Attendance Policy

Nisi Dominus Frustra - Without the Lord, everything is in vain

MISSION STATEMENT

* A Rose Hill School child's learning experience is one of aspiration, adventure, and achievement in a nurturing, caring school.

AIMS

Working with **integrity** your child will:

* Be inspired to develop **confidence** to thrive in all areas of our rich curriculum.
* Foster the skills and talents which enable them to **organise** their learning and plan to achieve success.
* Demonstrate **persistence** to flourish in the face of challenge.
* Show **resilience** and learn from difficult situations.
* **Get along** with others, work collaboratively and accept everyone.

At Rose Hill School we see pupil attendance as critical to academic success and social integration. We ask parents to familiarise themselves with these policy guidelines, and to help us to promote the standards of attendance and punctuality which are essential for an orderly school environment where all pupils can get the maximum benefit from their education.

We know that good attendance is essential for high academic outcomes, wellbeing and wider social development. We want to work closely with parents and pupils to support regular attendance, giving every pupil the best chance of success.

The Deputy Head analyses attendance data weekly, allowing her to monitor progress and act quickly when pupils are missing chunks of learning. Where attendance falls below 90% you may be invited to meet with us to discuss support pathways. Addressing concerns quickly and openly can avoid longer term issues developing.

You don't need to wait for us to get in touch! If you have any concerns or questions about attendance please contact your child's Class Teacher of Form Tutor.

The role of parents:

Report your child's absence to Reception before 8.35am each day. We will log any medical appointments or requests for leave via email to the Class teacher or Form Tutor**.** Please note that each type of request for leave comes with its own parameters with regard to the notice period required. You will not be able to make requests which breach these guidelines.

Where possible medical appointments should be arranged during school breaks.
If you are not sure whether your child is well enough to attend school, the NHS guidance Is my child too ill for school? – NHS (www.nhs.uk) is designed to support parents in their decision making about mild illness. Medical advice is clear however that children with mild illness will often be well enough to attend – for example if they have a cough, or cold, without a temperature. If you and your child are experiencing difficulties with school attendance, then talk to us as a first step so we can help.

The role of school:

Record the child's attendance every day.
Contact the parent to inform the parent if the child is absent from school without notice.
Communicate concerns regarding attendance with the parent and work with the parent to support improvement.
Provide support in accessing wider support agencies where appropriate.

If we cannot establish a reason for absence, then we may make a welfare virtual call or home visit.

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 either by attendance at a school or by education otherwise than at a school. Regular or persistent absence can also indicate a pupil welfare issue.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child 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. Parents can only allow their child to miss school if they are too ill to go in or they have advance permission from the school. The School Attendance (Pupil Registration) (England) Regulations 2024 make it clear that Heads may only grant leave of absence in exceptional circumstances.

This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extrafamilial harms, including crime (the proportion of children that had been cautioned or sentenced for any offence that had ever been persistently absent was 81% and for serious violence offence was 85%). Summary table of responsibilities for school attendance Statutory guidance for maintained schools, academies, independent schools, and local authorities, DfE, August 2024.

As is required by law, the school will inform the local authority of any pupil who fails to attend regularly, or has been absent without the school's permission for 15 days (whether consecutive or not) or more. The local safeguarding partners will also be informed if absence amounts to a safeguarding concern. In order to maximise our pupils' potential, we are committed to ensuring pupils do not miss out on their education through poor attendance rates. We expect to at least meet the national attendance average, and school attendance rates are monitored accordingly. The Deputy Head reviews and analyses attendance across the school as a whole on a regular basis, following up on trends or patterns of concern, and reporting to the Governing Council as required. Class Teachers and Form Tutors are expected to monitor and review the attendance record of the pupils for whom they are responsible. An individual attendance record of below 95% will be followed up by the school, as will noticeable patterns, or sudden or unexplained absence.

The attendance register is relevant to all day pupils of compulsory school age. In the interests of welfare, health and safety, pastoral care and educational benefit, attendance registers are maintained in the same way for pupils in EYFS who are younger than compulsory school age.

Expect
Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor
Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

With reference to:

Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities July 2026

For safeguarding and educational reasons, schools must follow up all unexplained and unexpected absence in a timely manner.

This policy and the procedure working in conjunction with our Missing Child, Child Missing Education, and Uncollected Child Policy, Registration procedures and the timetabling of the school day. This policy works in conjunction with the School's Safeguarding & Child Protection Policy and *Keeping Children Safe in Education*, DfE, Sept, 2026.

Procedure

Class Teachers/Form Tutors are responsible for completing attendance registers at the start of the morning session in Prep and Pre-Prep opens at 8.05am for 30mins and once again at the start of the afternoon session each day, Pre-Prep 1.30pm-2pm and Prep at 1.45-2.15pm. Registration is taken electronically.

