



ATTENDANCE POLICY

Reviewed by: N Tribe	Date: Oct 2025	Next review: Sept 2026
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Adcote maintains admission and attendance registers in accordance with

- The Education Act 2002 - section 32
- The Education Act 1996 – section 551(1)
- and KCSIE 2025

This policy is written with reference to the Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

Rationale:

‘Improving attendance is everyone’s business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn. ’ (DfE 2024)

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances; or,
- Not attending in circumstances relating to coronavirus (COVID-19)

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school’s electronic register,

Present Codes

Code / \ (Present at school in morning/afternoon session):

A pupil is recorded as present if they are in school during registration, even if they leave later.

Code L (Late before register closes):

A pupil arrives after registration begins but before it closes. Adcote will discourage lateness.

Code K (Attending local authority-arranged education provision):

A pupil attends an educational setting other than their school, arranged by the local authority.

Code V (Attending an educational visit or trip):

A pupil is on an approved school trip or visit during the recorded session.

Code P (Participating in a sporting activity):

A pupil is attending an approved sporting activity that is educational and supervised.

Code W (Attending work experience):

A pupil is at an approved work experience placement arranged by the school.

Code B (Attending other approved educational activity):

A pupil is engaged in an approved off-site educational activity not covered by other codes.

Absent - Authorised Codes

Code C1 (Regulated performance/employment abroad):

A pupil is absent for a licensed performance or regulated employment abroad.

Code M (Medical/dental appointment):

A pupil is absent for a medical or dental appointment with prior school approval.

Code J1 (Interview for employment or education):

A pupil is attending an interview for a job or admission to another educational institution.

Code S (Study leave for public exams):

A pupil is granted leave to study for public exams, but Adcote will provide study support for those wanting.

Code X (Non-compulsory school age pupil absence):

A pupil not of compulsory school age is not required to attend during the session.

Code C2 (Part-time timetable for compulsory school age pupils):

A pupil has an agreed temporary part-time timetable due to exceptional circumstances.

Code D (Dual registered at another school):

A pupil is attending another school where they are registered.

Code C (Exceptional leave of absence):

A pupil is absent due to exceptional circumstances at the school's discretion.

Code T (Parent traveling for occupational purposes):

A pupil is absent due to their family's work-related travel.

Code R (Religious observance):

A pupil is absent for a religious holiday recognised by their religious body.

Code I (Illness, excluding medical appointments):

A pupil is absent due to illness, including mental health issues.

Code E (Suspended or permanently excluded):

A pupil is suspended or excluded but still on the school's register.

Absent - Unable to attend

Code Q (No access to school transport):

A pupil is absent because the local authority failed to provide required school transport.

Code Y1 (Transport usually provided is unavailable):

A pupil is absent because their usual school transport is unexpectedly unavailable.

Code Y2 (Widespread travel disruption):

A pupil is absent due to a local, national, or international travel disruption.

Code Y3 (Partial school closure):

A pupil is absent because part of the school is closed and they cannot be accommodated.

Code Y4 (Unexpected whole school closure):

The school is unexpectedly closed, so no attendance is recorded.

Code Y5 (Criminal justice detention):

A pupil is absent due to being in police or youth detention.

Code Y6 (Public health restrictions):

A pupil is absent due to public health guidance or legal restrictions.

Code Y7 (Other unavoidable cause):

A pupil is absent due to an emergency that prevents attendance.

Absent - Unauthorised Codes

Code G (Holiday not approved by school):

A pupil is absent for a holiday that was not approved by the school.

Code N (Reason for absence not yet established):

A pupil's absence reason is unknown but **must** be resolved within five school days.

Code O (Absent for other/unknown reasons):

A pupil is absent without an approved reason.

Code U (Late after register closed):

A pupil arrives after the register has closed and is recorded as absent for that session.

Administrative Codes

Code Z (Prospective pupil not on register yet):

Used for administrative setup before a pupil officially joins the school.

Code # (Planned whole-school closure):

Used for scheduled school closures such as holidays, polling days, or INSET days.

