Argyle House School
Attendance and Registration Policy - Whole School &EYFS

Review date: September 2026

Reviewed by J.Sample

Next review date: September 2027

Introduction and aims

Argyle House School expects its pupils to aim for full attendance and excellent punctuality and is committed to a policy of working with pupils and parents to this end. High standards in these aspects are considered essential in fulfilling the aims of the School, in particular in instilling in the pupils a sense of personal responsibility and reliability and in encouraging the fulfilment of individual academic potential.

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

• Education (Independent School Standards) Regulations 2014;

• Education and Skills Act 2008;

• Children Act 1989;

• Childcare Act 2006;

• The School Attendance (Pupil Registration) (England) Regulations 2024

• Equality Act 2010; and

• Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

• Working together to improve school attendance (DfE, August 2024);

• Summary table of responsibilities for school attendance (DfE August 2024)

• Keeping children safe in education (DfE, September 2024);

• Children missing education (DfE, August 2024);

• Supporting pupils with medical conditions at school (DfE, August 2017);

• Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

• School suspensions and permanent exclusions (DfE, August 2024 latest update); and • SEND Code of practice: 0 to 25 years (DfE and Department of Health, updated April 2020).

In addition, the following policies and procedures are relevant to this policy:

• Child Protection and Safeguarding Policy

• Missing Pupil Procedure

• Behaviour policies (including anti-bullying and the school rules)

• SEND policies

• Risk assessments (Health and Safety, wellbeing plans and assessments for individual pupils)

• Data Retention Policy

Roles and responsibilities for Staff at Argyle House School

Attendance is a school leadership matter. All members of the leadership team work to support families to improve attendance. Day to day responsibility lies with:

- Mr John Sample – Head
- Mrs L McIntosh – DSL
- Mrs K Lockerbie – Office Manager and Attendance Manager

We will monitor student attendance and punctuality in registration periods and lessons and liaise closely with parents in the case of unacceptable levels of absence or persistent late arrival to find ways to address these concerns. We will act early to address patterns of absence. We will ensure that we authorise absence for main festivals associated for those with any faith. We will support pupils with illnesses and put measures in place to support those with longer term conditions that may impact on their ability to achieve 100% attendance.

It is the responsibility of all teaching staff to work with parents and pupils to maintain high levels of student attendance. Parents have a legal duty to ensure their compulsory school age child is registered at a school and attends regularly. Failure to do this is an offence under the Education Act 1996. Schools have safeguarding duties under Section 175 of the Education Act 2002 to investigate any unexplained absences.

The Head:

- Is responsible for the strategic oversight of attendance procedures, developing and maintaining a whole school culture that promotes the benefits of high attendance
- Ensures that strategies are in place to promote and implement the policy throughout the school
- Consider leave of absence requests of up to five days, applying the principles outlined in this policy and ensuring that the absence will not impact on key assessments or events
- Considers parent requests for leave of absence that are more than ten school days
- Notifies parents that, if a student of compulsory school age fails to attend regularly, her parents are committing an offence in law

The Head, Assistant Heads and DSL:

- Set a clear vision for improving and maintaining good attendance
- Establish and maintain effective systems for tackling absence and make sure they are followed by all staff and have a strong grasp of absence data to focus the collective efforts of the school.
- Monitor and evaluate attendance records, identifying trends and any subsequent actions required
- Monitor the efficacy of the school's strategies and processes with regard to attendance.

- Ensure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.
- Liaise with the designated Governor for monitoring attendance to ensure appropriate levels of oversight provided for attendance procedures.
- Work with the Admissions officer and Reception team to ensure that the School's Admissions and Attendance registers comply with national legislation and are available for Inspection
- Ensure that attendance and admissions registers are stored digitally for three years
- Analyse attendance registers every half term to monitor absence and work with relevant staff to improve attendance
- Ensure that Class Teachers and Form Tutors are recording and monitoring attendance and
- Contact the Local Education Offices for advice and practical support regarding a pupil who has persistent absence and the family is struggling to meet formal support
- Contact the police when there in an unknown absence and the school and family are unable to establish the whereabouts of a pupil
- Investigate reasons for absence to ensure that there are no issues of bullying, safeguarding, equal opportunities or other issues
- Work with any pupil who has had protracted absence to assist with re-integration
- Inform the Attendance Manager if referral to the pupil's LEA is needed (e.g. 10 day's absence / child absent from education)

