Windrush Valley Prep School and Nursery

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# Policy Documents Annual Review Record

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| **Citation** | This document shall be cited as:<br><br>Attendance Policy and Procedure<br><br>and linked to the following policies:<br><br>➢ Child Protection and Safeguarding Policy<br>➢ Children Absent from Education policy<br>➢ SEND policy<br>➢ Behaviour Management policy<br>➢ School rules<br>➢ Parent code of conduct<br>➢ Parent and Pupil's Privacy Notice<br>➢ Data Protection Policy |
| **Regulatory Standard** | Part 3; Welfare, health and safety of pupils |
| **Person responsible** | Headteacher |
| **Comments to** | Headteacher |
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| **Person reviewing/updating** | Lucy Maudsley (Headteacher) |
| **Source/author** | Lucy Maudsley |
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| **Approved by:** | T Mullins September 2026 |

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**Key School contacts**

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| **Senior Attendance Champion Lucy Maudsley** | headteacher@windrushvalleyschool.co.uk<br>01993 831793 |
| **School contact for attendance**<br>School office | Email: info@windrushvalleyschool.co.uk<br>Telephone: 01993 831793 |

**Aims**

This is the attendance policy for Windrush Valley Prep School and Nursery.

Windrush Valley Prep School and Nursery will provide a safe, caring, positive and stimulating environment that promotes each child's social, physical and moral development, free from discrimination or bullying and in which children can learn and develop happily. This policy applies to all pupils, including children in the EYFS.

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.

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

## 1. Regulatory framework

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

- Education (Independent School Standards) Regulations 2014;
- Statutory Framework for the Early Years Foundation Stage: Group and School-based Providers (DfE, September 2026);
- 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, July 2026);
- Summary table of responsibilities for school attendance (DfE, July 2026);
- 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 2026);
- Children missing education (DfE, current version);
- 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
- EYFS ONLY - Special educational needs and disability code of practice: 0 to 25 years (DfE and Department of Health, current version).
- Working Together to Safeguard Children (DfE, March 2026);
- Information sharing duty: statutory guidance (DfE, September 2026);
- Children's Wellbeing and Schools Act 2026, where applicable.

## 2 Publication and availability

- 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 published on the school website.
- This policy is available in hard copy on request from the school office.

## 3 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 a **Parent** means:

  - all natural parents, whether they are married or not;
  - any person who has parental responsibility for a pupil; and
  - 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.

## 4 Responsibility statement and allocation of tasks

- The Proprietor has overall responsibility for all matters which are the subject of this policy.

- The Proprietor recognises that improving attendance is a school leadership issue and the Headteacher has overall responsibility for attendance.
- To ensure the efficient discharge of its responsibilities under this policy, the Proprietor 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 | Headteacher | As required, and at least annually |
| Monitoring the implementation of the policy | Headteacher | As required, and at least annually |
| Analysing attendance and absence data | Headteacher | Termly |
| Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy | Headteacher | As required, and at least annually |
| Formal termly review | Headteacher | Termly Governors' Meetings |

## 5 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.

## 6 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 attendance falls or patterns of absence emerge, the School will work early, effectively and respectfully with the pupil and their family to understand and address the barriers. Particular attention will be given to pupils who are persistently absent (10% or more possible sessions missed) or severely

absent (50% or more possible sessions missed), with local authority and wider-agency support sought where appropriate.

- 10% absence [90% attendance] is the equivalent of one day per fortnight across a school year.
- 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 record, monitor and analyse attendance, reasons for absence and patterns at individual, group and cohort level. It will use this information to identify concerns early, including repeated or prolonged absence, persistent and severe absence, and any safeguarding indicators, and will review the impact of support and intervention regularly.
- The School will follow a support-first approach: expect, monitor, listen and understand, facilitate support, formalise support where necessary, and enforce only where support has not worked, has not been engaged with, or is not appropriate.
- Attendance concerns will not be treated in isolation. The School will consider safeguarding, SEND, disability, medical needs, mental health, bullying, transport and family circumstances and will coordinate attendance support with relevant school plans and external professionals.

## 7 Staff responsibilities

The Headteacher has overall responsibility for monitoring and improving attendance in school. These responsibilities are:

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

**Staff with specific responsibilities for attendance:**

Class teachers 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;
- make enquiries about unexplained absence, including absence arising during the school day, and immediately follow the School's safeguarding procedures where a pupil's whereabouts or welfare cannot be established;
- look out for trends or patterns in a pupil's attendance and inform the Head of any specific concerns;
- discuss non-attendance and / or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

**School administrator will**:

- ensure that unexplained absence is followed up promptly on the first day, using the pupil's emergency contacts where necessary, and that the correct attendance code is entered once the reason is established;

### 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.

## 8 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 Appendices Appendix 1-0.

## 9 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;[1]
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school and year group 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 Proprietor to support its work.

