



Attendance Policy and Procedure

Royal Grammar School, Guildford

Michaelmas 2025

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Key School contacts

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Student Wellbeing Practitioner	Email: ecm@rgsg.co.uk Telephone: 01483 880 600
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1 Aims

- 1.1 This is the attendance policy of the Royal Grammar School, Guildford and RGS Preparatory School. (the **School**)
- 1.2 The School aspires to high levels of attendance from all students. Good attendance is essential for all students to get the most out of their school experience, including their attainment, well-being and wider life chances.
- 1.3 The aims of this policy are as follows:
 - 1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;
 - 1.3.2 to ensure, so far as possible, that every student in the School is able to benefit from and make their full contribution to the life of the School;

- 1.3.3 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;
- 1.3.4 to recognise the linkages between attendance / absence and student wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- 1.3.5 to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (EYFS). Whilst it is recognised that Nursery-aged students are not statutorily required to be in full-time education, the School will aim to apply this policy to students in Nursery as part of our best practice.
- 2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 EYFS statutory framework for group and school-based providers (DfE, January 2024);
 - 3.1.3 Education and Skills Act 2008;
 - 3.1.4 Children Act 1989;
 - 3.1.5 Childcare Act 2006;
 - 3.1.6 Sponsorship Duties (UKVI, July 2023);
 - 3.1.7 The School Attendance (Student Registration) (England) Regulations 2024;
 - 3.1.8 Equality Act 2010; and
 - 3.1.9 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
- 3.2 This policy has regard to the following guidance and advice: [*Please check the links below to ensure the guidance is up to date*]
 - 3.2.1 [Working together to improve school attendance](#) (DfE, August 2024);
 - 3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
 - 3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024);

- 3.2.4 [Guidance for Parents on school attendance](#) (Office of the Children's Commissioner, July 2024);
 - 3.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
 - 3.2.6 [Keeping children safe in education](#) (DfE, September 2024);
 - 3.2.7 [Children missing education](#) (DfE, August 2024);
 - 3.2.8 [Supporting students with medical conditions at school](#) (DfE, August 2017);
 - 3.2.9 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
 - 3.2.10 [Mental health and behaviour in schools](#) (DfE, November 2018);
 - 3.2.11 [Mental health issues affecting a student's attendance: guidance for schools](#) (DfE, February 2023);
 - 3.2.12 [Support for students where a mental health issue is affecting attendance](#) (DfE, February 2023);
 - 3.2.13 [Providing Remote education: guidance for schools](#) (DfE, updated August 2024); and
 - 3.2.14 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
- 3.3.1 Safeguarding Policy 2024-2025;
 - 3.3.2 Risk Assessment Policy 2024-2025;
 - 3.3.3 Special Educational Needs and Disability (SEND) Policy;
 - 3.3.4 Disability policy 2024-2025;
 - 3.3.5 Behaviour (Rewards and Sanctions) 2024-2025;
 - 3.3.6 School Rules 2024-2025;]
 - 3.3.7 Parent Contract; and
- 4 **Publication and availability**
- 4.1 This policy is published on the School website.
 - 4.2 This policy will be sent to Parents when students join the School and Parents will be reminded of it at the beginning of the school year and when the policy is updated.
 - 4.3 This policy is available in hard copy on request.

- 4.4 This policy can be made available in large print or another accessible format if required.

5 Definitions and interpretation

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

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.

5.1.2 references to the **Proprietor** are references to the Board of Governors.

5.1.3 references to a **Parent** means:

- (a) all natural parents, whether they are married or not;
- (b) any person who has parental responsibility for a student; and
- (c) any person who has day to day responsibility for a student (i.e. lives with and looks after a student).

5.1.4 References to a **student** includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

5.1.5 **SAC** means the School's Attendance Champion

6 Responsibility statement and allocation of tasks

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

- 6.2 The Board of Governors recognises 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.

- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Board of Governors 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	Annually
Monitoring the implementation of the policy	SAC	As required.
Formal annual review	Proprietor	Annually

7 The importance of good attendance

- 7.1 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:
- 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
 - 7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting students with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged students;
 - 7.1.3 the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students and Parents;
 - 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
 - 7.1.5 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.

