THE BEACON

Attendance Register (Registration of Pupils) Policy

Review cycle:	Every year
Review by:	P-Team, G(Ed), G(Board)

Last Governor Approval	Spring 2026
Next Governor Approval	Spring 2027
Current Version:	25

Policies Linked to:

- Missing Pupil Policy

This document also appears on:

- Staff Intranet

THIS POLICY ALSO APPLIES TO EARLY YEARS

Aims

The Beacon 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 opportunities.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance

- 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

- to prioritise and (where possible) improve attendance and punctuality across the School, reduce absence, persistent absence, and set out the School's approach to the management of absence / non-attendance

- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding;

- 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 as referenced in [Working Together to Improve School Attendance 2024](#) (August 2024) and [https://www.gov.uk/government/publications/children-missing-education/children-missing-education-statutory-guidance-for-local-authorities-and-schools](#) (Updated September 2025).

Publication and availability

This policy is published on the School website.

This policy is available in hard copy on request.

This policy can be made available in large print or other accessible format if required.

Definitions and interpretation

- References to attendance include references to attendance for all or part of the timetabled school day.

- 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)

- SAC means the Senior Attendance Champion – Steve Miles (DH Pastoral and DSL)

Responsibility statement and responsibilities of the SAC

The Governors have overall responsibility for all matters which are the subject of this policy.

The Governors recognise 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.

The SAC will:

- Set a clear vision for improving and maintaining high levels of attendance in school

- Establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff

- Review this Policy annually and ensure compliance with the law and best practice

- Monitor the implementation of the policy

- Seek input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the Policy and to communicate clear messages on the importance of attendance to pupils and parents.

- analyse half termly attendance reports to help aid early interventions for individuals, identify attendance patterns in the school, and ensure that County Returns are completed in a timely and accurate manner.

- Provide Governors with a termly report on attendance as part of the school's Education Committee meeting.**The importance of good attendance**

The Beacon stresses great 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

- children missing education can act as a vital warning sign to a range of safeguarding issues

- The importance of motivating pupils' good attendance through reward and incentive to ensure that the school's approach is not wholly reliant on punitive approaches and sanctions.

School responsibilities

The Beacon acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

Staff Responsibilities

The teaching and administrative staff have day to day responsibility for monitoring and promoting good attendance and punctuality should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- seek explanations of absences required from pupils on their return to School
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns
- deal with lateness to lessons consistently and promptly
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies
- discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

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 must be kept electronically.   Procedure for recording these registers is in Appendix 3

Monitoring attendance

The School will undertake regular data analysis (at least on a half term basis) 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 may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead)
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement
- devising specific strategies to address areas of poor attendance identified through data
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented
- providing data and reports to the Governors

As part of their commitment to reviewing attendance data, the Safeguarding Team will discuss every child that has an attendance percentage of less than 90%. Recording concerns regarding a student's attendance is done on CPOMS.

Pupil responsibilities

School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance. Pupils should be aware that:

- they are expected to be present in-person for the duration of each School day
- they are expected to arrive on time and attend all timetabled lessons
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy
- any unexplained absence will be followed up
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of: (a) offers of support to seek to identify and address any barriers to attendance; (b) communication with parents; (c) reporting to other agencies such as children's social care; and (d) sanctions against them or their parents in line with the School's behaviour policies.
- If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Form Tutor or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

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 pupil's 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.

The school will make attendance returns to the local authority in line with statutory expectations.

A sickness return will be made for those individuals that are of a compulsory school age that have been recorded with code I (illness) for 15 days in succession or that school have reasonable ground to expect to miss 15 school days cumulatively because of sickness.

An attendance return will be made for those individuals that have missed a period of 10 days where their absence has been classed as unauthorised (G/N/O and/or U).

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.

Expectations the School places on parents can be found in Appendix 1 of this policy.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

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-familiar 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:

- New pupil and deletion returns
- Attendance returns - [Attendance Returns Template.xlsx](#) Appendix 4
- Sickness returns - [Sickness Returns Template.xlsx](#) Appendix 5

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. The School also uses this system to monitor pupil level attendance and understand trends in attendance patterns.

Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

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.

Appendix 1

Attendance register

The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) using the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way.

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: physically present in school when the attendance register begins to be taken; or absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or attending a place other than the school; or 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; For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff; Attending a place for an approved educational activity that is a sporting activity; Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education; Attending a place for any other approved educational activity.

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

Registration procedure

The procedure for the **daily registration** of pupils is as follows: -

- Morning registration is completed electronically on the school's database (iSAMS) by class teachers/tutors. Both AM and PM registration lasts for 30 minutes and all registers are expected to be completed by this time. The 30 minute registration periods are as follows:
    - Reception AM 09:00 – 09:30
    - Years 1 & 2 AM 08:30 – 09:00
    - Years 3 & 4 AM Register 08:20 – 08:50
    - Years 5 – 8 AM Register 08:20 – 08:50

- Pupils who miss morning registration are required to report to the school office for late registration.

- A list of pupils absent is posted in the staff room by the School Secretary before first break. One copy of the list is placed in the fire drill box by the School Secretary for easy access in case of a drill or fire emergency. A list of absent students can also be found on iSAMS.

- An up-to-date list of pupils absent is kept in the school office.