## 10 Pupil responsibilities

School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of attendance and punctuality and recognises pupils' effort and engagement through WINDRUSH360. Attendance concerns will be managed supportively and in accordance with this policy and the School's Child Protection and Safeguarding and Behaviour Management policies. Rewards will not penalise pupils whose absence is authorised, related to disability or medical need, or otherwise outside their control.

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;

[1] See paragraph 45 of Working together to improve school attendance 2024

- 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 in line with the Parent Code of Conduct and
    - reporting to other agencies such as children's social care

If pupils are having difficulties that might discourage or prevent them from attending School, they may speak to their class teacher or any member of staff.

## 11 Additional needs

The School recognises that some pupils, including pupils with SEND, disabilities, medical conditions or mental health needs, may face greater barriers to attendance. It will work with pupils and Parents to understand those barriers, build trusting relationships and agree proportionate support without applying a blanket approach.

- The School will comply with the Equality Act 2010, including its duty to make reasonable adjustments where a disabled pupil would otherwise be placed at a substantial disadvantage in relation to attendance or the School's attendance processes.
- 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.[2]
- 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[3].
- Where barriers are outside the School's control, the School will work with the pupil and Parents to identify appropriate external support and, where suitable, seek early help or local authority involvement. Support will be recorded, reviewed and adjusted, with formal attendance support considered where voluntary support has not secured improvement.

The School will make a sickness return to the local authority where a pupil is recorded using code I (unable to attend because of sickness) and the School has reasonable grounds to believe that the pupil will miss 15 consecutive school days because of illness, or that the pupil's cumulative illness absence in the current school year will reach or exceed 15 school days. The return will be made as soon as those grounds arise.

Absence connected with a known medical condition or allergy will be considered on its individual facts and coded in accordance with the national attendance codes. Authorised illness absence will not be treated as unauthorised or used as the basis for punitive action.

## 12 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.

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

[3] See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples

- 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's expectation is attendance of at least 95%. This is an aspirational attendance expectation and does not remove the need to authorise absence where a national attendance code applies or to consider each pupil's individual circumstances, including illness, disability and additional needs.
- 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 School's Terms and Conditions 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.

## 13 Training

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

As a minimum this will include all staff understanding:

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

- Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral 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.

a. The School maintains written records of all staff training.

## 14 Information sharing

- Attendance information will be shared lawfully, securely, promptly and proportionately in accordance with statutory attendance and safeguarding duties, data protection law and current government guidance. Consent is not required where another lawful basis or statutory duty permits or requires sharing.

- The School, local authority and other relevant partners will share information where this may help to safeguard or promote a child's welfare, assess need, provide support or take appropriate action. Information shared will be relevant and limited to what is necessary, and the decision and rationale will be recorded.

- Where appropriate, the School will participate in local authority attendance support and targeting meetings and will cooperate with requests for information and joint action.

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

  - New pupil and deletion returns;
  - Attendance returns[4];
  - Sickness returns.

- The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

- The School will provide prescribed pupil and attendance information when lawfully requested by the Secretary of State or local authority. As an independent school, it is not required to participate in the DfE's daily attendance data collection, but it will use its electronic management information system to maintain accurate records and analyse attendance patterns.

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

## 15 Record keeping and confidentiality

a. 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.

b. 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.

**Lucy Maudsley**
**Headteacher**
**September 2026**

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

## Appendix 1 School arrangements

### 1 Managing attendance

- The School monitors, records and shares information about pupil attendance as part of its duties to safeguard pupils and promote attendance. It accurately completes the admission and attendance registers as required by law and as set out in Appendices 2 and 3. Both registers are kept electronically and retained for the periods prescribed by law.

- The School expects all pupils, excluding those in Nursery, to be present at School for the whole of the School day, usually from registration at 08:50 to close at 15.30, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

### 2 The role of Parents / carers

- The School expects all Parents to:

  - make any application for an authorised leave of absence at the earliest opportunity;
  - 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
  - cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

- Parents of pupils should ensure their child attends School by 8.50am for morning registration.

### 3 Registration and attendance checks

### 4 Reception to Year 6

- Morning registration is at 8.50am. The morning register will remain open until 9.20am, 30 minutes after the start of registration.