8 School responsibilities

- 8.1 The School acknowledges that attendance is the essential foundation to securing positive outcomes for all students and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
- 8.2 The School will consistently promote the benefits of good attendance, setting high expectations for every student and consistently communicating those expectations to students and Parents.
- 8.3 Where there are challenges to attendance, the School will work effectively and respectfully with students, their families and, where appropriate, local authorities to address them.
- 8.4 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.
- 8.5 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 students at risk of non-attendance. The School will track those who are

persistently absent and will monitor and analyse this data regularly to facilitate early intervention to address issues.

9 Staff responsibilities

The SAC

- 9.1 The Board of Governors has appointed senior members 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.

9.1.1 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 students and Parents.

9.2 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:

- 9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;
- 9.2.2 record all absences promptly and accurately using the processes specified;
- 9.2.3 seek explanations of absences required from students on their return to School;
- 9.2.4 make enquiries about unexplained absences, including those within the school day, and follow up with student to ensure that an explanation has been formally given to the School;
- 9.2.5 look out for trends or patterns in a student's attendance and inform the SAC of any specific concerns;
- 9.2.6 deal with lateness to lessons consistently and promptly;
- 9.2.7 consider appropriate sanctions for students who arrive late to a lesson in line with the School's behaviour and discipline policies; and

- 9.2.8 discuss non-attendance and / or lateness with students and Parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 **All staff**

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

10 **School arrangements**

- 10.1 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 1-3.

11 **Monitoring attendance**

- 11.1 The School will undertake regular data analysis to identify and provide additional support to students or student 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:
 - 11.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to students and families;
 - 11.1.2 using this analysis to provide regular attendance reports to the DSL, Heads of Section to facilitate discussions with students and to other key staff like the Heads of Year, Head of Wellbeing in Prep, Wellbeing Practitioner or the Head of Learning Support.
 - 11.1.3 undertaking frequent individual level analysis to identify students who need support and focus staff efforts on developing targeting actions for those cases;
 - 11.1.4 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
 - 11.1.5 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
 - 11.1.6 devising specific strategies to address areas of poor attendance identified through data;
 - 11.1.7 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
 - 11.1.8 providing data and reports to the Board of Governors to support its work.

12 Student responsibilities

- 12.1 School attendance is important to student attainment, wellbeing and development. The School therefore has high expectations of students as to their attendance and has systems in place to reward good attendance and manage poor attendance.
- 12.2 Students should be aware that:
- 12.2.1 they are expected to be present in-person for the duration of each School day;
 - 12.2.2 they are expected to arrive on time and attend all timetabled lessons;
 - 12.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
 - 12.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
 - 12.2.5 any unexplained absence will be followed up;
 - 12.2.6 persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - (a) offers of support to seek to identify and address any barriers to attendance;
 - (b) communication with Parents;
 - (c) reporting to other agencies such as children's social care; and
 - (d) sanctions against them or their Parents in line with the School's behaviour policies.
 - 12.2.7 If students 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 Form Tutor, Head of Year, or those staff identified in Appendix 1 in the first instance. Students are entitled to expect this information to be managed sensitively.

13 Additional needs

- 13.1 The School recognises some students may find it harder than others to attend School, and will work with those students 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.
- 13.2 The School will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance.

- 13.3 It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities e.g. ensuring the provision outlined in a student's education, health and care plan is accessed.
- 13.4 Where a student has an education, health and care plan the School will communicate with the local authority where the student's attendance falls or the School become aware of barriers to attendance that relate to the student's needs.
- 13.5 Suitable strategies and support will also be considered for students with any social, emotional or mental health issue that is affecting their attendance.
- 13.6 Where barriers are outside of the School's control, the School will work with Parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.
- 13.7 The School will make a sickness return to the local authority if a student 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 student will have to miss 15 consecutive or cumulative school days or more for illness or the student'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.

14 Parent / carer responsibilities

- 14.1 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.
- 14.2 This means students 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.
- 14.3 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.
- 14.4 Expectations the School places on Parents can be found in Appendix 1 of this policy
- 14.5 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.

15 Training

- 15.1 **Staff:** The School ensures that regular guidance and training on attendance is arranged as part of an induction process, 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:

- 15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - 15.1.2 the School's strategies and procedures for tracking, following up and improving attendance.
- 15.2 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:
- 15.2.1 the law and requirements of schools including on the keeping of registers;
 - 15.2.2 the process for working with other partners to provide more intensive support to students who need it;
 - 15.2.3 the necessary skills to interpret and analyse attendance data; and
 - 15.2.4 any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.
- 15.3 The School maintains written records of all staff training.

