



CHELTEMHAM
COLLEGE

Attendance and Registration Policy

Reviewer: Paul Hayes

Approver: Michelle Lucas-Halliwell

Reviewed: September 2025

Next Review: May 2026

Introduction

We aim for an environment which enables and encourages all members of the community to reach out for excellence. To do this it is crucial that every child attend College every day and on time. Our ambition is for all students to strive for 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to be in school every session and every day that school is open. We consider this paramount to pupils achieving their full potential and enhancing lifelong outcomes.

Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils and is an integral part of our school ethos.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance we will work together with parents/carers, pupils and relevant partner agencies to remove barriers and build strong and trusting relationships.

Aims and ethos

Cheltenham College will act early to address any patterns of irregular attendance aiming to create a culture in which the importance of good school attendance is understood, valued, and supported by all.

This policy sets out our school's position on attendance and details the procedures that all parents¹ must follow to report their child's absence from school and to remind them of their legal duty, to ensure their child attends school regularly.

This policy will be applied fairly and consistently, considering the individual needs of our pupils and their families who may have specific barriers to attendance. We have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Why regular attendance is so important

Any absence affects the pattern of a student's learning and regular absence will seriously affect their progress. Any student's absence disrupts teaching routines and so may affect the learning of others in the same class. Evidence shows pupils with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks.

¹ Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has day to day care of a child or young person i.e., lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

Ensuring a child's regular attendance at College is a parent's legal responsibility and permitting absence from College without a good reason is an offence in law and may result in prosecution. Every student should aim to have a minimum of 95% attendance. Anything less than this will impact on their education, as demonstrated in Table 1.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

Table 1 – The impact of attendance % on the number of school days/lessons missed.

Safeguarding and Attendance

Cheltenham College will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Working Together to Improve School Attendance, August 2024 and Keeping Children Safe in Education 2024 we will investigate and report any suspected safeguarding cases to our local safeguarding partnership.

Using data to support improvements in attendance

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. For pupils who miss more than 50% of possible sessions they are defined as 'severely absent'.

The school will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent. This will include identifying the individual needs of pupils; working closely with families and wider support services to remove barriers to attendance; and where a formalised approach in conjunction with the local authority.

Persistent Absence (PA)

A student becomes a 'persistent absentee' when they miss 10% of lessons across the College year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and should be treated as a safeguarding issue. We therefore need parents' full support and co-operation to tackle this. PA students, and those at risk of becoming PA are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment. For pupils who miss 15 days or more in a row, even when absence has been explained through illness, we will refer to the Early Help team and if necessary complete a TALC referral.

The attached appendix gives a summary of the stages and steps the College will take with persistent absentees.

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parent/ guardian/carers, students, and all members of College staff.

To help us all to focus on this the College will:

- ☐ Give details on attendance on request.
- ☐ Report to parents each half term regarding their child's attendance and punctuality where it has fallen below a concerning level as determined in Appendix One.

Understanding types of absence

Every half-day absence from College must be classified by the College (not by the parent / carers), as either AUTHORISED or UNAUTHORISED. Therefore, information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from College for a good reason like illness, medical/dental appointments or extra-curricular activities which unavoidably fall in College time, emergencies, or other unavoidable cause.

Unauthorised absences are those which the College does not consider reasonable and for which no "leave" has been given. This type of absence is often asked for in educational references and in extreme circumstances – **missing 10 registration contact points without explanation** – may have to be reported to the Local Education Authority or the UKVI.

Examples include:

- ☐ Parents/carers keeping children off College unnecessarily
- ☐ Truancy during the College day
- ☐ Absences which are not properly explained
- ☐ Any event in term time which have not been agreed.

Whilst any child may be off College because they are ill, sometimes they can be reluctant to attend College. In this situation it is essential that the parents do not give in to pressure and allow students to stay away from College. This gives the impression that attendance does not matter and usually make things worse. The College works to support parent / carers to ensure that the child returns to College.

If a pupil is ill for 5 days in a row and no Doctor's note is provided, this will be classed as unauthorised absence and could trigger a report to LEA or UKVI.