- Afternoon registration is completed electronically by class teachers/tutors during their designated afternoon registration session. Both AM and PM registration lasts for 30 minutes and all registers are expected to be completed by this time. The 30 minute registration periods are as follows:
    - Reception PM Register 13:00 – 13:30
    - Years 1 & 2 PM Register 13:00 – 13:30
    - Years 3 & 4 PM Register 12:45 – 13:15
    - Year
    - Years 6 – 8 PM Register 13:30 – 14:00
- Pupils who miss afternoon registration are required to report to the school office for late registration.

For Prep and Clubs: A register is taken at the start of prep and all clubs and unexplained absences are followed up.

For Games: Pupils attending away matches are registered by Sports staff and the school office is notified of any changes to the published team sheet prior to departure.

For Music Ensembles: Pupils are registered by their music teachers, and a copy is provided to the School Office. The school office are then responsible for transferring this data into iSAMS.

Recording absences:

- Absence codes are indicated in the drop down menu on iSAMS (see Appendix 6), and teachers/tutors should enter the relevant code by the pupil's name to denote the reason for absence. Reasons not covered specifically should be noted as "Other" with a relevant description.

- The 'Authorised Absence' code should be used only where permission for the absence has been sought from, and approved by, the Headmaster. The 'Unauthorised Absence' code should be used where the child is absent without permission from the Headmaster and in the absence of a valid excuse. Records of notification are kept electronically.

- If the teacher does not know the reason for absence, this should be recorded as 'No reason known (N)'. If the School Secretary knows the reason for absence, she will enter the appropriate code.

- In the case of absences recorded as 'No reason yet given for absence (N)' and regarding which no telephone call has been received, the School Secretary will telephone parents to enquire why the pupil is not at school. In practice, this will not happen until after 10.00 am.

- If a first day of absence is established as being due to illness, this will be assumed to be continuing if a pupilis absent for the following two consecutive days. Thereafter, where no further information has been received, the School Secretary will telephone parents to confirm.

All letters notifying the school that pupils will be arriving late or leaving early must be sent to the school office, to be entered in the main school diary. The School Secretary records all relevant information on iSAMS on a daily basis. Pupils' arrivals/departures during the school day must be noted in the logbook in the school office.

The role of parents / carers

The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity (see Appendix 2)

- 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

- 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 8.20am for morning registration.

Appendix 2

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

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 the Headmaster either by email or through the Parent Portal.

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, no pupil should be away from School without prior permission from the Head. Dental or medical appointments should be made during School holidays except in cases of emergency when the Office should be informed. If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence.

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.

Reporting duties

The School has statutory reporting obligations if a pupil fails to regularly attend or their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority. 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.

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

Appendix 3

Admission register

In accordance with the requirements of the [Children Missing Education 2024](#)

The School will:

- 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)

- 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 usually on the next day but always within 5 working days.

- 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.

- Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School provides:

  - 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 and name of the parent who the pupil is going to live with and the date the pupil is expected to start living there

  - name of the pupil's other or future school and pupil's start date or expected start date there

  - the ground under which the pupil's name is to be deleted from the admission register.

Appendix 4

Attendance Return:

To facilitate timely collaborative working across partners, all schools are also legally required to share information from their registers with the local authority.

Attendance returns: to 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 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)**.

Please email this spreadsheet to attendance.returns@buckinghamshire.gov.uk **with the subject header ATTENDANCE RETURNS no less than** once per calendar month.

Student Name	Year Group	Home Address	Dates of absence	Reason for absence	School actions

Appendix 5

Sickness Return:

To facilitate timely collaborative working across partners, all schools are also legally required to share information from their registers with the local authority.

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 or have already missed 15 days either 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 education for children with health needs who cannot attend school.

Please email this spreadsheet to attendance.returns@buckinghamshire.gov.uk **with the subject header SICKNESS RETURNS when the threshold is met.**

Student Name	Year Group	Home Address	Date range	Number of I codes	Reason for absence	School actions

Appendix 6

Registration Codes

Code	School meaning	Statistical meaning	Physical meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	Do not use	Unauthorised absence	Late for session
B	Educated off site (not dual reg)	Approved educational activity	Out for whole session
C	Other authorised circumstances	Authorised absence	Out for whole session
D	Dual registration (attending other establishment)	Approved educational activity	Out for whole session
E	Excluded (no other provision made)	Authorised absence	Out for whole session
F	Extended family holiday (agreed)	Authorised absence	Out for whole session
G	Family holiday (not agreed or days in excess)	Unauthorised absence	Out for whole session
H	Annual family holiday (agreed)	Authorised absence	Out for whole session
I	Illness (not med/dental appointments)	Authorised absence	Out for whole session
J	Interview	Approved educational activity	Out for whole session
L	Late (before registers closed)	Present	Out for whole session
M	Medical/dental appointments	Authorised absence	Out for whole session
N	No reason yet given for absence	Unauthorised absence	Out for whole session
O	Unauthorised absence (not covered by other code)	Unauthorised absence	Out for whole session
P	Approved sporting activity	Approved educational activity	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Study leave	Authorised absence	Out for whole session
T	Traveller absence	Authorised absence	Out for whole session
U	Late (after registers closed)	Unauthorised absence	Out for whole session
V	Educational visit	Approved educational activity	Out for whole session

W	Work experience	Approved educational activity	Out for whole session
X	DfE #: school closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Do not use	Authorised absence	Out for whole session
!	DfE X: non-compulsory school-age absence	Attendance not required	Out for whole session
#	School closed to pupils and staff	Attendance not required	Out for whole session
*	DfE Z: pupil not on roll	Attendance not required	Out for whole session
-	All should attend / no mark	No mark	No mark for session