16 Information sharing

- 16.1 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.
- 16.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a student (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- 16.3 Where appropriate the schools will attend regular targeting support meetings.
- 16.4 The School is legally required to share information from the registers with the local authority. As a minimum this includes:
- 16.4.1 New student and deletion returns;
 - 16.4.2 Attendance returns;
 - 16.4.3 Sickness returns.
- 16.5 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.

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

17 **Record keeping and confidentiality**

- 17.1 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.
- 17.2 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.

18 **Version control**

Date of adoption of this policy	Michaelmas 2024
Date of last review of this policy	Trinity 2025
Date for next review of this policy	Michaelmas 2026
Policy owners (SMT)	Mr Adrian Woodman and Mr Toby Freeman-Day
Policy owner (Governors)	Mr Simon Gimson and Mrs Mun-Ling Logue

Appendices

APPENDIX 1: School arrangements

1 Managing attendance

- 1.1 The School monitors, records and shares data about student attendance and as part of its duty to safeguard and protect students and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 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.
- 1.2 The School expects all students to be present at School for the whole of the School day, usually from registration at 08:45 hours to close at 16:00 hours, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.
- 1.3 Students may enter school between 08:00 hours and 08:15 hours to make use of the Library, Study Area and the Breakout Spaces, to have breakfast in the Great Hall or prior to that time for any *supervised* activity.

2 The role of Parents / carers

- 2.1 The School expects all Parents to:
 - 2.1.1 make any request for an authorised leave of absence at the earliest opportunity by contacting their Form Tutor or the Headmaster of either school directly, for longer periods of absence;
 - 2.1.2 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
 - 2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 2.2 Parents of students in the Senior school should ensure their child attends School by 08:45 hours for morning registration; Form Rooms will be open from 08:30 hours.
- 2.3 Parents of RGS Prep students should ensure their child attends School by 08:25 hours for Years 3 – 6 and 08:30 hours for Shell – Year 2. Nursery students may be dropped off between 08:00 hours and 09:00 hours.

3 Registration and attendance checks

- 3.1 Morning registration at RGS Senior takes place at 08:45 hours. The registers will remain open for 30 minutes after the start of morning registration and will close at 09:15 hours. At RGS Prep, this will be between 08:40 hours – 08:55 hours for students in Shell -Year 6 and between 08:00 hours and 09:00 hours for students in the Nursery.
- 3.2 At RGS Senior afternoon registration takes place at 13:50 – 14:00 hours during Period 6 lessons.
- 3.3 Upper Sixth students who have no afternoon lessons are able to sign out of the School Office from 12:45 hours otherwise they will be registered as usual in their Period 6 Lesson. If Sixth Form students do not have a period 6 lesson but are on the School site, then students should sign in at the School Office between 1350 and 1400.
- 3.4 Once the morning and afternoon registers close, a student will be recorded as absent if not present in the classroom/lesson.
- 3.5 The School uses '*School Base*' as their Management Information System (MIS).
- 3.6 If a student is absent when the register started being taken but arrives before the register is closed, they will be recorded as a late arrival (code L).
- 3.7 If a student arrives after the register has closed but before the end of the session then this will be recorded as an unauthorised absence (code U) and the reasons given / not given will be recorded by the School Office.

4 Reporting absence

- 4.1 If a student is to be absent from School for any reason, the parent / carer should contact the School Office or the student's Tutor by email or telephone by 08:30 hours on first morning of absence.
- 4.2 Where a student is ill, the School should be notified of the nature of the illness.
- 4.3 The school will contact a student's parent or carer by 09:45 hours should the student fail to arrive at School without an explanation. As a city centre School, on days with exceptional travel disruption this procedure may take longer.
- 4.4 The School Office staff will identify the correct attendance code (See Appendix 4 for the DfE codes) for the attendance register, following parental contact.

4.5 The School Office will alert staff via email of a list of Students who have not given a reason for absence.

5 Arrangements for reporting subsequent absence

5.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

6 Managing absence

Attendance rates will be checked regularly by key members of staff including the Attendance Champions, Heads of Section, the DSLs and Heads of Year. This monitoring will help identify any trends or patterns of absence within a year group or on an individual basis.

6.1 Early action will be taken to reduce the risk of persistent absence. Parents will be informed that the student's absence is becoming a cause for concern. The Wellbeing Practitioner or Head of Year will speak with the Tutor to identify and factors which will explain and reduce the absence rate.