Absence Procedures

If a child is absent parents must:

- ☐ Contact Housemaster/ House Mistress or Duty matron as soon as possible on the first day of absence.
- ☐ If the absence is ongoing due to illness or other circumstances, parents must continue to notify college and where appropriate supply medical notes.
- ☐ Parents should always try to make appointments outside of school hours wherever possible. Where appointments during school time are urgent or unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day of schooling for an appointment, unless absolutely necessary.

- If pupils are at risk of becoming persistently absent, parents should Proactively engage with the support offered by college to prevent the need for more formal support.

Long term absence and Irregular attendance

Cheltenham College has a duty to notify the Local Authority of cases of irregular attendance and continuous absence, specifically:

- 10 days continuous absence (including if the child is likely to be absent for more than 15 days due to illness/injury)
- Irregular attendance or regular absence where attendance is not improving despite ongoing school intervention.
- Where a part time timetable or an Individual Welfare Plan has failed, and attendance has not improved or has deteriorated further (previous Part-Time Timetable notifications should have been submitted).

Contact details

There are times when we need to contact parents about lots of things, including absence, so we need to have accurate contact details and numbers at all times. Please ensure the College is informed immediately of any changes. There will be regular checks on telephone numbers throughout the year.

Lateness

Poor punctuality is not acceptable. Students who are late disrupt their own progress and the learning of others.

How we manage lateness:

Tutor time – unless at an authorised activity or appointment pupils are expected to be registered by their tutor at 8:30

If a pupil is persistently late, then the pupil will be required to attend a meeting with their Housemaster or Mistress to discuss the reasons for their lateness. If there is no improvement, then this will be escalated to the Assistant Head (Pastoral) and appropriate sanctions applied.

At 9.05am the registers will be closed, and College Office will send around the registration report to Tutors and Houses.

Holidays in term time

Taking holidays in term time will affect a pupil's schooling as much as any other absence and we expect parents to help us by not to take children away in College time.

There is no automatic entitlement in law to time off in College time to go on holiday. Holiday absences may be authorised in exceptional circumstances.

Any application for leave must be made in advance to the Housemaster or Housemistress. In making a decision, the College will consider the circumstances of each application individually, including any previous pattern of leave in term time and your child's overall attendance record.

Circumstances where such leave will be authorised:

Leave will not be authorised unless the reason is considered an exceptional circumstance such as those outlined below:

- ☐ Weddings of parents and siblings.
- ☐ The funeral of a parent or sibling or any other compassionate incident
- ☐ Where an absence from College is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue. A health professional's letter will need to be seen by the HsM.
- ☐ If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with college holidays.
- ☐ Early departure of pupils due to personal reasons
- ☐ Religious holidays
- ☐ Passport and visa Interviews


However, this list is not exhaustive.

Recording Attendance

For all day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session using the electronic MIS (iSAMS). It must show whether the pupil is:

The following DfE codes used to record attendance

School Attendance Codes 2024	
Present Codes	
/	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made
I	illness (both physical and mental health related; not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absences	
G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, insets and polling station days)



Registration procedures

When taking a register tutors and classroom teachers should call each name and code as follows:

/ – Present

N – Not present (No reason yet provided for absence) – Tutors/Teachers must press the alert button on ISAMs.

Teachers/Tutors should not override any codes that have been pre-loaded by the Houses or DCO.

L – Late should be used by DCO or Houses to replace an N code once the whereabouts of the pupil has been ascertained after tutor time or PM registration.

Registration Code B

Description	Educated off-site - The pupil is absent from school so they can attend a place for any other approved educational activity.
Statistical Meaning	This code is classified for statistical purposes as attending an approved education activity
Safeguarding	Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity and will need to be satisfied that appropriate measure have been taken to safeguard the pupil.
Absence	Schools should ensure that arrangements are in place whereby the provider of the approved activity notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.
Further information	Schools must also record the nature of the educational activity
When to use this code	This code should be used for pupils who are present at educational provision which is not in a school such as a taster day at another school.

Registration Code C

Description	Other authorised Circumstances that are not covered by an appropriate code.
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
When to use	Special occasions at the discretion of the school. This includes a family holiday if it has been agreed in advance. This code should also be used for when a student has completed their school exams but are still in roll to the end of the year.

