

# City of London School Attendance and Registration Policy

## 0. Review of Policy

0.1 This policy is reviewed annually prior to approval by the governors.

Policy last reviewed by:	Coco Stevenson (Deputy Head (Pastoral))
Date last reviewed:	August 2020 (no changes)
Approved for Governors:	Board of Governors
Date approved:	December 2019

## 1. Introduction

- 1.1 This policy gives details of the School’s policy and procedures for recording and monitoring attendance, and takes account of the guidance *School Attendance: Guidance for maintained schools, academies, independent schools and local authorities* (DfE, November 2018)<sup>1</sup>.
- 1.2 This policy includes details of the School’s approach to *Children Missing in Education* (see the relevant section below).
- 1.3 This policy should be read in conjunction with:
- The Fire Safety Policy
  - The Games Travel and Registration Policy
  - The Child Protection and Safeguarding Policy
- 1.4 This policy has regard to Part 3 (Welfare, health and safety of pupils), Paragraph 15 (Curriculum) of the Independent School Standards Regulations.

## 2. The scope of ‘attendance’

- 2.1 The School day runs from 8.45am to 4.00pm, with many activities taking place until 6.00pm, and some events (e.g. plays, concerts, talks) often starting at 7.00pm, Monday to Friday.
- 2.2 The co-curricular and sporting life of the School is varied and rich and will from time to

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<sup>1</sup> See <https://www.gov.uk/government/publications/school-attendance>

time involve pupils spending early evenings or (more occasionally) parts of the weekend at School.

### **3. The pattern for school holidays**

- 3.1 The School term dates are published in advance in CalFix (the School calendar) and on the School website and must be observed. Generally, there are three weeks' holiday at the end of the Autumn Term, two or three weeks at the end of the Spring Term and seven or eight weeks in the summer. Generally, there is a half-term break of one and a half weeks in October or November, another of one week in February and a final week's break in May or June.
- 3.2 Personal and family holidays should be taken during the published holiday periods. Any request for absence during the School term must be authorized in advance by the Senior Deputy. Only in exceptional circumstances will such absences be granted and will be for reasons of either compassionate leave or because the out-of-school activity is of educational value.

### **4. Contents of Admissions Register**

- 4.1 The Admissions Register contains the personal details of every pupil in the School, along with the date of admission, or re-admission, information regarding parents and carers and details of the last school attended.
- 4.2 The School informs the Local Authority within five days of adding a pupil's name to the Admission Register, alongside the information held in the Admissions Register about the pupil. This includes all pupils who start School at expected times, i.e. Year 11 and Year 13.
- 4.3 The School seeks to ensure that there are **three** emergency contacts listed for each pupil, to ensure that contact can be made with a responsible adult in the event of an emergency and/or in the event of a child missing in education.
- 4.4 **Amendments to the Admissions Register**  
Every amendment made to the Admission Register will include<sup>2</sup>:
- the original entry
  - the amended entry
  - the reason for the amendment
  - the date on which the amendment was made
  - the name and position of the person who made it

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<sup>2</sup> This information will be recorded in the 'Notes' section of the Register.

## 5. Pupils Moving to a New Address and/or School

- 5.1 When the School is notified of a change in address for a pupil, the Admissions Register is amended accordingly with:
- a) the full name of the parent with whom the pupil will live
  - b) the new address
  - c) the date from which it is expected the pupil will live at this address.
- 5.2 When the School is notified that a pupil is registered at another school or will be attending another school, the Admissions Register is amended accordingly:
- a) the name of the other school
  - b) the date of when the pupil first attended the school.
- 5.3 If a pupil is added or removed from the Admission Register at a non-standard transition point, the School will inform the Local Authority within five days.

## 6. Registration Procedures

- 6.1 **Procedures for daily registration<sup>3</sup>**
- a) Every pupil must use their personal electronic access card to swipe in and out at whichever entry and/or exit point they are using.
  - b) Registration takes place at 8.45am and 1.50pm for all.
  - c) The School operates an electronic registration using iSAMs. All entries must be made by the member of staff taking the register by 9.30am and 2.30pm.
  - d) Pupils arriving after 8.45am are late, and must enter the School via Reception (the Main Entrance). The Sports Entrance will be locked at 8.45am. Pupils must swipe in and sign the 'late sign-in sheet' on arrival. They must then, if possible, make their way to their Tutor.
  - e) Between 8.45am and 9.10am latecomers who do not have an assembly should go straight to their Tutor room, and those who should be in an assembly should report to the area immediately outside the location of the assembly until the end of the assembly.
  - f) By 9.30am an Administrative Assistant / Receptionist will convert the 'late sign-in sheet' at Reception into "L" or "G" codes on the registers in iSAMs.
  - g) After 9.30am a member of staff (as designated by the Head) will contact parents of pupils with the "N" code if we have not heard from them. A visual check of pupils is made prior to contacting parents.
  - h) The process of afternoon registration for those pupils doing Games is as given below.
  - i) Parental notes (paper or electronic) seeking authorised absence or explaining unauthorised absence must be placed on OneNote.
  - j) All Heads of Year are provided with details of pupils who have the codes "N" or "-". Tutors will follow up these absences and amend, where possible, to the appropriate code; this will ideally be done within two weeks of the initial entry. A