6.2 Discretion will need to be exercised in some individual cases.

6.3 The School will consider whether any sanction may be required under the 'Behaviour (Rewards and Sanctions) Policy 2025' following any persistent absence.

6.4 At the beginning of the academic year, percentages can be skewed by a lack of data. Consequently, the School will use its discretion and knowledge of both data and individual students from past years to make appropriate interventions.

100% to 97%: attendance is at an acceptable level. The Form Tutor will liaise with home to acknowledge the absence and to clarify the reasons and expected return date. No further action will be taken.

Below 97% to 92%: parents / carers will be contacted by the School Office or Form Tutor requesting medical evidence where appropriate. Staff may continue to contact home on the second day and subsequent day of each absence to acknowledge the absence and to clarify the reasons and expected return date. The Form Tutor will chat with the student and may contact parents. Lateness could also lead to this intervention.

Below 92% to 90%: A member of the pastoral team contacts parents / carers to request their attendance to discuss their child's attendance and to agree a plan. The plan may involve an in-person meeting in School. Staff may continue to call home on the second day of each absence to acknowledge the absence and to clarify the reasons and expected return date. Lateness could also lead to this intervention.

Below 90%: An email will be sent, on the first day of absence, reminding parents/carers that they have a legal duty to ensure regular attendance and if they fail to do so, they may be committing an offence under Sections 7 and 444 of the Education Act 1996. The student's attendance case may be passed over to the local authority for further intervention and review should the student, parents or carer not respond to the plan. The

Staff may continue to call home on the second day of each absence to acknowledge the absence and to clarify the reasons and expected return date.

7 **Authorised absences**

- 7.1 Authorised absence means that the School has either given approval in advance for a student to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.¹

8 **Applications for an authorised leave of absence**

- 8.1 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, in advance, to either the Headmaster of RGS or the Head of RGS Prep.
- 8.2 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the student's past attendance record and the relevant background context behind the request.
- 8.3 Apart from illness or where there are additional needs, no student should be away from School without prior permission from the Headmaster of RGS or the Head of RGS Prep.
- 8.4 ***Where at all possible***, dental or medical appointments should be made during School holidays or after the school day; except in cases of emergency when the Tutor, Head of Year or Head of Section should be informed. At RGS Prep, this should be the Form teacher and / or School Office staff.
- 8.5 If a leave of absence is granted, it is for the Headmaster of RGS or the Head of RGS Prep to determine the length of the time the student is or was permitted to be away from School. It will be recorded as an authorised absence. See Appendix 3 for more details.
- 8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which Parents and students belong. Parents are expected to make a request for this type of leave of absence in advance.

9 **Reporting duties**

- 9.1 The School has statutory reporting obligations if a student fails to regularly attend their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

- 9.2 Each time the School's attendance register is completed it is treated as a contact point for these purposes.
- 9.3 Action will also be taken in accordance with the missing child procedure and the School's safeguarding policy if any absence of a student from the School gives rise to a concern about their welfare.
- 9.4 In RGS Senior, following the report of a missing student, staff will sweep the school site in order to locate the student, contact the student on their mobile phone should they have one or through Microsoft Teams. Parents will be called and / or the police if the student cannot be located. RGS Prep staff will follow a similar missing Student procedure appropriate for their school site. The full details of this are found in the Missing Child Policy 2024-2025.

APPENDIX 2: Admission Register

1 Admission register

- 1.1 In accordance with the requirements of the School Attendance (Student Registration) (England) Regulations 2024 the School will:
 - 1.1.1 maintain an admission register of all students (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
 - 1.1.2 inform the local authority of any student who is going to be added to or deleted from the School's admission register at non-standard transition points.
- 1.2 The admission register must be kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.3 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.
- 1.4 The admissions register contains specific personal details of every student in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended.
- 1.5 A student's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Student Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the student's name must be deleted.
- 1.6 Where the School notifies the local authority that the student's name is to be deleted from the admission register, the School must provide it with the following information:
 - 1.6.1 the full name of the student;
 - 1.6.2 the address of the student;
 - 1.6.3 the full name and address of any parent the student normally lives with;
 - 1.6.4 at least one telephone number of any parent with whom the student lives or can be contacted in an emergency;
 - 1.6.5 the student's future address, the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;

- 1.6.6 name of the student's other or future school and student's start date or expected start date there, if applicable;
- 1.6.7 the ground (prescribed in regulation 9) under which the student's name is to be deleted from the admission register.