The names and details of pupils who join or leave the school will be included or deleted according to The School Attendance (Pupil Registration) (England) Regulations 2024.

The school reports the following attendance issues to the local authority:

- 10 days of unauthorized absence
- Failure to attend regularly
- 15 days of absence due to illness across the year
- Deletion from the school register when the next school is not known

Each attendance register will include the following information:

- Details of the pupil's form/tutor group
- Whether a pupil is present or absent on any given morning or afternoon
- For pupils of statutory age, information about authorised or unauthorised absence. Details of such information will be found in correspondence between home and school, which is kept in each pupil's correspondence file/or electronically.

Electronic registration storage and protocol:

- The register will be backed up every month/or a printed version will be available
- There will be provision for the register to be stored for at least 6 years
- If corrections are made to the register provision to show the correction and the original will be made through comparison with the electronic version and the printed copy.

The Deputy Head (or members deputising), together with the School Secretary, are responsible registration oversight and for bringing any causes for concern to the attention of the Head, Deputy Head and DSLs who will pursue any issues that require following up with either a pupil's parents or guardians or with the Local Authority.

Rose Hill School has a statutory obligation to inform the Local Authority (KCC) when a pupil's name is going to be deleted from the School's register on certain grounds: child removed to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than 4 months; when the child has been permanently excluded. Children Missing Education (CME, DfE, September 2016) sets out fifteen official separate grounds for deletion, including those listed above. In accordance with CME, Rose Hill School will also inform the appropriate local authority when we add or remove a pupil's name to the admissions register at non-standard transition points (e.g. where a child leaves the school before completing the final year of that section of the School or joins a school after the beginning of the first year of a section of the School). Notifications of additions to the School's register should take place within 5 days of the entry. Rose Hill School will comply with any Local Authority requests for information on pupil movement at standard transition points. Responsibility for monitoring and recording additions and departures from the School's roll rests with the School's Admissions Office. Admissions Office staff should liaise closely with the administrative Offices in the Pre-Prep and Prep School to ensure the appropriate information has been provided to the Local Authority within the statutory deadlines. In addition to the School's terms and conditions for unsatisfactory attendance, any pupil who fails to attend school regularly or is absent without leave for more than 15 school days (continuous or not) will be notified to the Local Authority. (DfE, 2019, p8). A child that has failed to return to School after 10 days of authorised absence or has been absent without the school's permission for a period of 15 days or more (in the absence of any appropriate causes) will be deleted from the School's register, after reasonable enquiries from the School and Local Authority have taken place and have failed to establish the pupil's whereabouts.

Monitoring and reporting longer-term absences are the responsibility of Form teachers and Deputy Head working with office staff. The Deputy Head supports staff and families in monitoring the attendance of pupils. These processes will be overseen by the Admissions, the Head and the team of Designated Safeguarding Leads. Any attendance concern related to the safeguarding and welfare of a child should result in an immediate contact with the appropriate Local Authority. (See appendix 2)

Other relevant policies

This policy should be read in conjunction with other School policies including those relating to the Safeguarding; Curriculum; Behaviour; Educational Visits; and Spiritual, Moral and Cultural Education.

Attendance Register

The School maintains an attendance register in accordance with The School Attendance (Pupil Registration) (England) Regulations 2024 (updated 2026) and Children Missing Education, DfE, September 2025).

All pupils are formally registered twice per school day (am & pm). The School records this information via the School Information Management System (Engage). Guidance for staff (Good Practice in Registration) and the applicable registration codes (largely following DfE standard codes) are set out below.

Staff are expected to make daily checks of accuracy of the register for their Form / Class and weekly reviews to account for any absences where 'no reason has yet been provided' (N code).

N codes or missing marks must not be allowed to remain indefinitely; teachers will contact Form / Class teachers if the registers that they are responsible for are not maintained correctly in order to investigate and, if necessary, provide appropriate training and support. Persistent failure to maintain an accurate register will trigger the School's disciplinary procedures.

Missing or late am and pm registers are monitored by senior staff. Persistent failure to complete punctual and accurate registration records without good cause will trigger an intervention to ensure the School's statutory obligations are being met and may result in disciplinary procedures being applied.

Engage attendance records are backed-up electronically and retained for six years - Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities July 2026

Present at School
Pupils must not be marked present if they were not in school during registration. If a pupil leaves the school premises after registration they must sign in/out at the school office.

RESPONSIBILITIES
The Governing Body will:
- approve the policy and any proposed changes;
- receive reports from the Head as required;
- review the working of the policy in the light of the Head's report;
- ensure that the policy is promoted and implemented throughout the school, and is known by the parents.