Leave of absence

The following codes must be used to record the reason for a pupil being absent with leave:

- Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad – C1

- Leave of absence for a compulsory school age pupil subject to a part-time timetable (return to school plan) – C2.

Registration Code D

Description	Dual registration
Meaning	Where a pupil is registered at more than one school, this code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.
Example	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.
Registration	Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered.

Registration Code E

Description	Excluded
Statistical Meaning	Authorised Absence
Example	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue with education. It should not be used if a pupil has been permanently excluded, nor should it be used if a pupil is internally suspended. Then the attendance should be recorded using the normal marks for present.

If a permanent exclusion is confirmed, the pupil's name should be removed from roll and **the LA must be informed within 5 school days.**

If absence has not been agreed in advance and the pupil goes on holiday, absence is unauthorised and should be recorded **using Code G.**

If the authenticity of illness is in doubt will be counted as an unauthorised absence.

While schools can request medical evidence to support absence on the grounds of illness, schools are advised not to request medical certificates unnecessarily. Medical evidence can take the form of sight of prescriptions, appointments cards, etc. rather than Doctors' Notes.

Registration Code I

Description	Illness
Statistical meaning	Authorised Absence
Legal Meaning	Absent
Further information	Missing registration through illness is an authorised absence. If a pupil is present for registration but returns home because of illness, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to site in case of an emergency. If the authenticity of illness is in doubt, schools can record the absence as unauthorised absence (Code O) but should advise parents of the

	school's intention. Schools can request parents to provide medical evidence to support absence on the grounds of illness.
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Registration Code J1

Description	Attending an interview
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Further information	The pupil is absent with leave to attend an interview for employment or for admission to another educational establishment.

Registration Code L

Description	Late (before registers close)
Statistical meaning	Present
Legal Meaning	Present
Further information	Schools should actively discourage late arrival and be alert to patterns of late arrival, which could provide grounds for prosecution. Schools should have a policy on how long registers should be kept open. In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.

Registration Code M

Brief Description	Medical/Dental appointments
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Further information	Missing registration for a medical or dental appointment is authorised absence. Parents and pupils should be encouraged to make appointments out of school hours. Sight of an appointment card is advisable if a pupil is an irregular attender. If a pupil is present for registration but has a medical appointment later, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to site in case of an emergency.

Registration Code N

Brief Description	No reason yet provided for absence
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Further information	When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N. Where Code N is used, the correct absence code should be entered as soon as the reason is ascertained. If a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O .

Registration Code P

Brief Description	Approved sporting activity
Statistical Meaning	Approved educational activity
Legal Meaning	Attending approved sporting activity
Further information	The pupil must be taking part in the activity. Spectating at events such as following the local football club and sporting victory parades must not be treated as approved educational activity. Approved Educational Activity must be supervised by someone approved by the school. It must also take place during the session for which the mark is recorded.

Registration Code Q

Brief Description	Unable to attend school due to a lack of access arrangements
Statistical Meaning	Authorised absence
Legal Meaning	Unable to attend – regulation 10(4), (12) and (13)
Further information	To be used where the LA has a legal duty to arrange home-to-school transport but they have not done so.

Registration Code R

Brief Description	Religious Observance
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Further information	Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals. Parents should be encouraged to give advance notice.

Registration Code S

Brief Description	Study Leave
Statistical Meaning	Authorised Absence
Legal Meaning	Absent
Further information	The pupil is absent with leave for the purpose of studying for a public examination.

Registration Code V

Brief Description	Education Visit or trip
Statistical Meaning	Approved Education Activity
Legal Meaning	Attending approved Educational Activity.
Further information	School organised trips and visits, including residential trips. Can also be used for other trips of a strictly educational nature, which are arranged by other organisations, provided they are supervised.

Registration Code W

Brief Description	Work Experience
Statistical Meaning	Approved Education Activity
Legal Meaning	Attending approved Educational Activity.
Further information	Work experience under section 560 of the Education Act 1996. Schools must ensure that they check on the attendance of the pupil at the work experience placement and mark the register accordingly.

Registration Code Y

Y Codes should be used when pupils are unable to attend school because of unavoidable causes.