Specific Procedures

1. All pupils are registered (using the Engage electronic system) by their Tutors, back-up Tutors or another member of Staff at 8:35 am every morning and 2:05pm every afternoon. If an electronic version is not available (e.g. in a power cut) a paper register must be taken.
 - When a student is absent, the correct absence code must be entered by the Form Tutor and a reason recorded in the notes section.
 - Registration should remain open until 9am
 - Any absence correspondence from parents sent directly to teachers must be forwarded to the Office.
 - Attendance report to be submitted by 10am by reception and printed off am and pm.
 - Head of Sixth Form to be advised of any absences for Year 12 & 13
 - Heads of Senior School to be advised of any absences for Years 7 to 11
 - Head of Juniors to be advised of any absences for Years 3 to 6
 - Deputy Head to be informed of any unauthorised absences immediately after registration is complete.
2. Staff should take a class register for each lesson. This should be marked on Engage.
3. Pupils leaving the site between 4pm and 4:30pm must sign out at the front of school in Years 7 to 11, and with the staff member of duty if in Junior school.
4. All pupils are required to complete the Prep list on a termly basis to indicate where they will be during Prep time (4:30pm – 5:30pm). NB no prep on Fridays. This is then checked by the member of Staff on Prep duty to ensure that the whereabouts of all pupils is accounted for.
5. Pupils arriving or leaving school outside of lesson time must sign in or out at reception.
6. Each boarding house completes a register at breakfast and at supper time.

Issues and concerns relating to attendance are also covered within the Safeguarding Policy.

Monitoring Attendance

Attendance is calculated as a percentage of sessions attended versus the total available sessions.

a) 95% - 90% (Emerging Concern)

- If a pupil's attendance drops below 95%, they are placed on informal monitoring.
- Parents may be contacted via phone or email to discuss concerns.
- Attendance patterns are reviewed to identify potential issues (e.g., frequent illness, lateness).

b) 89% - 85% (Informal Parent Meeting)

- Parents are invited for an **informal conversation** to discuss concerns.
- The school offers support (e.g., referrals to pastoral care, mentoring, or external services).
- A short-term **attendance improvement plan** may be set up.

c) Below 85% (Formal Meeting and Intervention)

- A **formal meeting** is scheduled with parents to discuss persistent absence.
- The school implements an **Attendance Action Plan**, which may include:
 - Daily or weekly attendance monitoring.
 - Home visits if necessary.
 - Involvement of school support staff or external services.
- A **review date** is set (usually within 4 weeks) to assess progress.

Alerting the Local Authority

Independent schools **must notify the local authority** in the following cases:

- **Pupil Missing Education (CME) – 10 Consecutive Days of Unexplained Absence**
 - a. Under the **Education (Pupil Registration) (England) Regulations 2006**, independent schools **must inform the local authority** if a pupil has been absent **for 10 consecutive school days without explanation**.
 - b. Schools should make reasonable efforts to contact the family before reporting.
- **Pupil Removed from Roll (De-registration)**

Independent schools **must notify the local authority** when a pupil is removed from the school roll, including for reasons such as:

 - Moving to another school.
 - Home education (parents must formally notify the school).
 - Long-term absence without contact.
 - Exclusion (if leading to removal from roll).
 - Death of a pupil.
- **Persistent Absence (Below 80%)**

While independent schools are **not legally required** to report persistent absence to the local authority, they **should**:

 - Engage with parents formally (meetings, action plans).
 - Consider safeguarding concerns and refer to **Children's Services** if there are risks to the child's welfare.
 - Seek support from external agencies if needed.

- **Safeguarding Concerns**

- a. If attendance issues **raise child protection concerns**, the school must **refer the case to the local authority's safeguarding team** or **Children's Social Care**.
- b. Concerns may include:
 - **Frequent unexplained absences.**
 - **Signs of neglect or abuse.**
 - **Concerns about forced marriage, trafficking, or radicalisation.**

- **Parental Prosecution & Legal Action**

- a. Unlike state schools, **independent schools cannot issue Fixed Penalty Notices (FPNs)** for poor attendance.
- b. However, if a child is persistently absent and parents fail to ensure their education, local authorities may **intervene under safeguarding laws**.

At Adcote School, we are committed to supporting students in maintaining excellent attendance. For those struggling with anxiety-related absences, we offer mentoring and counselling to help them feel more confident in attending school. Additionally, we provide academic support to ensure students who have missed lessons can catch up effectively. Where necessary, we collaborate with external agencies, such as educational psychologists and social services, to offer further assistance.

Parents can monitor their child's attendance via the Engage portal or Parent App, and for cases of persistent absence, we arrange meetings to provide support. We believe in fostering a strong partnership with parents, working together to ensure every student receives the best possible education.