



Attendance Policy & Procedure

for the whole School including EYFS

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Key Contacts

Senior Attendance Champion (including EYFS provision) Mrs Marion Wright	Email: mwright@edgegrove.com Telephone number: 01923 855724
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Aims

This is the attendance policy of Edge Grove School (the School).

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 education, 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 link 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.

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.

Regulatory Framework

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, July 2025);
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Sponsorship Duties (UKVI, July 2023);
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

- [Working together to improve school attendance](#) (DfE, August 2024);

- [Summary table of responsibilities for school attendance](#) (August 2024);
- [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);
- [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);
- ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
- [Keeping children safe in education](#) (DfE, September 2025);
- [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
- [Children missing education](#) (DfE, September 2016);
- [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);
- [Remote education guidance](#) (DfE, updated February 2023); and
- [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).

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

- Child Protection Policy;
- Risk Assessment Policy;
- Missing Child Policy; (ISBA Doc 31)
- Children Missing in Education Policy;
- SEND Policy;
- Disability and Accessibility policy;
- Behaviour Policy;
- Parent Contract; and
- Academic Policy.

Publication and Availability

This policy is published on the School website.

This policy is available in hard copy on request.

A copy of the policy is available for inspection from the school Office during the School day.

This policy can be made available in large print or other accessible format if required.

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:
 - 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);
- SAC means the School's Attendance Champion.

Responsibility Statement and Allocation of Tasks

The Governors have overall responsibility for all matters which are the subject of this policy and recognise that improving attendance is a School leadership issue. It has appointed a Designated Senior Leader, Marion Wright, Senior Deputy Head (Pastoral) and DSL to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

To ensure the efficient discharge of its responsibilities under this policy, the Governors have 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
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	Governors	Annually

The Importance of Excellent Pupil 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.

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.

Lateness and Punctuality

A pupil who arrives late after the register has closed at 0826 will be marked as absent (unauthorised) using the appropriate code. Pupils arriving after this time should sign in to the School Office and will be marked as late 'Arrived in School after Registration closed'.

Incidents of lateness are reported to the Senior Deputy Head (Pastoral) daily. Patterns of lateness are tracked half-termly and reported to the governing body.

Parents of pupils who have patterns of lateness will be contacted to discuss the importance of punctuality and how this might be achieved. In the first instance, parents will be invited to a meeting with the pupil's Form Teacher or Pastoral Phase Lead to discuss the cause of lateness and agree appropriate support. Where lateness persists despite this support, the matter will be escalated to the Senior Deputy Head (Pastoral).

Staff Responsibilities

The SAC

The Governors have appointed a senior member of staff of the School's Senior 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.

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.
- (f) To oversee escalation of persistent or severe absence and liaise with external agencies where appropriate.

Pastoral Phase Leads (Junior, Middle and Senior Departments)

Pastoral Phase Leads are the **first line of response** for emerging attendance concerns within their phase. Their responsibilities include:

- Monitoring attendance data for their year groups weekly;
- Supporting Form Teachers in following up pupil absence and patterns of lateness.
- Contacting parents to discuss emerging concerns and agreeing first-line support strategies.
- Recording interventions and reviewing their impact.
- Escalating concerns to the SAC where attendance falls to persistent absence levels, or where initial support has not led to improvement.

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:

- Have a formal routine for registers being taken accurately each morning and afternoon;
- 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 relevant Pastoral Phase Lead 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.

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.

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 1-3.

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;
- Sharing this information with Form Teachers and Pastoral Phase Leads to facilitate early discussions with pupils and families, and to agree proportionate first-line interventions.
- Escalating concerns to the Senior Attendance Champion (SAC) where attendance falls to persistent absence levels, or where initial support has not led to improvement.

- Using attendance data to inform leaders, including the Special Educational Needs Coordinator and Designated Safeguarding Lead, so that wider needs can be considered;
- 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, with Pastoral Phase Leads responsible for day-to-day follow-up and the SAC holding oversight.;
- Monitoring the impact of School-wide attendance efforts, including any specific strategies implemented; and
- Providing data and reports to the Governors to support its work.

Persistent absence is defined as missing 10% or more of sessions, and severe absence is defined as missing 50% or more of sessions. The School monitors these thresholds closely and takes early, proportionate action in line with DfE guidance.

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 Form Teacher or staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

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.

Suitable strategies 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 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.