Class and Form Tutors will:

- Record student attendance, absence and punctuality every morning and afternoon using iSAMS
- Alert the School Office immediately if a student is absent from the lesson, but has been present in school
- Support pupils who are absent due to illness, enabling them to catch up work and understand the content (via Subject Clinics, one to one mentoring etc.)
- Alert the DSL if absence or poor punctuality are persistent problems
- Monitor daily attendance and are encouraged to flag up any concerns weekly to the DSL to allow early intervention.

Attendance problems – individual pupils

The DSL, Assistant Heads or Head will use some of the following actions to overcome low or irregular attendance:

- Meet with parents to discuss strategies at school and at home to encourage improved attendance
- Use letters to parents to discourage absence
- Provide extra help in catching up on work missed

- Work with external agencies to adapt the timetable to enable the pupil to attend school and support with reintegration.

Reducing persistent and severe absence

The Government defines persistent absence to be where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. The school will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- Consider instigating Early Help to support attendance, either internally or, in more serious cases, with external monitoring;
- Provide access to wider support services such as Local Authority Children's Services, to remove the barriers to attendance.
- Oversee attendance registers and follow up with individual members of staff if they are not meeting the policy for registration

The Head and DSL will:

- Support staff who may have concerns around a pupil's ability to make progress in their learning due to a high absence rate
- Work with the Office Manager to provide regular attendance reports to facilitate discussions with pupils and families to try to remove any barriers to attendance;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

The Attendance Officer will:

- Deal with late arrivals.
- Inform the Form or Class Teachers of any possible underlying problems that might account for absences
- Inform the Form and Class Teachers if the absence was for family bereavement, a serious illness or an accident
- Produce attendance register pdf documents at the end of each month and ensure that they are stored on the system so that they are available for inspection
- Ensure that the codes available are in line with the DfE guidance
- Ensure that any amendment made to the attendance register includes the original entry, the amended entry, the reason for the amendment and the date on which the amendment was made
- Work with iSAMS to ensure that their system holds the backups required to meet the standard set by DfE and ISI

Parents will be asked to:

- Ensure that their child attends school regularly
- Telephone school before 8.15am on the first day of absence and every morning thereafter

(by telephone or email) to inform of the reason for absence

- Make non-emergency dental and medical appointments outside school time
- Ensure that their child arrives in school no later than 8.45am each day
- Make requests for unavoidable leave of absence via Parent Portal to the Head at least ten school days before the requested absence
- Avoid taking holiday absence during term time as well as leaving school early for the weekend
- Seek support where their child is struggling to attend school – this can be in school or external services and work collaboratively to have a child-focused approach to making an improvement in the attendance rate

Pupils are required to:

- Attend regularly unless ill or absence has been authorised by the School in advance
- Attend registration punctually
- Sign the late arrivals list if they arrive after the close of registration
- Discuss with their class teacher / subject teachers any planned absences at least one week in advance
- Catch up on work missed through absence, normally within a week of return to school.

Maintaining an Attendance Register

The attendance or absence of every pupil included in the school Admission Register must be recorded by the class teacher in the Attendance Register at the commencement of each morning and afternoon session. This is a statutory requirement. Registers must be completed on iSAMS by 9.00am for morning registration and 1.45pm (Prep) / 2.15pm (Seniors) for afternoon registration. Staff should record whether the pupil is present or absent.

Pre-compulsory School Attendance Age

In accordance with statutory requirements for EYFS, providers must keep a daily record of the names of the children being cared for on the premises. The use of the code (X) in iSAMS shows that children below compulsory school age on part-time attendance were not expected for the session. Nursery sessions are recorded on the "Blossom" App.

Attendance Procedures

Procedures for daily registration

- The School will maintain up-to-date registers of attendance
- The School will implement a standardised registration procedure that registers all pupils, including those over compulsory school age, twice daily.
- The registration will be the responsibility of the Form Tutor, Class Teacher or the Subject Teacher.
- Reasons for absence will be categorised by the Receptionists as authorised or unauthorised, using standard national codes. (See later sections on authorised and unauthorised absence and Appendix 1 for the codes.)

