



FINTON HOUSE
SCHOOL

ATTENDANCE & REGISTRATION POLICY

Member(s) of staff responsible: Catherine Gomez

Date Revised: October 2025

A hardcopy of this policy is available to all governors and parents on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office. This policy applies to all at the School including those in Reception (the EYFS).

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Version	Updates made:	Reason
Oct 2025	Full policy review major changes.	Updates in line with statutory guidance.

1. Introduction & Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Catherine Gomez, Deputy Head Pastoral and DSL (tel: 020 8682 0921) is responsible for the strategic approach to attendance.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [Working Together to improve school attendance \(applies from 19 August 2024\)](#) and [School Attendance: parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- The [Equality Act 2010](#)

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made>The following documents are also relevant:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);
- [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);
- [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);
- ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
- [Keeping children safe in education](#) (DfE, September 2025);
- [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
- [Children missing education](#) (DfE, September 2016);
- [Supporting pupils with medical conditions at school](#) (DfE, August 2017);

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Head to account for the implementation of this policy

3.2 The Head

The Head is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Ensuring that the information from the school register is shared with the local authority, including:

- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader at Finton House is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Catherine Gomez (Deputy Head, Pastoral) and can be contacted by emailing: catherine.gomez@fintonhouse.org.uk or telephone: 020 8682 0921

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Head
- Working with education welfare officers to tackle persistent absence

The attendance officer is Catherine Gomez and can be contacted via telephone on: 020 8682 0921 or email at: Catherine.gomez@fintonhouse.org.uk

3.5 Teaching Staff

Class Teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 9:00am and 2:00pm. If the class is being taught by a Subject Specialist in the afternoon session, they will complete the register. (see Section 4.1 for further detail)

3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the Engage
- Transfer messages from parents/carers to the class teachers where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Parents are expected to notify the School office of any on the day absence via telephone 020 8682 0921 or via email office@fintonhouse.org.uk between 8.00-8.45am and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child. If the child is in Reception, provide more than 2 emergency contact numbers, where possible
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting Catherine Gomez (Deputy Head, Pastoral) who can be contacted via telephone: 020 8682 0921

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time
- Attend every timetabled session, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils on this register.

Attendance registers are taken twice a day (morning and afternoon) by members of the teaching team. For the morning registration, the register is taken between 8.35am to 8.45am. Any child arriving after 8.45am, when the Wandle Road main gate is shut, has to enter the School via the School office and is marked as late on the register. The School's office staff will mark children as late (L) in the register up until 9.05am after which they will be entered as U (arrived in school after registration closed) or other appropriate code.

In the afternoon the register is completed by the class teacher or specialist teacher who teaches that class directly after lunch break has finished. The afternoon register must be taken promptly at the start of the first lesson after lunchtime break and within the first 15mins of that lesson.

At the point of registration, there should be NO blanks left on the register. If a pupil is absent and no notification has been received then Code N Absent (No Reason Known Yet) must be recorded by the person taking the register. The Office will follow this up and check for messages from the parent (phone messages, the Office email account) and if no information available, will phone the parent and update the register entry as appropriate.

By 9.30am the register will be collated and an absentee list is printed (filed in the Day File: Pupil Absences and held in the School Office).

The registers are backed up electronically, with hard copies checked and printed monthly. Monthly registration report is retained for six years after the School year in question.

Any pupil who is with a member of the learning support team at the AM or PM point of registration should be registered by the member of staff they are with.

For a split class, each teacher registers those pupils who should be with them at that time (so the register is completed by both teachers).

Where a register is taken on a swimming bus, it is the responsibility of the teaching staff taking the register to notify the School office via telephone/email the specifics of those pupils not present on their bus. If the School office does not receive a phone call, it is presumed that all pupils are present on the school bus and the School office will complete the register entry as all pupils present.

For games lessons where pupils are collected direct from the playground, the games teachers must complete the register for their teaching group rather than by class.