The School recognises two separate statutory reporting duties in relation to pupil absence:

- Children Missing Education (CME): the School will notify the local authority if a pupil fails to attend school for 10 consecutive school days or more without permission.
- Medical Absence: the School will notify the local authority if there are reasonable grounds to believe that a pupil will be absent for 15 or more school days due to illness, whether consecutive or cumulative, so that suitable education provision can be considered.

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.

Parents must inform the School on the first day of absence, giving a clear and accurate reason. Failure to do so will result in the absence being marked as unauthorised until sufficient evidence is provided.

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 support staff and senior leaders. This includes:

- 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.

The School maintains written records of all staff training.

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 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 School will attend regular targeting support meetings.

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;
- 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 Schools' registers.

The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in 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.

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

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 Appendix 3 respectively. The admission and attendance registers are kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the School day, usually from registration between 0800 and 0825, but this period may be extended, for example for out of School clubs, sports fixtures or School trips.

Safeguarding action will be taken without delay if a pupil's absence is unexplained and it is suspected that the pupil may be at risk of harm, in line with the School's Child Protection and CME policies.

Staff with Specific Responsibilities for Attendance

The following staff hold specific responsibilities for the monitoring and promotion of good attendance and punctuality at Edge Grove:

- **Senior Attendance Champion (SAC):**
Senior Deputy Head (Pastoral) – has strategic oversight of attendance, monitors whole-school data, reports to Governors, and escalates persistent or severe absence.
- **Pastoral Phase Leads (Assistant Head - Junior Department, Head of Year 3&4; Head of Year 5; Head of Year 6; and SDHP/Seniors Form Teacher):**
First line of response for emerging attendance and punctuality concerns within their phase. Monitor weekly attendance data, support Form Teachers, contact parents, implement early interventions, and escalate concerns to the SAC where necessary.
- **School Office / Administrative Staff:**
Maintain daily admission and attendance registers, complete first-day calling procedures for unexplained absence, update attendance codes, and support data entry and reporting.
- **Form Teachers:**
Take accurate daily registers, address emerging patterns of absence or lateness with pupils, raise concerns with Pastoral Phase Leads, and support early intervention strategies.
- **Deputy Head (Academic):**
Monitors the impact of attendance on academic progress, liaises with subject teachers to identify gaps in learning caused by absence, and supports reintegration where needed.

This list is reviewed and updated annually at the start of each academic year to ensure responsibilities remain clear and current.

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 ensure their child attends School by 0825 for morning registration;

Registration and Attendance Checks

Morning registration starts at 0800. The registers will remain open for 25 minutes after the start of morning registration.

Afternoon registration will be at lunchtime.

Staff will also check registers at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

The School uses SchoolBase e-Registration and Attendance Management Systems.

Reporting Absence

If a pupil is to be absent from School for any reason, the parent / carer should contact the following below by using the School App or email the School Office by 8:20 am on first morning of absence;

Where a pupil is ill, the School should be notified of the nature of the illness.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. Where the absence is longer than 2 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Arrangements for reporting subsequent absence

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

Managing Absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit, contact Children's Services or the police.
- Identify whether the absence is approved or not

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's social worker.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention, as appropriate

Reporting to parents

The School will regularly inform parents about their child's attendance and absence levels:

Half-termly attendance updates via the school app:

Red – persistent absence, 10% or more, serious concern

Amber – cause for concern, 4% - 9%, requires immediate improvement

Green – good attendance, 0% - 3%

Parent Consultations

Letters sent home

End-of-year report

Sanctions

Our school will make use of the full range of potential sanctions to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Pupils returning to school after a lengthy or unavoidable period of absence

As soon as parents have informed the school of the expected date of return:

- Class teacher will organise a welcome pack back for the child to receive before they return. It may include: messages from the class, timetable for their first day back, a reading book
- The Senior Deputy Head (Pastoral) and/or the Pastoral Phase Lead or Senco will meet with the parents (and child if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and individual health care/support plans that may be in place
- Soft start: parents/child will be given the option to arrive through the school office, where the child will be welcomed by an adult known to them.
- Buddy System: a child will be appointed as their buddy. The buddy will support the child through the day with academic and social interactions.
- Nurture Group sessions will be available to support the child's return.

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.

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 the Head at office@edgegrove.com

We define 'exceptional circumstances' as unexpected, unavoidable, and outside of your control, such as hospitalisation, a serious illness or a bereavement of a close relative. A leave of absence must still be requested in advance by a parent who the pupil normally lives with.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday or celebration (including a wedding).

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, no pupil should be away from School without prior permission from the Head.

Dental or medical appointments should be made during School holidays except in cases of emergency when the Head should be informed.

If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is 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.