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<sup>3</sup> Absence and Attendance Codes are listed in Annex 2.

code “N” or “-” must not be allowed to remain in the register indefinitely. If necessary the Head of Year, Deputy Head Pastoral or Senior Deputy Head will send home a letter to parents to explain that the mark will be converted to an “unauthorised absence”.

- k) In the event of a fire drill or other evacuation of the School, registers are printed and taken following the procedures described in the Fire Safety Policy.
- l) Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.

## 6.2 **Registration procedure for Games**

The registration procedure for Games is as described in the Games Travel and Registration Policy, which should be read in conjunction with this policy.

# 7. **Contents of the Attendance Register**

7.1 The Attendance Register on each occasion of registering (morning and afternoon) for every pupil:

- a) Present
- b) Attending an approved educational activity (e.g. Music lesson, sports fixture, educational visit)
- c) Absent
- d) Unable to attend due to exceptional circumstances (authorised by the Senior Deputy Head)

7.2 The School understands its duty to follow up any absences in the following ways:

- Ascertaining the reason for absence (ill, medical appointment, etc.)
- Identifying whether this absence is approved or not
- Ensuring that the appropriate documentation is received
- Identifying the correct code to use before entering it on to the School’s iSAMs register
- Ensuring that appropriate safeguarding action is taken, where required

7.3 The School recognises that poor attendance and poor punctuality can be an indicator of possible abuse or neglect. It can also be an indicator of issues with well-being, esteem and resilience. As such, the School follows up promptly on punctuality and attendance with pupils and parents. Should the School suspect possible abuse or neglect staff will follow the Safeguarding and Child Protection Policy.

7.4 The School regularly analyses attendance data to monitor patterns of lateness and absence in order to intervene as early as possible and support pupils and parents appropriately.

# 8. **Absences**

## 8.1 **Absence owing to illness**

If a pupil is to be absent through illness, parents must inform the School on the morning of the first day of absence via the absence telephone line (instructions to parents are

provided in the School Calfix) and on each subsequent day of absence. On the pupil's return to School a letter, note or email of explanation must be provided.

If a pupil is absent through illness (including mental illness) for an extended period of time (normally for a period of longer than five days) a doctor's certificate, or equivalent, should be provided to cover the period of absence. Where necessary, the pupil will undergo a phased re-entry to school. A phased re-entry to School will almost always be agreed with the School with guidance from the pupil's specialist consultant or other appropriate medical professional.

#### **8.2 Absence owing to religious observance**

Pupils may take days of absence from School for religious observance. Requests for absence for religious observance are collated by the Deputy Head Co-Curricular; a letter from the Senior Deputy Head giving details of the procedure is distributed at the end of the Summer Term.

#### **8.3 Absence other than because of illness or religious observance**

Good attendance is essential to ensure pupils make good academic progress and are well integrated into the School. A leave of absence, other than that resulting from illness or for religious observance (as described above), must be sought from the Senior Deputy Head. The guidance on *School Attendance* indicates that such a request for leave of absence cannot be granted unless there are *exceptional circumstances*; the DfE guidance does not allow retrospective leave of absence requests or notifications from parents to be recorded as authorised.

Only the School may authorise absence from School. The School relies on parents to avoid at all costs obliging the School to categorise absence as unauthorised.

## **9. Children Missing in Education**

9.1 In accordance with the guidance on *School Attendance* the School will inform the relevant local authority of any pupil who fails to attend regularly or has been absent without the School's permission for a continuous period of 10 days or more.

9.2 The School reports to the City of London Corporation any pupil whose attendance falls below 90%.

9.3 Any pupil whose attendance falls below 90% is discussed by pastoral staff and appropriate measures put in place to ensure that:

- a) attendance improves
- b) the underlying reasons for attendance falling are understood and the pupil supported.