- Approved educational activities will be classified as attendance, and may be defined as activities which take place away from the school site that are:

    1. Approved by the Head
    2. Supervised by a person or persons approved by the Head
    3. Either an approved sporting activity or an activity of an educational nature such as work experience, field trips, educational visits and interviews with prospective employers or for a place in Further Education.

The School will discourage absence for reasons other than genuine illness or family bereavement.

No absence for holidays will be authorised.

Procedures for pupils arriving late to registration

School procedures for recording late arrivals to registration will be handled initially by the Form Tutor/Class Teacher (if the student arrives before the close of the registration/tutorial period.)

- A student will be marked late in the register if they arrive after the register has been taken at 8.45am but before the close of registration, normally at 9.00am.

- A student will be marked late in the register if they arrive after the register has been taken at 1.45pm (Prep) or 2.15.pm (Seniors).

After the close of registration, late arrivals will be recorded by the Reception team.

- Pupils are expected to sign the Late Arrivals list at Reception.
- Arrivals after 9am will be recorded as U and a letter/ email/ telephone call of explanation will be expected from parents to enable the Reception team to amend the code.

Consequences of late arrival

- The Form Tutor / Class Teacher will be responsible for reprimanding the pupils on the first and second occasion of lateness to school.
- The Form Tutor is responsible for informing the DSL and Assistant Head of pupils who continue to be late without valid transport reasons
- The Assistant Head & DSL will arrange to send a standard letter to parents and may arrange an appropriate sanction e.g. detention
- Following three sanctions the Assistant Head & DSL may arrange after-school detentions and contact the parents by letter or telephone
- Persistent arrival after the attendance register has closed can be construed as irregular attendance and the School may therefore contact the Local Education Authority
- Sanctions will not be applied if the lateness is caused by the late arrival of a bus that normally arrives in time for the student to attend registration punctually. It is the responsibility of the Form Tutor to check this information with the Reception Team.
- Subject teachers will apply sanctions for late arrival to lessons.

Absence procedures

Parents are expected to telephone the school before 8.15am on the first day of absence to notify the school of the reason for their child's absence. If a telephone call has not been received by 9.00am

and there is no prior knowledge of the absence, the Attendance Officer (assisted by administrative staff if necessary) will contact parents by telephone to check that the student is at home ill.

Authorised absence

An authorised absence is defined as absence for which the school has given approval in advance of the absence or has accepted a written explanation for absence from parents afterwards. Acceptable reasons for absence would normally be illness or family bereavement. Interviews in Year 11 for FE courses or full-time employment are acceptable if advance notice is given, and a letter of invitation shown.

Absence for exceptional circumstances

Such absence would include travel disruption such as:

• a weather-related emergency, such as snow or flooding

• a natural disaster, such as the impact on air travel of a volcanic eruption

• a health-related emergency, such as restrictions on travel in certain areas e.g. related to a foot and mouth outbreak

• travel disruption caused by the rationing or non-availability of fuel.

It may also include circumstances in which;

• the school site was closed due to unavoidable cause

• a local or national emergency has resulted in widespread disruption which has

• prevented the pupil from attending school

Leave of absence for religious observance

In accordance with its equal opportunities policy, the School will permit leave of absence for a family celebration of the main festivals of the religion practiced by the student's family. The School expects parents to request such absence well in advance. Pupils may miss important teacher feedback on work previously completed or internal and external assessments, so the School asks parents to limit such absence to a maximum of three days per school year. (Exceptions will be made if important religious festival days exceed this number for a particular religion in a particular year.) Pupils will be expected to catch up on all class work and homework missed, with the support of their teachers following absence exclusively set apart for religious observance.

Leave of absence for family holidays

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as to the statutory threshold of ten school days. Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.

Exceptional circumstances authorised in recent years have included:

- A reconnaissance visit to a country to which the family is considering emigration
- A visit that a single parent is obliged to make as part of her/his work, if it is not possible to make acceptable childcare arrangements with extended family members
- A religious pilgrimage (normally one only)
- A visit abroad to attend a very sick close relative of the student

Applications must be made to the Head, in writing, by the parent with whom the student normally resides. Application must be sent before bookings are made, and at least ten school days before the requested absence. The Head will make a decision based on the age of the student; the time of year proposed; the nature of the visit; the assessment calendar and the academic progress and previous attendance record of the student. The School reserves the right to withdraw examination entry of pupils who have unauthorised absences.