Nursery

Morning registration is at 9.00am. The morning register will remain open until 9.30am, 30 minutes after the start of registration. (ENSURE THIS IS ON COMPASS)

- Afternoon registration will be at 1.30pm.

- A pupil who arrives after the register begins to be taken but before it closes will be recorded as late (code L). A pupil who arrives after the register has closed will be recorded as absent using code U, unless another more appropriate national attendance code applies. Code U is an unauthorised absence.

- The School uses Compass as its management information system.

- The same applies to pupils of non-compulsory school age, on the sessions they are booked to attend. The registers will remain open for 30 minutes after the start of the session.

### 5 Reporting absence

- If a pupil is to be absent from School for any reason, the parent / carer should contact the school office either by ParentMail; email to info@windrushvalleyschool.co.uk or telephone 01993 831793 by 9.00am on first morning of absence.

- If no reason is received, the School will contact the Parent promptly on the first day of absence. If contact cannot be made, or the explanation or circumstances give rise to concern, the School will use further emergency contacts and take proportionate safeguarding action without delay.
- Where a pupil is ill, the School should be notified of the nature of the illness.

## 6 Arrangements for reporting subsequent absence

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

## 7 Managing absence – Please refer to Children Absent from Education Policy

## 8 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.

## 9 Applications for an authorised leave of absence

- Applications for leave of absence must be made in writing to the Headteacher at info@windrushvalleyschool.co.uk and, wherever possible, in advance. Leave may be granted only where the Headteacher considers that exceptional circumstances apply. The Headteacher will determine both whether the absence is authorised and the period authorised.
- Each application for leave of absence will be considered individually, taking account of the specific facts and circumstances and relevant background. A family holiday or leisure activity will not normally amount to an exceptional circumstance.
- Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head.
- Routine dental and medical appointments should, where reasonably possible, be arranged outside the school day. Where this is not possible, Parents should notify the School in advance and provide appointment details if requested; only the time reasonably necessary for the appointment will normally be authorised.
- If a leave of absence is granted, it is for the Headteacher 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 3 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.

## 10 Reporting duties

- The School will comply with its statutory reporting duties. This includes making an attendance return to the local authority where a pupil of compulsory school age is recorded with specified unauthorised absence codes for a continuous period of 10 school days, and making other prescribed admission, deletion and sickness returns within the required timescales.

- Where attendance remains a concern, the School will document the barriers identified, support offered, actions agreed, review dates and outcomes. It may request local authority support or enforcement action where the statutory threshold is met, but will not allow enforcement to replace appropriate support or safeguarding action.

- Each time the School's attendance register is completed it is treated as a contact point for these purposes.

- Action will also be taken in accordance with the Children Absent in Education Policy and Safeguarding and Child Protection Policy if any absence of a pupil from the School gives rise to a concern about their welfare.

## 1 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 within five days of adding a pupil's name to the admission register at a non-standard transition point, and notify the local authority before deleting a pupil's name at a non-standard transition point as soon as the ground for deletion is met;

- 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- this is automated on Compass.

- 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.[5]

- A pupil's name may be deleted from the admission register only on a ground prescribed by regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. The School will complete reasonable enquiries and required consultation or notification before deletion where the relevant ground requires this.

- 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;
  - 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.

[5] Regulation 8 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the admissions register. See also chapter 7 of the statutory guidance Working together to improve school attendance 2024

## 1 Attendance register

**Appendix 3**

- The School records and monitors the attendance of all pupils, including those below compulsory school age for the sessions they are expected to attend, in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

- The School uses the national attendance and absence codes prescribed by regulation 10 and the accompanying statutory guidance. The correct code will be entered for each session and amended promptly when the reason for absence is established.

- The attendance register is kept electronically. Every entry is preserved for six years from the date it was made, and a monthly electronic back-up is retained for six years after the end of the school year to which it relates. 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.

## 2 Recording absence

- Absence will be recorded using the national attendance and absence codes in regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 and Working together to improve school attendance (DfE, July 2026), including codes for:

  - leaves of absence;
  - other authorised reasons;
  - unable to attend school because of unavoidable cause;
  - unauthorised absence.[6]

## 3 Remote education

[6] Schools should refer to regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure they are correctly recording reasons for absence and the applicable commentary in chapter 8 of the statutory guidance Working together to improve school attendance 2024.

- 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.

## 4 Unauthorised absence

- An unauthorised absence code will be used where the School has not granted leave, no satisfactory reason has been established, a pupil arrives after the register has closed without another authorised code applying, or the circumstances do not meet the definition of an authorised absence. Examples include:
- holiday has not been authorised by the School or is in excess of the period determined by the Head
  - 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.