Wherever possible, all requests must be made in writing at least 2 weeks in advance.

Reporting duties

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

In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

Each time the School's Attendance Register is completed it is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

Action will also be taken in accordance with the School's Missing Child Policy and Child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Appendix 1: School Arrangements

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 Appendix 3 respectively. The admission and attendance registers are kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the School day, usually from registration between 0800 and 0825, but this period may be extended, for example for out of School clubs, sports fixtures or School trips.

Safeguarding action will be taken without delay if a pupil's absence is unexplained and it is suspected that the pupil may be at risk of harm, in line with the School's Child Protection and CME policies.

Staff with Specific Responsibilities for Attendance

The following staff hold specific responsibilities for the monitoring and promotion of good attendance and punctuality at Edge Grove:

- **Senior Attendance Champion (SAC):**
Senior Deputy Head (Pastoral) – has strategic oversight of attendance, monitors whole-school data, reports to Governors, and escalates persistent or severe absence.
- **Pastoral Phase Leads (Assistant Head - Junior Department, Head of Year 3&4; Head of Year 5; Head of Year 6; and SDHP/Seniors Form Teacher):**
First line of response for emerging attendance and punctuality concerns within their phase. Monitor weekly attendance data, support Form Teachers, contact parents, implement early interventions, and escalate concerns to the SAC where necessary.
- **School Office / Administrative Staff:**
Maintain daily admission and attendance registers, complete first-day calling procedures for unexplained absence, update attendance codes, and support data entry and reporting.
- **Form Teachers:**
Take accurate daily registers, address emerging patterns of absence or lateness with pupils, raise concerns with Pastoral Phase Leads, and support early intervention strategies.
- **Deputy Head (Academic):**
Monitors the impact of attendance on academic progress, liaises with subject teachers to identify gaps in learning caused by absence, and supports reintegration where needed.

This list is reviewed and updated annually at the start of each academic year to ensure responsibilities remain clear and current.

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 ensure their child attends School by 0825 for morning registration;

Registration and Attendance Checks

Morning registration is at 0800. The registers will remain open for 25 minutes after the start of morning registration.

Afternoon registration will be at lunchtime.

Staff will also check registers at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

The School uses SchoolBase e-Registration and Attendance Management Systems.

Reporting Absence

If a pupil is to be absent from School for any reason, the parent / carer should contact the following below by using the School App or email the School Office by 8:20 am on first morning of absence;

Where a pupil is ill, the School should be notified of the nature of the illness.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. Where the absence is longer than 2 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Arrangements for reporting subsequent absence

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

Managing Absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit, contact Children's Services or the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's social worker.

- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention, as appropriate

Reporting to parents

The School will regularly inform parents about their child's attendance and absence levels:

Half-termly attendance updates via the school app:

Red – persistent absence, 10% or more, serious concern

Amber – cause for concern, 4% - 9%, requires immediate improvement

Green – good attendance, 0% - 3%

Parent Consultations

Letters sent home

End-of-year report

Sanctions

Our school will make use of the full range of potential sanctions to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Pupils returning to school after a lengthy or unavoidable period of absence

As soon as parents have informed the school of the expected date of return:

- Class teacher will organise a welcome pack back for the child to receive before they return. It may include: messages from the class, timetable for their first day back, a reading book
- The Senior Deputy Head (Pastoral) and/or the Pastoral Phase Lead or Senco will meet with the parents (and child if appropriate) in advance of the first day to discuss expectations, reasonable adjustments and individual health care/support plans that may be in place
- Soft start: parents/child will be given the option to arrive through the school office, where the child will be welcomed by an adult known to them.
- Buddy System: a child will be appointed as their buddy. The buddy will support the child through the day with academic and social interactions.
- Nurture Group sessions will be available to support the child's return.

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.

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 the Head at office@edgegrove.com

We define 'exceptional circumstances' as unexpected, unavoidable, and outside of your control, such as hospitalisation, a serious illness or a bereavement of a close relative. A leave of absence must still be requested in advance by a parent who the pupil normally lives with.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday or celebration (including a wedding).

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, no pupil should be away from School without prior permission from the Head.

Dental or medical appointments should be made during School holidays except in cases of emergency when the Head should be informed.

If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is 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.

Wherever possible, all requests must be made in writing at least 2 weeks in advance.

Reporting duties

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

In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

Each time the School's Attendance Register is completed it is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

Action will also be taken in accordance with the School's Missing Child Policy 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

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 will 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 ensures 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.

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;
- The 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.

Attendance Register

The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024[21]

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.

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.

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.

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 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 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.