Registration Code Z

ISAMS stores details of pupils who are to be admitted in a "pre -dmission group" which is then "rolled forward" at the start of term. However, some pupils do not turn up (because they have started somewhere else) but they are still "on roll" as far as the computer is concerned until they are made a "leaver". While "on roll" in this way, they will be shown as "unauthorised" absent unless they can be marked as "not yet on roll" in the computer.

Non-statutory attendance codes (should not be used for am/pm registration).

As a boarding school, we use the following codes to record when a pupil is physically in school but not attending a lessons. We use the following codes so we can track from a safeguarding perspective where pupils are and also look for patterns, for example if a child is back in house on a particular time/day or in the Health centre.

- C3- Other Authorised Circumstances (On Site) Drama Lesson
- C5 - Other Authorised Circumstances (On Site) Back in House
- C6 - Other Authorised Circumstances (On Site) Group Ensemble
- C7 - Other Authorised Circumstances (On Site) Music Lesson
- C8 - Other Authorised Circumstances (On Site) Personal Music Practice
- Other Authorised Circumstances (On Site) Health Centre Appointment – CH

As this are non-statutory codes, we must not use these for am/pm reg where we must used the codes as set out in Working together to improve school attendance.

Appendix 1

Roles and Responsibilities

Students

- ☐ Students should arrive at College for the start of registration.
- ☐ Students will attend all timetabled lessons on time unless they have a good reason for example illness.

Parent / Carers

- ☐ Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- ☐ Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).The College should be informed in advance or on the day of reasons for absence.
- ☐ Only request leave of absence in exceptional circumstances and do so in advance.
- ☐ Book any medical appointments around the school day where possible.

DCO and College Office

- ☐ Updating the registers when notification is received regarding reason for absence
- ☐ Daily monitoring of am / pm registration – recording where registers are not taken.
- ☐ The DCO will approve the Attendance and Registration Policy.

Tutors

- ☐ Take the Morning register
- ☐ Ensure all pupil absence emails from parents go directly to HsM or matron
- ☐ Alert on iSAMS any missing pupils
- ☐ To speak to their Tutees about their any patterns of absence and to monitor absence using power BI.
- ☐ To communicate with parents when absence is becomes persistent – see standard letter in appendix.
- ☐ Work with pupils and their parents when attendance is identified as becoming a persistent problem, using the attendance support plan.
- ☐ Make relevant referrals using CPOMs.

HsMs

- ☐ Ensure all am tutor registers are taken Monday - Friday
- ☐ Ensure am and pm registers are taken on a Saturday
- ☐ Ensure pm register is taken Monday- Friday
- ☐ Monitor and support the tutors regarding attendance matters
- ☐ If absence has been flagged to parents by tutors and it does not improve, HsMs will hold more formal conversations with parents and be clear next steps if attendance does not improve, as part of an attendance support plan.

Class Teachers

- ☐ Take the register in every lesson within 10 minutes of the lesson starting, recording students who are late for the lesson after the first 5 mins
- ☐ Check students with frequent absence and follow up where the student has been present in the previous lesson.
- ☐ Refer students whose attendance is affecting their attainment to their Tutor and HsM
- ☐ Welcome returning students to the class and provide appropriate catch-up work
- ☐ Welcome late comers to the class and address the issue at the end of the lesson and amend the register
- ☐ Subject Leaders Co-ordinate effective procedures to ensure registers taken in all lessons, including cover lessons

Safeguarding Team (Attendance Lead)

- ☐ Will monitor weekly attendance and bring it to the attention of the DSL Team.

- ☐ Liaise with HsMs to target areas of poor attendance.
- ☐ Communicate with parents/guardians to target poor attendance which has not improved following an attendance support plan.
- ☐ Make relevant referrals to Early Help, TALC, MASH.

Assistant Head (Safeguarding and Welfare)

- ☐ Facilitate support for pupils experiencing mental health problems which is causing issues with attendance.
- ☐ Engage with parents at an early stage to support their child experiencing anxiety to ensure robust support for the child.
- ☐ Support parents if they feel the child needs to visit a specialist in relation to a mental health concern.
- ☐ Refer to Early Help if consent has been agreed.

