



RUPERT HOUSE SCHOOL
ATTENDANCE PROCEDURE
FOR EYFS, PRE-PREP AND PREP SCHOOL

Responsible Role	Senior Attendance Champion
Last Review Date	
March 2025	<ul style="list-style-type: none">• Significant changes
December 2025	<ul style="list-style-type: none">• Update

1. Key School Contacts

Senior Attendance Champion (including EYFS provision) Mrs Susie Newman	Email: susie.newman@ruperthouse.co.uk Telephone number: <ul style="list-style-type: none">• term time number: 01491 574263 Mobile number: <ul style="list-style-type: none">• term time number: 07774 605303
Key staff / contacts Penny Gibson - Head's PA Arlette Halfhead - Registrar Wendy Emslie - School Business Manager	Email: office@ruperthouse.co.uk Telephone: <ul style="list-style-type: none">• term time number: 01491 574263

2. The importance of good 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.

3. 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 the Wishford Education Attendance Policy Appendix 1 and Appendix 2 respectively. The admission and attendance registers must be 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 from 8.15am to close at 3.45pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

4. 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 should ensure their child attends School by 8.35am for morning registration;

5. Registration and attendance checks

- Morning registration opens at 8.15am. The registers will remain open for 20 minutes after the start of morning registration
- Afternoon registration closes at 2.00pm, during class time.
- Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.
- If a pupil is absent when the register started being taken but arrives before the register is closed, they will be recorded as a late arrival (code L).
- If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.

6. Reporting absence

- If a pupil is to be absent from School for any reason, the parent / carer should contact the following below by email / telephone by 11.00am on first morning of absence;
- Where a pupil is ill, the school should be notified of the nature of the illness.

7. Arrangements for reporting subsequent absence

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

8. Managing absence (completed by the Head's PA)

- Teachers take the register between 8.15am and 8.35am. Only those that are physically in the room are marked as present.
- All the late arrivals are marked in the register.
- The registers are checked and pupils participating in the morning clubs will be marked as present.
- Absence forms that have been submitted via the parent portal are logged on the register.
- Any pupils still showing as unaccounted for or absent will be followed up. The Head's PA will email and phone the parents to acquire a reason for absence.
- Register is not complete until every child has been accounted for.
- Head's PA will report any concerns regarding specific children and absences to Senior Attendance Champion.
- SN reports any children of concern to SMT and also in the weekly staff meetings.

9. 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.

10. 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 Mr Armitage (Head) at Nick.Armitage@ruperthouse.co.uk.
- 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 or where there are additional needs, no pupil should be away from School without prior permission from the Head or Senior Attendance Champion authorised to grant permission.
- Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when Penny Gibson (Head's PA) should be informed.
- If a leave of absence is granted, it is for the Head or Senior Attendance Champion to grant permission and to determine the length of the time the pupil is or was 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.

11. Reporting duties

- The school is legally required to share information from their registers with the local authority. As a minimum this includes:
 - **New Pupil and Deletion returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
 - **Attendance returns:** providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
 - **Sickness returns:** providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.
- 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 [Critical Incident Policy](#) (Missing child) and safeguarding and child protection policy if any absence of a pupil from the school gives rise to a concern about their welfare.

Appendix 1 Admission register

Admission register

1. In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the school will:
 - a. 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
 - b. 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.
2. The admission register must 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.
3. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing the starting day in advance or the pupil attending the school on that day.
4. If a pupil fails to attend school on the agreed starting day, the school is expected to follow this up and try to establish the reason for absence. If they are unable to locate the pupil, schools should notify the local authority.
5. In accordance with regulation 13(1) to (3), a school must make a return to the local authority within 5 days of adding a pupil's name to the admission register (a New Pupil Return) and must provide the local authority with all the information held within the admission register about the pupil. This does not apply to pupils who are added to the admission register at the start of the school's most junior year (for example, pupils who are registered at secondary school at the start of Year 7) unless the local authority has requested such information.
6. It is vital that the admission register is kept up to date. Schools should encourage parents to inform them of any changes whenever they occur and must ensure the admission register is amended as soon as possible.
7. The school must ensure 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.
8. 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
9. 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.
10. 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;
 - 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.

Appendix 2 Attendance register

1. Attendance register

- a. 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.
- b. 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.
- c. The attendance register is kept electronically on iSams and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- d. 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.
- e. 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.
- f. On each occasion it will be recorded whether every pupil is:
 - i. physically present in school when the attendance register begins to be taken; or
 - ii. absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - iii. attending a place other than the school; or
 - iv. absent.
- g. The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
 - i. Attending educational provision arranged by a local authority;
 - ii. For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
 - iii. Attending a place for an approved educational activity that is a sporting activity;
 - iv. Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
 - v. Attending a place for any other approved educational activity.

2. Recording absence

- a. 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:
 - i. leaves of absence;
 - ii. other authorised reasons;
 - iii. unable to attend school because of unavoidable cause;
 - iv. unauthorised absence.

3. Remote education

- a. The school is required to record all absence from in-person lessons.
- b. 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.

- c. In the limited circumstances when the school decides to use remote education for individual pupils when they are absent, the following will be considered:
- i. 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;
 - ii. 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;
 - iii. 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.
- d. 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.
- e. 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.
- f. 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.
- g. The school has an established remote education plan in place which is reviewed at least annually in consultation with staff.

4. Unauthorised absence

- a. 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 or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:
- i. holiday has not been authorised by the school or is in excess of the period determined by the Head or Senior Attendance Champion who are authorised to grant permission;
 - ii. the reason for absence has not been provided;
 - iii. a pupil is absent from school without authorisation;
 - iv. a pupil has arrived in school after registration has closed and without reasonable explanation.