The Head will:
- ensure that the Deputy Head (Senior Attendance Champion) will monitor progress;
- ensure that strategies are in place to promote and implement the policy throughout the school.

The Deputy Head – Senior Attendance Champion will:
- determine, in collaboration with the Head whether to authorise any proposed absences requested or absences which have taken place for which no request was made;
- notify parents as appropriate that if a pupil of compulsory school age fails to attend regularly his/her parents/guardians are committing an offence;
- initiate with appropriate staff strategies to improve attendance;
- liaise with the LEA and relevant agencies over persistent absenteeism;
- liaise with the LEA and police when they wish to exercise their powers to enforce truants to return to school;
- keep the Head informed of the progress of the policy;
- arrange appropriate training for staff;
- advise the Head on any strategies that could be initiated or improved.

The Heads of Middle and Upper School and Head of Pre-Prep will:
- oversee the attendance arrangements;
- work with Class Teachers/ Form Tutors to ensure the efficient running of the system;
- make periodic checks of the registers to monitor pupil absence;
- make regular checks on absence notes and the reasons for absence;
- ensure that unaccounted for absences are followed up;
- deal with issues of inadequate registering.

Class Teachers/Form Tutors will:
- ensure that pupils are registered accurately;
- ensure that pupils bring absence notes;

- follow up cases of unaccounted for absence or unacceptable notes;
- keep the Heads of Upper/Middle School/ Pre-Prep informed of any signs of suspected truancy;
- inform the Head/Deputy Head of any possible underlying problems which might account for absences.

Class Teachers/ Form Tutors will:
- check the attendance of pupils at their lessons
- inform the Form Tutors/Class Teachers of the names of pupils who are absent without notification.

The school secretary will:
- record any late pupils who report to the office after the normal registration periods.
- record absences notified to them by parents
- Pass on, to relevant duty staff, information regarding any change of collection arrangements for children at the end of the school day or at other specified times.

Pupils are required to:
- attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session);
- sign in and out at Reception if they arrive late or leave early

Parents are required to:
- inform the school of their child's absence by 8.30am on the first day of non-attendance and on any subsequent day of absence unless the absence is for a specified period of time
- make any request for leave of absence to the Head on the school's official leave of absence form (available via website) giving as much notice as possible
- avoid planning holidays during term time (see note below)

HOLIDAYS DURING TERM TIME

The DfE does not consider a need or desire for a holiday or other absence for the purpose of **leisure and recreation** to be an exceptional circumstance. Therefore, there is no longer the scope to authorise a term-time holiday in any circumstance.

If there is a family emergency or other exceptional circumstance, parents may be given leave by the Head to take a child out of school. The Head will not give leave automatically but will take into account:
- The age of the child;
- The time of the year proposed;
- The reason;
- Parental circumstances
- The impact on the child's schooling and school commitments

If the pupil goes on a holiday which has not been approved by the Head it will be recorded as unauthorised absence.

FURTHER NOTES
- The School can legally grant short term leave for family reasons. It is for the Head to determine whether this is reasonable or not.
- Dental and medical appointments are valid reasons for missing registration and constitute authorised absence.
- If a pupil leaves for an appointment after registering no absence needs to be recorded.
- Applications for absence on religious grounds will be viewed sympathetically but advance notice should be given since religious festivals are likely to be fixed well ahead.

- The Head will authorise the taking of a pupil's name off the register in accordance with the current Regulations.

MONITORING AND REVIEW

The Deputy Head – Senior Attendance Champion - will review the working of the policy with the Management Team and report to the governing body as necessary and at least annually.

The School will have due regard for Keeping Children Safe in Education, 2026, should non-attendance cause concern.

The Attendance Register:

- must be kept electronically
- must be kept six years from the date of the entries
- must be made at least once a month (either electronic or printed)
- must be retained for six years after the end of the year to which they relate

Working together to improve school attendance Statutory guidance for maintained schools, academies, independent schools and local authorities, August 2024, updated July 2026

Reviewed by Imogen Scarbrough, Senior Attendance Champion, September 2026
Next review September 2027

Appendix 1: Attendance Codes

Present at School

Pupils must not be marked present if they are not in school during registration. If a pupil leaves the school premises after registration they must sign in/out at the school office

Table 1

Attendance	***Code***
The session is a morning session and the pupil is present at the school when the attendance register begins to be taken.	/
The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken.	\
The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.	L

(3) If the pupil is absent from the school so that they can attend a place other than the school in any of the circumstances listed in the first column of Table 2 their attendance is to be recorded by entering in the attendance register the code listed in the corresponding entry in the second column.