When taking the attendance register, we will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

Every entry on the attendance register will be kept for 6 years after the date on which the entry was made.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence between 8.00-8.45am, or as soon as practically possible, by calling the school office staff on: 020 8682 0921 or emailing: office@fintonhouse.org.uk

Absence due to physical or mental illness will be marked as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Any parental request for a pupil to be granted an absence must be made in writing to the Head by filling in the Pupil Request for Leave of Absence form; this is on Frog and can be obtained from the School office. Following completion of this, the Head will then authorise the absence and confirmation of this is sent to parents and notified to staff via the Pupil Absence Information calendar on Engage found on the "Home" tab in the Staff Portal. Where a parental request of absence is received via email to a member of staff, this should be forwarded to the School office where it will be printed and processed in the same way as a Leave of Absence form. Should the request for absence not be authorised, the Head's PA will notify the parents and if any further queries, the Head will contact the parents to discuss. Where absences are for medical/dental appointments or future school visits/examinations/interviews, these forms can be approved on behalf of the Head by the Head's PA.

If permission is not obtained, the Head will have a meeting with the parent(s) on their return. If this is a continuous occurrence, the School will contact the Wandsworth Educational Welfare Officer for advice.

Parents are encouraged to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 5 to find out which term-time absences the school can authorise.

All parentally notified in advance absences for pupils are recorded on the Pupil Absence Information calendar on Engage found on the "Home" tab in the Staff Portal. For any pupil not present in the class, the teacher should check here for known absences and include these in the register, and then check their school email account for any notification from the parent and update the register accordingly.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Any late pupil (after 8:45am) should visit the Office with the adult dropping them off to sign in the Signing-In Book and be marked in their class register by the Office. If a pupil arrives after 8:45am in their classroom their teacher must check that they have informed the Office that they are present at school.

4.5 Following up unexplained absence

The registers are checked by the School office for completeness and any pupil marked as Code N Absent (No Reason Known Yet) will be followed-up via telephone to establish where the pupil is.

If the School office are unable to get hold of either parent they will then call the emergency contact numbers of the pupil (each parent is required to provide two emergency contact numbers as we acknowledge that this is a protective measure for children to enable swift contact with families when necessary).

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the Police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- If there are any concerns the Deputy Head, Designated Safeguarding Lead will be informed immediately and will investigate further and, if necessary, follow the procedures outlined in the Child Protection and Safeguarding policy.
- The DSL will identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

4.6 Reporting to parents

The school will inform parents/carers about their child's attendance and absence levels each half term if they fall below the target of 96%. No report will be sent if the target is achieved.

5. Authorised absence

5.1 Approval for term-time absence

The Head will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Head's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as rare, significant, unavoidable and short events which are not typical or likely to reoccur.

Examples include:

1. Medical emergencies
2. Family emergencies (e.g. death of a relative)
3. Attending a parent's wedding

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible on Frog or as a paper copy from the School Office. The Head may require evidence to support any request for leave of absence.

5.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments where absolutely unavoidable (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance
- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from the school site (which are not classified as absences)

The Head will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Any child leaving or arriving late during the school day due to an appointment is signed in and out in the pupil signing in/out book. Classes use this book to also sign in and out for trips, walks in the local area etc., which are not a timetabled activity. Staff sign in and out via the electronic Inventory system each day and for non-timetabled activities.

6. Registration for extra-curricular activities before and after school

Any pupil coming into school before 8.15am for before school care (Larks), clubs or activities (e.g. Choir etc.) is registered by the leader of the event using an iPad or a paper register. Any pupil that has a before school 1:1 session e.g. counselling, music lesson, learning support lesson enters via the main entrance and is signed in using the pupil signing in book. Thus, if there is a fire or other critical incident we know who is in the building. For all after school clubs the club leader takes the register using an iPad or paper register. For Owls Club (after hours care) all pupils are signed in and out by the club leader.

For all extra-curricular activities, any non-attending pupil is noted in the register as Club Non-Attendance (CLUBS ONLY). Please note, for activities, the only entries to be used are Present or Club Non-Attendance.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers, mental or physical ill health to attendance

Each case will be considered on an individual basis. The school considers it its responsibility to:

- Establish open dialogue: Initiate early and personalised conversations with parents and students to understand barriers to attendance and build a relationship of trust.
- Involve the student: Include the student in these conversations to help them understand the importance of school and build confidence.
- Create a welcoming environment: Greet students warmly at the gate and build a positive school culture to foster a sense of belonging.
- