PARK SCHOOL – CHILDREN ABSENT IN EDUCATION AND ATTENDANCE POLICY

In accordance with The Education (Pupil Registration) (England) Regulations 2006 (amended 2016) and Guidance Addendum the following procedures must be followed. For all day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

1.1.1   present;

1.1.2   attending an approved educational activity;

1.1.3   absent;

1.1.4   unable to attend through exceptional circumstances.

2.   The School should follow up any absences to:

2.1.1   identify whether the absence is approved or not;

2.1.2   ascertain the reason;

2.1.3   ensure the proper safeguarding action is taken; and

2.1.4   identify the correct code to use before entering it on the ISAMS online attendance register.

3.   The regulations also state that:

3.1.1   Every entry in the attendance register must be preserved for a period of three years after the date which the entry was made.

4.   For morning sessions:

4.1.1   registers should be taken at 8.45am online in ISAMS online register so the School Office have access to this by 9.15am at the latest.

4.1.2   at 9.15am, the register will be 'closed'.

4.1.3   if a child hasn't arrived at school by 9.30am, and notification of absence has not been received, the School Office will telephone the child's parents and emergency contacts to obtain the reason for the child's absence. The DSL/Headteacher must be informed if parents and emergency contacts cannot be contacted by 10.00am. A child is deemed missing/absent if no response to absence has been received.

5.   For afternoon sessions:

5.1.1   registers should be taken at the beginning of the afternoon session.

5.1.2   after the register has been taken, using the ISAMS online register. ISAMS attendance register should be accessed by the School Office (Lower School by 1.15 pm, Junior School by 15 minutes after the class has finished its lunchtime play).

5.1.3   teachers are aware of any child who was not present in their classroom at afternoon registration due to a peripatetic lesson on site (or for any other 'temporary reason'). Should the pupil not return to class at the expected time, the class teacher will alert the School Office of this fact as soon as possible. The School Office shall then look into the matter without delay, reporting back to the class teacher the results of its enquiry. Should the School Office feel that a child may be 'missing/absent' the Headteacher must be informed

without delay.

6.   For Junior School classes, their games day per week is treated as follows:

    6.1.1   Games staff register the children in the playground after lunch on their own games registration sheet, the staff call the school office to confirm register attendance and any absentees.

    6.1.2   The School Office checks that we know the whereabouts of any pupil not present at the registration.

    6.1.3   The School Office update the ISAMS online attendance register for the classes.

7.   Following publication of the document 'School Attendance' by the Department for Education, the codes in Appendix 1 to this policy have been adopted.

8.   All attendance registers are checked at the end of each term by the Headteacher. In addition, if a child has an overall attendance of 96% or less, the Headteacher and DSL are notified by the class teacher and is noted as a concern using the Wellbeing Manager in ISAMS.

  Consideration will be given to underlying concerns for the welfare of the child, in terms of health concerns, bullying, friendship, pastoral issues and safeguarding. Any child having about whom the Headteacher has any concerns, and in any case any child who has less than 96% overall attendance parents will be consulted and a plan will be put in place to support the child's attendance. If the child's attendance does not improve further measures such as referring to Early Help will be actioned.

9.   Staff actively discourage late arrival. Children are marked late from 8.45am. Teachers report repeated late children to the Headteacher and DSL.

10.   Local authorities (BCP) the Department of Education and ISI inspectors have access to our registers.

11.   Registers are kept electronically and are retained (and backed up) for 6 years from the date the child leaves school.

12.   The School and Nursery attendance champions are Ella Whitbread and Katie Hill (DSL and Admissions Officer). Contact details are as follows: Ella Whitbread (DSL) pastoral@parkschool.co.uk or e.whitbread@parkschool.co.uk / 01202 396640, Katie Hill (Admissions Officer) admissions@parkschool.co.uk or k.hill@parkschool.co.uk / 01202 396640.

13.   Attendance figures are included in the reports to parents. Should a class teacher have any concern regarding a child's attendance record, this should be raised with the Headteacher and DSL. BCP Council require us to make a home visit after 5 days of unexplained absence and, if the child is not found, to alert MASH/CME. We notify the Local Authority of any pupil who is going to be deleted from the admission register in the circumstances set out in the document 'Keeping Children Safe in Education' (September 2025). Absence from school can, in certain circumstances, become a safeguarding issue and must be dealt with in accordance with the school's Safeguarding and Child Protection Policy and Procedures, including Allegations against Adults.

14.   'Working together to improve school attendance' (August 2024) guides us alongside the statutory guidance documents (Keeping Children Safe in Education 2025, Safeguarding and Child Protection Policy and Procedures including Allegations against Adults, supporting pupils with medical conditions

at school and education for children with health needs who cannot attend school).

APPENDIX 1

CODES TO BE USED

0.   Present at School

∕   Present in School during registration ('/' = am, '\' = pm)

L   Late arrival before the register is closed. At Park we deem the morning register to close at 8.45am.

U   A pupil arriving after 8.45am (and before pm registration) should be given the appropriate absence code from sections 3, 4 or 5 below. If none of those codes are appropriate a 'U' should be entered.

NB.   If a child arrives after the register has been sent to the School Office, he/she must report to the School Office immediately on arrival.

1.   Present at an approved off-site educational activity.
(An activity where the school is responsible for the safeguarding and welfare of the pupils)

K   Attending education provision arranged by the local authority

P   Participating in a supervised sporting activity

V   Educational visit or trip

B   Attending any other approved educational activity

D   Dual registered at another school

2.   Authorised Absence from School

M   Medical or dental appointment

I   Illness (not medical or dental appointment)

R   Religious Observance

E   Suspended or permanently excluded and no alternative provision made

C1   Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

J1   Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

S   Leave of absence for the purpose of studying for a public examination

X   Non-compulsory school age pupil not required to attend school

C2   Leave of absence for a compulsory school age pupil subject to a part-time timetable

C   Leave of absence for exceptional circumstance

T   Parent travelling for occupational purposes

Q   Unable to attend the school because of a lack of access arrangements

Y1   Unable to attend due to transport normally provided not being available

Y2   Unable to attend due to widespread disruption to travel

Y3   Unable to attend due to part of the school premises being closed

Y4   Unable to attend due to the whole school site being unexpectedly closed

Y5   Unable to attend as pupil is in criminal justice detention

Y6   Unable to attend in accordance with public health guidance or law

Y7   Unable to attend because of any other unavoidable cause

3.   Unauthorised Absence from School

O   Where the reason for absence is not initially known, an 'O' is entered and another code entered within the 'O' at a later stage if it is known. Staff must follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. If another code is never established the 'O' will remain as an unauthorised absence.

G   Holiday not authorised by the School.

Used for Bank Holiday and Inset Days.