Unauthorised absence

If absences have not been covered by a letter from a parent one week after return to school, the Head or DSL will arrange for a standard letter to be sent to parents. Pupils who have missed lessons without authorisation will be placed in after-school detentions until the time missed is made up and work missed has been completed. Parents will always be informed in this case, and normally parents will be asked to discuss the absence with the Head or an Assistant Head.

Admissions Register

The School will comply with Pupil Registration Regulations 2024 by:

- Ensuring that the school has an Admissions Register containing an index in alphabetical order of all the pupils at the School.
- Store digitally the computerised admissions register as a back up copy each month and retained for six years after the date of entry.

Included in the Register the following information for each pupil, in so far as the MIS can adapt to

these terms used:

- name in full
- Birth sex (unless person has a gender recognition certificate (18+ only)),
- name and address and telephone number of every parent known to be a parent of a student and a note of who has actual custody (and previous addresses)
- where a parent notifies the school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- date, month and year of birth, name and address of any school last attended, day, month and year of admission to the School
- the name of the destination school (where relevant) or additional school in the case of dual registration as notified by a parent and the first date of attendance where this is reasonably practicable

The requirement to register a transgender pupil under their birth sex (unless they have a gender recognition certificate) does not prevent a school from treating the pupil for all other purposes as the being of the gender with which the child identifies.

A parent is defined as “every natural parent, whether or not he/she is married; any person who has parental responsibility and who has cared for a child even though he/she may not be the natural parent” as defined by Section 3 Children Act 1989. N.B. Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.

A student’s name will only be removed from the Admissions Register if:

- the student has been registered at another school (Admissions Officer to check with the new school)
- the parent has notified the school that the student is receiving education otherwise than at School (Admissions Officer to notify the Local Authority)
- the student was granted leave of absence of more than ten days and then has failed to attend school within the ten days immediately following, and the Head is not satisfied that the student is unable to come to school because of illness or other unavoidable cause the student fails to attend school regularly or is absent without leave for more than ten school days (continuously)
- the student is certified by a medical officer that she is unfit to attend school
- the student has been absent continuously for a period of not less than four weeks, and neither
- the school nor the LEA, after reasonable enquiry, has been able to locate the student,
- the student has died,
- the student has ceased to be a student of the school,
- the student is in custody for a period of more than four months and does not intend to return
- to school
- the student has been permanently excluded from the school

The Admissions Officer will inform the appropriate Local Authority when a pupil's name is going to be deleted from the admission register on certain grounds. The lawful grounds for removing a pupil from the Admissions Register and the information to be reported to Sunderland Loval Authority are set out in detail in both School Attendance (2024) and Children Missing Education (2016). We also report the information to the authority in which the pupil resides.

In summary, these are when the child has been taken out of school to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than four months and when the child has been permanently excluded.

The School will also notify our own Local Authority when a compulsory school-aged child leaves the School before completing the School's final year or joins the School after the beginning of the School's first year.

Children at Risk of Missing Education (see Safeguarding Policy)

Parents are asked to inform the school of any changes whenever they occur. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. The local authority should trace those children and ensure that they receive fulltime education.

Appendix 1 – Admissions Codes as of 1 September 2025

Code and definition

/ \: Present at the school / = morning session \ = afternoon session

L: Late arrival before the register is closed

K: Attending education provision arranged by the local authority

V: Attending an educational visit or trip

P: Participating in a sporting activity

W: Attending work experience

B: Attending any other approved educational activity

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

M: Leave of absence for the purpose of attending a medical or dental appointment

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

D: Dual registered at another school

C: Leave of absence for exceptional circumstance

T: Parent travelling for occupational purposes

R: Religious observance

I: Illness (not medical or dental appointment)

E: Suspended or permanently excluded

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

G: Holiday not granted by the school

N: Reason for absence not yet established

O: Absent in other or unknown circumstances U:

Arrived in school after registration closed

Z: Prospective pupil not on admission register

#: Planned whole school closure