return to school on:
Date :		
Time :		

Type of Absence Request :

<input type="checkbox"/>	Family Holiday	<input type="checkbox"/>	School Visit
<input type="checkbox"/>	Family Event	<input type="checkbox"/>	Religious Observance
<input type="checkbox"/>	Other : _____		

Reason for Absence :

--

Authorised by:

Date:

Headmistress / Deputy Headmistress

OFFICE USE ONLY

Authorised : Yes / No

Email Class Teacher : Yes / No

Letter Sent : Yes / No

Appendix 6 – end of term letter for 90% or less attendance

Reference to previous letters

Date:

Dear parents,

Re :name– current attendance is % red/amber/green

I am writing to draw your attention to the fact that xxx has missed a significant amount of teaching time due to absence. Children who miss significant amounts of teaching time in the long term may have their educational outcomes compromised. Absences can significantly reduce achievement, regardless of academic ability.

Our current attendance target range for all children is 96% - 100%. We hope that you can continue to work towards achieving this standard. In order that every child can reach their potential, regular school attendance is necessary.

<u>GREEN</u> Pupils with attendance 98% - 100%	Excellent
<u>GREEN</u> Pupils with attendance from 96% - 97.9%	Very Good
<u>AMBER</u> Pupils with attendance from 90% - 95.9%	Nearly there, needs some improvement
<u>RED</u> Pupils with attendance Below 90%	Cause for concern
<u>RED</u> Pupil attendance Below 85%	Serious concern

Can you please ensure that xxx where possible attends school regularly.

If you would like to discuss this further or would like support please do not hesitate to contact me via the school office on office@branwoodschoo.co.uk .

Yours sincerely,

Mrs Boulton
Deputy Head