Senior Leadership Team

- ☐ DSL to track and monitor whole College attendance and the effective implementation of the College attendance policy
- ☐ DHP Follow up where any member of staff fails to fulfil their attendance responsibility
- ☐ AHP/Senior HsM to ensure HsMs are checking on tutors' registration.
DSL/Attendance Lead will proactively use data to identify pupils at risk of persistent absence and work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.

Appendix 2 - Procedures for Poor Attendance

Stage	Persistent Absence <90% in half a term.
Trigger	Pupils who are below 90% attendance.
Action	Tutor/HsM – Investigate reasons for absence during reflection meetings. Contact should be made with parents, especially if absence is at home. If absence persists, then pupils will need to have an attendance plan.
Support	Discussion of pupil's circumstances and an agreement on how to support lesson attendance/catch up.

Stage	Extra-Curricular Absence
Trigger	Pupils with compromised lesson attendance for the academic term due to approved EC activity
Action	HsM/Tutor to advise investigate how and why the EC activity is impacting attendance. Check if this has been approved.
Support	Discussion of pupil's circumstances and an agreement on how to support lesson attendance/catch up.

Stage	10 day absence plus (whereabouts known)
Trigger	10 days of unauthorised absence.
Action	HsMs to contact parents to ascertain the reason for absence as per college procedures. If absence is not authorised this needs to be referred to the DSL team via CPOMs. The DSL/attendance lead will make contact. If after 10 days the reason for absence had not been established a referral will be made using the 10-day absence reporting template (on CPOMs) A discussion with be had first with the inclusion team.
Support	Monitoring and attendance targets put in place. Additional support applied as necessary.

Stage	10 day absence plus (whereabouts unknown – Child Missing in Education)
Trigger	10 days absence – no contact from parents.
Action	HsMs to contact parents to ascertain the reason for absence as per college procedures. If contact has not been made, a referral will be made by the DSL using Gloucestershire CME form (on CPMs)
Support	Await outcome of CME referral.

Stage	Medical including mental health
Trigger	Pupils with compromised attendance due to physical or mental health.
Action	Meeting with parents / carers and senior pastoral staff (AH (S & PW, HsM) to discuss pupil's/family circumstances, including possible consideration of amendments to the pupil's academic and co-curricular programme. College to report/seek advice from the local authority. Complete PTTT template (on CPOMs).
Support	The AH (S & PW) will write an PPP and will encourage Early Help/Student Support Services.

Appendix 3

Pupils/Students Absent Without Authority

1. Introduction

The school has written procedures identifying action to be taken when a child is absent without authority. These procedures are known to staff, pupils and their parents or guardians (through the College website).

- ☐ The procedures cover the following: Searching for any pupil missing or believed to have run away from the College or as a result of a possible abduction to include the timing of reporting pupil missing to:
 - ☐ The Police
 - ☐ To the pupil's parents or guardians (if appropriate).
- ☐ Take action to obtain information about the whereabouts of a missing pupil and to try to ensure:
 - ☐ The safety and welfare of that pupil
 - ☐ The collection and return of missing pupil when found
 - ☐ Action to be taken on the pupil's return.

All staff are aware of, and do not exceed, the measures they may properly take to prevent a pupil leaving without permission under current legislation (section 93 of the Education and Inspections Act 2006) and government guidance on the use of force, (see Use of Reasonable Force policy).

2. Unexplained Absence Protocol

- 2.1 Registration should take place at the start of each lesson. If a pupil is not present and there is no reason for this absence on iSAMS, then the teacher should record this as N – no reason yet provided for this absence and should click the 'Alert' button to signify that a pupil is absent.
- 2.2 This will result in an email being sent to the House Registration Group, College Office, the HsM, and Chris Reid (as Director of Compliance and Operations). The HRG (usually Matrons) are the first port of call for searching and should establish the pupil's whereabouts immediately. This should involve checking with the Health Centre, the music secretary and any trips. When a pupil is found the Matron should amend the register and then email College Office to say that the pupil has been found. College Office should only become active if there is no email received from Matrons by the next lesson. If the pupil's absence cannot be explained the Matron should contact the HsM.

If after 30 minutes there is no clear answer as to where the pupil is the DSL team should be contacted and the missing pupil policy brought into action.

