



Attendance Policy and Procedures

Key School contacts

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Key staff / contacts	Email: admin@belmontgrosvenor.co.uk Telephone: 01423 771029 (term time number): If you call to inform the school of an absence, we will ask for a follow up email confirming the reason MTN children: Email: jdent@belmontgrosvenor.co.uk - Telephone: 01423 771071

Aims

This is the attendance policy of Belmont Grosvenor School. For the purposes of this policy 'School' means Magic Tree Nursery, Belmont Grosvenor School, Before/After School care and BGS Holiday Club.

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 school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:

- 1.1.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;
- 1.1.2 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;
- 1.1.3 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;
- 1.1.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- 1.1.5 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, January 2024);

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, applies from 19 August 2024);

[Summary table of responsibilities for school attendance](#) (DfE, applies from 19 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 2024);

[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:

1.1.6 Safeguarding and child protection policy and procedures

1.1.7 Risk assessment policy for pupil welfare

1.1.8 Missing child policy and procedures

1.1.9 SEN Policy

1.1.10 Disability policy

1.1.11 Behaviour, Rewards and Sanctions policy

Publication and availability

This policy is published on the School website and is available in hard copy on request. A copy of the policy is available for inspection 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 the **Proprietor** are references to the board of Governors.

references to a **Parent** means:

- (a) all natural parents, whether they are married or not;
- (b) any person who has parental responsibility for a pupil; and
- (c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

References to a **pupil** includes anyone who is receiving an education at the school except a person for whom part-time education suitable for people over compulsory school age is being provided.

SAC means the school's attendance champion

SMT means the school's senior management team

Responsibility statement and allocation of tasks

The Proprietor has overall responsibility for all matters which are the subject of this policy. The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader 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 Proprietor has 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/ SMT	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/ SMT	As required, and at least annually
Formal annual review	Proprietor	Annually

The importance of good attendance

The School values good attendance from the start, as it is essential to its ethos and culture. Good attendance, alongside positive behaviour, is central to the school's vision and daily life. It plays a key role in overall school improvement, linking to academic success, behaviour, bullying prevention, special educational needs, medical support, mental health, safeguarding, and helping disadvantaged pupils. High expectations for attendance and punctuality are regularly shared with pupils and parents. Attendance is an ongoing priority, requiring continuous updates to policies and strategies. Additionally, missing school can be a warning sign of safeguarding concerns, such as neglect or exploitation.

School responsibilities

Good attendance is key to pupils' success, and everyone shares the responsibility to improve it. The School will promote the benefits of regular attendance, set high expectations, and clearly communicate them to pupils and parents. When attendance issues arise, the School will work respectfully with families

and local authorities to address them. It will handle absences and lateness firmly, but with care, following its policies. Actions will be targeted and regularly reviewed. A strong system will track attendance, reasons for absence, and patterns, helping identify pupils at risk. Regular monitoring will support early intervention to prevent persistent absence.

Staff responsibilities

The Proprietor has appointed a senior member of the school SMT 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 and are widely publicised within School.

The SAC's responsibilities are:

- (d) to set a clear vision for improving attendance in school;
- (e) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (f) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (g) to have oversight of and analyse attendance data; and
- (h) to communicate clear messages on the importance of attendance to pupils and parents.

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 are 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 will take place during the weekly Pastoral meeting with the Headteacher, DSL and Deputy Head (who also acts as SAC).

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.

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.

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 should 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 schools 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:

1.1.12 New pupil and deletion returns;

1.1.13 Attendance returns

1.1.14 Sickness returns.

Attendance returns: informing the Local Authority: The school will record and report absence as required and liaise with the Local Authority attendance team.

Prolonged unauthorised absence: The school will provide 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 (10) school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised.**

Sickness returns: The school will provide 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 fifteen (15) days consecutively or cumulatively because of sickness.** Only one sickness return is required for a continuous period of sickness in a school year. This is to help the school and Local Authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on arranging education for children who cannot attend school because of health needs.

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 School's 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.

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.

Version control

Date of adoption of this policy	September 2024
Date of last review of this policy	September 2025
Date for next review of this policy	September 2026
Policy owner (SMT)	Chris Walker
Policy owner (Chair of Governors)	Charlie Brooksbank

Appendix 1

Appendix 1 School arrangements

Managing attendance

The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.30am to close at 3.30pm for Pre-Prep (Reception and Key Stage 1 – Years 1 and 2) and 4pm for Prep (Key Stage 2 – Years 3,4,5 and 6), but this period may be extended, for example for out of school clubs, sports fixtures or school trips. Such alterations will be communicated clearly to parents.

Registration and attendance checks

Attendance Registers are kept electronically and a backup copy is made once a month. Morning registration is at 8.30am. The registers will remain open for 15 minutes after the start of morning registration. Afternoon registration will be at 1.15pm for Pre-Prep and 1.50pm for Prep

Reporting absence

If a pupil is to be absent from School for any reason, the parent / carer should contact the school office either by phone (01423 771029) or by email (admin@belmontgrosvenor.co.uk) by 8.00am on first morning of absence. Where a pupil is ill, the School should be notified of the nature of the illness.

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

Term dates are provided well in advance to help parents plan ahead, and they are therefore expected to make every effort to avoid taking holidays during term time. Permission for such holidays is unlikely to be granted.

Requests for authorised absences during the school day will only be considered in exceptional circumstances and must be submitted in writing via email to the Headteacher. 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.

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

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 writing, to the Headteacher, in advance.

Sponsored Pupils

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 Missing child policy and safeguarding 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

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

- 1.1.1 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
- 1.1.2 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 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.

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.

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.¹

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:

- 1.1.3 the full name of the pupil;
- 1.1.4 the address of the pupil;
- 1.1.5 the full name and address of any parent the pupil normally lives with;
- 1.1.6 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- 1.1.7 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;
- 1.1.8 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- 1.1.9 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

¹ Schools must refer to regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024 for full details of the legal grounds for deleting a pupil from the registers. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

Appendix 3: 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

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:

- 1.1.10 physically present in school when the attendance register begins to be taken;
or
- 1.1.11 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- 1.1.12 attending a place other than the school; or
- 1.1.13 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;

- 1.1.14 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- 1.1.15 Attending a place for an approved educational activity that is a sporting activity;
- 1.1.16 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
- 1.1.17 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:

- 1.1.18 leaves of absence;
- 1.1.19 other authorised reasons;
- 1.1.20 unable to attend school because of unavoidable cause;
- 1.1.21 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:

- 1.1.22 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;
- 1.1.23 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;
- 1.1.24 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.

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:

- 1.1.25 holiday has not been authorised by the School or is in excess of the period determined by the Headteacher;
- 1.1.26 the reason for absence has not been provided;
- 1.1.27 a pupil is absent from school without authorisation;
- 1.1.28 a pupil has arrived in school after registration has closed and without reasonable explanation.