Table 2

Attendance	*Code*
The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(**1**) or section 42(2) or 61(1) of the 2014 Act.	K
The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.	V
The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity.	P
The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education.	W
The pupil is attending a place for any other approved educational activity within paragraph (11).	B

(4) If the pupil is absent and none of the circumstances listed in the first column of Table 2 applies their absence is to be recorded by entering in the attendance register the code listed in the second column of Table 3 that corresponds to the circumstances as listed in the first column.

Table 3

Absence	*Code*
The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	C1
The pupil is absent with leave for the purpose of attending a medical or dental appointment.	M
The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution.	J1

Absence	*Code*
The pupil is absent with leave for the purpose of studying for a public examination.	S
The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.	X
The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend.	C2
The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.	D
The pupil is absent with leave for any other purpose.	C
The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	T
The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.	R
The pupil is unable to attend because of sickness.	I
The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13).	Q
The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available.	Y1
The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.	Y2
Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.	Y3
The pupil is unable to attend because they are in criminal justice detention within paragraph (14).	Y5
The pupil's travel to or attendance at the school would be— (a)contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or (b)prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.	Y6
The pupil is excluded from the school for any other reason.	E
The pupil is unable to attend because of any other unavoidable cause	Y7
The pupil is absent without leave for the purpose of a holiday.	G
The circumstances of the pupil's absence have not yet been established.	N

Absence	*Code*
None of the other rows of this table applies, or this code is required to be used by paragraphs (7) and (9)(b).	O

(5) If a registered pupil's absence is recorded in the attendance register using the code B or K the nature of the approved educational activity (in the case of code B) or educational provision (in the case of code K) is also to be recorded in the attendance register.

(6) If a registered pupil's absence is recorded in the attendance register using the code Y7 the nature of the unavoidable cause is also to be recorded in the attendance register.

(7) If, at the time the attendance register is taken, a registered pupil's absence is recorded in that register using the code N the proprietor must ensure that reasonable steps are taken to establish the circumstances of the pupil's absence and that the register is amended within five school days in accordance with paragraphs (8) and (9).

(8) If it is established under paragraph (7) that the pupil attended the school after the taking of the register ended but before the end of the session—

(a)if the circumstances of their absence during the taking of the register are established as any of those listed in Table 2 or any row of Table 3 other than the final two rows, the code N is to be replaced with the appropriate code;

(b)otherwise, the code N is to be replaced with the code U.

(9) In any other case—

(a)if the circumstances of the pupil's absence have been established, the code N is to be replaced with the appropriate code as specified in paragraph (3) or (4);

(b)if the circumstances have not been established, the code N is to be replaced with the code O.

(10) If a school session is cancelled, the proprietor must ensure that that fact is recorded in the attendance register by entering the code Y4 as if it were a record of each pupil's attendance at the time when the session was due to take place.

(11) A pupil is attending a place for an approved educational activity if—

(a)the place where the pupil is attending is not the school or any other school at which the pupil is a registered pupil;

(b)the activity is educational in nature but not—

(i)educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act; or

(ii)an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff;

(c)the pupil's attendance at that place for that activity has been approved by a person authorised to do so by the proprietor; and

(d)the activity is to be supervised by a person thought by the proprietor or head teacher to have appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved under sub-paragraph (c).

(12) There is a lack of access arrangements for a pupil whose home is in England if—

(a)a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(**2**) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty;

(b)a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(3) for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or

(c)the school is an independent school that is not a qualifying school and—

(i)the school is not within walking distance of the pupil's home;

(ii)no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and

(iii)no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.

(13) There is a lack of access arrangements for a pupil whose home is in Wales if a local authority have failed to discharge—

(a)a duty to make transport arrangements in relation to the pupil under section 3 of the Learner Travel (Wales) Measure 2008(4); or

(b)a duty to make travel arrangements in relation to the pupil under section 4 of that Measure.

(14) A pupil is in criminal justice detention if they are—

(a)in police detention within the meaning given in section 118(2) and (2A) of the Police and Criminal Evidence Act 1984(5);

(b)remanded to youth detention accommodation under section 102 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012(6); or

(c)detained under a sentence of detention.

(15) In this regulation—

"enactment" includes—

(a)an enactment passed or made after these Regulations;
(b)an enactment contained in subordinate legislation within the meaning of the Interpretation Act 1978(7);
(c)an enactment contained in, or in an instrument made under, an Act of the Scottish Parliament;
(d)an enactment contained in, or in an instrument made under, an Act or Measure of Senedd Cymru;
(e)an enactment contained in, or in an instrument made under, Northern Ireland legislation;

"qualifying school" has the meaning given in paragraph 15 of Schedule 35B to the 1996 Act(8);

"walking distance" has the meaning given in section 444(5) of the 1996 Act.