If an absence occurs outside College Office hours (9am-5pm Mon-Fri and Sat 8-12pm) the Housemaster/Housemistress (HsM) should be contacted directly.

- 2.3 Unexplained absence from activity / sport. A record should be kept of pupils who were present, and those who are absent. HsMs should be informed within 45 Minutes of the end of the activity. If it is before 9am or after 5pm then the HsM should be contacted directly.

3 Protocol once a pupil is identified as absent without consent

As soon as a pupil is identified as being absent without authority the following action should be taken:

Inform the HsM who will take responsibility for the investigation. If the HsM is not contactable, the member of staff should inform the DHP who will then identify a suitable member of House staff to assist.

The HsM should:

- ☐ Inform the DSL team as above. The DSL team will inform the Head.
- ☐ Check all House records and College records (e.g. breakfast signing sheets, registration data) to ascertain the time the pupil was last registered as present. Check authorised trips away from College on Trips Manager.
- ☐ Phone the pupil on his or her mobile phone.
- ☐ Phone the Health Centre to check if there is any significant information in their files.
- ☐ Gather close friends and Prefects together and ask about the missing pupil's whereabouts or any information that may give a clue to his or her whereabouts. Explore the possibility of girlfriend, boyfriend, or siblings and whether this is a useful source of information.
- ☐ Send an email, with pupil photo to all staff, asking for them to contact the HsM immediately if the pupil is sighted or they have any information.
- ☐ Check child's room for clues: is the pupil/student's uniform missing? Has the mobile phone or wallet been taken?
- ☐ If available check pupil/student's laptop or mobile phone for possible leads via the ICT Department (only after the specific request is made to do so from the DHP).
- ☐ Organise a search of the College grounds.
- ☐ If there is any reason to suspect that the pupil has been abducted, the Crisis Management policy should be consulted.
- ☐ Arrange for a visit to train and bus stations to check for missing boarder.
- ☐ Contact parents or guardians (after specific request is made by the DHP). The usual timeframe for this will be one hour from going missing.
- ☐ Contact the Police (where at all possible, only after contacting parents and after at the specific request of the DHP). The usual timeframe for this will be immediately after parents are informed or attempts have been made to contact them.
- ☐ Keep Senior and Prep School staff informed if the missing student/pupil has a sibling at the school.
- ☐ Report back to the DHP when missing pupil/student is located, inform parents, Police etc.
- ☐ Consult with the DHP about picking up pupil/student as appropriate.
- ☐ Upon the pupil/student's return, consider the reasons for the absence, and keep a record of the reasons given by the pupil and any action taken in the light of those reasons (Missing Boarder Form). Depending on the reasons for absence, a period of time at home may be necessary.
- ☐ Refer immediately to the Designated Safeguarding Leader (DSL) for consideration of possible Child Protection issues.
- ☐ Make a written record of all incidents of absence without authority using the Missing Pupil/Student Form and forward to the DHP, keeping a copy for the House files.
- ☐ Notify UKVI of any pupil holding a Tier 4 visa who goes missing and does not return.

Appendix 4 Procedures where a mental health issue is affecting attendance.

The following guidance is applied to any pupil displaying social, emotional and mental health issues that is affecting their attendance. It is not only for pupils who have a diagnosed mental health disorder, or a disability or a special educational need.

All actions taken to support attendance are referred to as “reasonable adjustments” and this term is used as a way of describing actions in general terms, as opposed to a school’s duty to make reasonable adjustments for pupils with a disability under section 20 of the 2010 Equality Act.

Parents/carers have a duty, under section 7 of the Education Act 1996, to ensure that their child of compulsory school age (5 to 16) receives an efficient full-time education either by attendance at school or otherwise, and so share in the responsibility of ensuring good and regular attendance. As such, we encourage parents/carers to be open and work with the school to create a plan for attendance that fits with the needs of the child. Any reasonable adjustments or support put in place should ensure that the time the child spends in school is prioritised as much as is possible.

Where support offered is not engaged with, or where all other options have been exhausted or deemed inappropriate, the school will consider whether this meets the threshold for referral to external agencies.