9.4 The School understands its obligations with regard to Children Missing in Education. When staff have concerns about a pupil, they use their professional judgement and knowledge of the pupil to inform their decision as to whether welfare concerns should be escalated.

## 10. Deletion from the Admissions Register

10.1 The School will inform the local authority, in advance where the circumstances are known, of any pupil who is going to be deleted from the admission register, in accordance with the circumstances set out in the guidance on *Children Missing in Education. Statutory Guidance for local authorities, September 2016*. The circumstances<sup>4</sup> are:

- a) Where the local education authority has made arrangements for the pupil to receive efficient full-time education suitable to age, ability and aptitude otherwise than at school.
- b) Where the pupil has been taken out of school by their parents and is being educated outside the school system (e.g. home education).
- c) Where the pupil has ceased to attend school and no longer lives within reasonable distance of the school at which he is registered.
- d) Where the pupil has a medical condition certified by the school medical officer or pupil's doctor such that the pupil is unlikely to be in a fit state of health to attend school.
- e) Where the pupil has been permanently excluded.
- f) Where the pupil has been continuously absent from school for a period of not less than twenty school days and:
  - i. at no time was his absence during that period authorised on the grounds of illness or religious observance
  - ii. the School does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of illness or any unavoidable cause such as no longer living within reasonable distance of the school
  - iii. the School and the local education authority have failed, after reasonable enquiry to ascertain where the pupil is.

10.2 The School will provide the local authority with the following information:

- full name of pupil
- full name and address of any parent with whom the pupil lives
- at least one telephone number of any parent with whom the pupil lives
- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable
- the name of the pupil's other or future school and the pupil's start date or expected start date, if applicable
- the grounds (as detailed in Annex 1) under which the pupil's name is to be deleted from the Admissions Register.

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<sup>4</sup> The School has provided a summary of the most common circumstances relevant to the School for ease of reference: this list is not exhaustive. The full list is available in Annex 1 of this policy.

## Annex 1: Grounds for deleting a pupil from the Admissions Register

- 1.1 Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended (see Children Missing in Education, Statutory Guidance for local authorities, September 2016).

1	8(1)(a) where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that: <ul style="list-style-type: none"> <li>(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;</li> <li>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</li> <li>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</li> </ul>
7	8(1)(g) that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) that he has been continuously absent from the school for a period of not less than twenty school days and: <ul style="list-style-type: none"> <li>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</li> </ul>

	<ul style="list-style-type: none"> <li>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</li> <li>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</li> </ul>
9	8(1)(i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) that the pupil has died.
11	<p>8(1)(k) that the pupil will cease to be of compulsory school age before the school next meets and:</p> <ul style="list-style-type: none"> <li>(i) the relevant person has indicated that the pupil will cease to attend the school; or</li> <li>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</li> </ul>
12	8(1)(l) in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) that he has been permanently excluded from the school.
14	8(1)(n) where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8(1)(o) where:</p> <ul style="list-style-type: none"> <li>(i) the pupil is a boarder at a maintained school or an Academy;</li> <li>(ii) charges for board and lodging are payable by the parent of the pupil; and</li> <li>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</li> </ul>

## Annex 2: Absence and Attendance Codes

### 2.1 Present at School: Registration

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

**Code / \ Present in school / = am \ = pm**

Present in school during registration.

**Code L Late arrival before the register has closed**

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

### 2.2 Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

**Code B Off-site educational activity**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

**Code D Dual Registered at another educational establishment**

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

**Code J At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

**Code P Participating in a supervised sporting activity**

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

**Code V Educational visit or trip**

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

**Code W Work experience**

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

## 2.3 **Authorised Absence from School**

‘Authorised absence’ means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

### **Code C Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

### **Code E Excluded but no alternative provision made**

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made, they should be marked using the appropriate attendance code.

### **Code H Holiday authorised by the school**

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher’s discretion.

### **Code I Illness (not medical or dental appointments)**

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors’ notes.

**Code M      Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

**Code R      Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

**Code S      Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

**Code T      Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller: Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

## 2.4 **Unauthorised Absence from School**

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence codes are as follows:

### **Code G      Holiday not authorised by the school or in excess of the period determined by the head teacher.**

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

### **Code N      Reason for absence not yet provided**

Schools should 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. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

### **Code O      Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

### **Code U      Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

## 2.5 **Administrative Codes**

The following codes are not counted as a possible attendance in the School Census:

**Code X Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

**Code Y Unable to attend due to exceptional circumstances**

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

**Code Z Pupil not on admission register**

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

**Code # Planned whole or partial school closure**

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.