APPENDIX 3: Attendance Register

1 Attendance register

- 1.1 The School records and monitors the attendance of all students (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Student Registration) (England) (Regulations) 2024
- 1.2 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.
- 1.3 The attendance register is kept electronically on School Base and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.4 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with students and Parents to resolve any issues before they become entrenched. This will usually be followed up by the student's Tutor, Head of Year, Head of Section of the Wellbeing Practitioner.
- 1.5 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.
- 1.6 On each occasion it will be recorded whether every student is:
 - 1.6.1 physically present in school when the attendance register begins to be taken; or
 - 1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - 1.6.3 attending a place other than the school; or
 - 1.6.4 absent.
- 1.7 The circumstances in which a student may be recorded as attending a place, other than the school, can include:
 - 1.7.1 Attending educational provision arranged by a local authority;
 - 1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
 - 1.7.3 Attending a place for an approved educational activity that is a sporting activity;
 - 1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the student's education;

1.7.5 Attending a place for any other approved educational activity.

2 Recording absence

2.1 Absence will be recorded in accordance with the national absence codes (See Appendix 4) set out in regulation 10 of the School Attendance (Student Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

2.1.1 leaves of absence;

2.1.2 other authorised reasons;

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.

3 Remote education

3.1 The School is required to record all absence from in-person lessons.

3.2 The School may, in limited circumstances, provide remote education to enable students, who are well enough to learn but unable to attend the School site, to keep pace with their education.

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

3.3.1 ensuring mutual agreement of remote education by the School, Parents or carers, potentially students, and if appropriate a relevant medical professional. If the student has an Education, Health and Care plan or has a social worker, the local authority may also be involved in the decision;

3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the student back to school at the earliest opportunity;

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

3.4 Students 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 student'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 student's reintegration to school.

4 Unauthorised absence

4.1 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:

- 4.1.1 holiday has not been authorised by the School or is more than the period determined by the Headmaster or the Head of RGS Prep;
- 4.1.2 the reason for absence has not been provided;
- 4.1.3 a student is absent from school without authorisation;
- 4.1.4 a student has arrived in school after registration has closed and without reasonable explanation.

Code	Definition	Description
Attending the School		
/	Present (AM and PM)	Student is present at morning registration (AM) Student is present at afternoon registration (PM)
N	No Reason Yet Provided	Student is not in registration and a reason has not yet been established.
L	Late	Student has arrived late before the register has closed.
U	Late – Registration has closed	Student has arrived late after the register has closed.
P	Sporting Activity	Participating in an approved educational sporting activity.
V	Education Visit/Trip	Attending an educational visit/trip.
W	Work Experience	Attending work experience.
B	Approved educational activity	Not sporting or work experience.
K	Educated off-site	Attending provision arranged by the LA.
#	Planned whole school closure	Planned school closures (BH and half terms).
Leave of Absence		
M	Medical/Dental appointments	Student attending a Medical/Dental appointment.
S	Study Leave for a public exam	Study leave – Student must be over statutory school age.
J1	Interview or visit to another school	
C	Other authorised circumstances (out of school)	Granted entirely at the school's discretion.
C1	Participation in a regulated performance.	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Compulsory school age leave of absence	Exceptional circumstances, where it is in a Student's best interests, there may be a need for a temporary part-time education.

Absent – other authorised reasons		
I	Illness	Student is unable to attend due to illness (both physical and mental health related).
E	Excluded	The Student is suspended from school or permanently excluded from school on disciplinary grounds.
R	Religious observance	Set apart by the religion, not the parents.
T	Parent travelling	Must be for occupational purposes.
Absent - unauthorised reasons		
G	Holiday not granted by school	Parent did not apply, or school did not agree.
O	Absent in other or unknown circumstances	No reason given or established.
Z	Prospective Student not on admission register	Enables schools to set up registers in advance.
Absent – unavoidable cause		
Y1	Unable to attend due to transport	School not within walking distance.
Y2	Unable to attend due to transport	Caused by a local, national or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Student cannot practicably be accommodated.
Y4	Unable to attend due to whole school site being unexpectedly closed	E.g. adverse weather.
Y5	Criminal justice detention	In police detention, remanded in youth detention, awaiting trial or sentencing, detained under a sentence of detention.
Y6	Public health guidance/law	To attend would be to contravene transmission of infection guidance.
Y7	Any other unavoidable cause	Something which affects the Student not the parent.
Q	Lack of access arrangements	Unable to attend due to disability.