While it is the legal responsibility of all parents/carers to ensure their child receives education by full-time attendance at school or otherwise, in some circumstances, where it is in a pupil’s best interests, a plan to help a child to attend may involve the use of a temporary part-time timetable to meet their individual needs. For example, where a medical condition (including a mental health condition) prevents a pupil from attending school full-time and a part-time timetable is considered as part of a re-integration package. Any part-time timetable will seek to maximise face-to-face school time as much as possible. For statistical purposes this is classified as authorised absence and the code C2 should be used.

While College will consider providing remote education to help pupils stay on track, this will not be of the same standard as face-to-face class-based learning and should therefore only be a temporary measure, used as part of a plan to reintegrate a pupil back into full time education. If the absence has not been authorised, there can be no expectation of remote learning.

The Assistant Head (Safeguarding & Pupil Welfare) oversees issues with attendance, which is linked to a mental health concern. In order to help support, the following procedures will be followed:

- ☐ Where attendance has been identified by the tutor, HsM as falling below 90% for an extended period of time (half termly), an attendance support plan should be initiated by the Tutor/HsM. If absences occur mainly at home (specifically day, day boarders, Tutors/HsMs should contact parents/guardians to make a plan to improve attendance.
- ☐ If absence persists, a referral should be made to the DSL through CPOMs (tutors should upload the attendance support plan).
- ☐ The AH (S & PW) will gather the facts to start a PPP. This may include conducting a risk assessment to consider any potential safeguarding/welfare issues.
- ☐ In doing so, the AH (S & PW) and the Attendance Lead will work with parents/carers as well as with the pupil to understand the barriers to regular attendance and, where appropriate, make reasonable adjustments to overcome those specific barriers. This will be documented in the absence support plan. This could include the introduction of temporary part time timetables. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil’s return to full-time provision as soon as possible.

- Parents are expected to proactively engage with the formal support offered – including any voluntary early help plan.
- Where support is not working or is not being engaged with and there is the risk of the pupil becoming severely absent, a referral will be made to the early help team and, if appropriate the Team Around the Locality Cluster (TALC).

Appendix Letter 5 – Tutor letter/email to parents when attendance is falls below 90% (Persistent absence)

Dear

Absences from school

I have noticed that [pupil name] has missed a lot of school recently. [insert number of days missed and over what time period]. We're concerned that they are missing out on key experiences because of this, and that they risk falling behind. Absence of 10% or more is classified as persistence absence and as you can see from the table below can have a detrimental impact on the amount of days/lessons that a pupil will miss

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

I know that every family's circumstances is different, and we want to work with you to provide the best education for your child. We are aware of [insert known reasons for absence]. Please let us know if there's anything else going on at home or at school which might be making it difficult for [name] to attend regularly.

Appendix 6 – Attendance Support Plan (Tutor/HsM)



Attendance Plan

Pupil Name:

Tutor Initials		House	Please choose	Absence %
Year group	Please choose	Term	Please Choose	Boarding status

What attendance issues exist?

What has the school done so far to support the pupil?

Action required by student/parents/college

DSL/AL (use only)

- ☒ Early Help/Inclusion Team ☐ P/T TT ☐ MARF
☐ TAF ☐ PPP ☐ TALC

Appendix 6 – Attendance Support Plan (DSL/AL)

Name		Risk assessment	<input type="checkbox"/>
Age		IWP	<input type="checkbox"/>
House		Pupil Voice	<input type="checkbox"/>

Pupil Profile

SEND	<input type="checkbox"/>
ECHP	<input type="checkbox"/>
ASD/ADHD/other	<input type="checkbox"/>

Details of absence

Summary of Agreements with parents/carers

Support Measures

Home Visit	<input type="checkbox"/>
SSS	<input type="checkbox"/>
GP involvement	<input type="checkbox"/>
Early Help	<input type="checkbox"/>
TALC	

Reasonable adjustments

Part-time timetable	<input type="checkbox"/>
Remote teaching at home	<input type="checkbox"/>
Remote teaching in house	<input type="checkbox"/>
In house meals	<input type="checkbox"/>
Time-out card	<input type="checkbox"/>
Sitting exams in a smaller room	<input type="checkbox"/>
Ear defenders worn	<input type="checkbox"/>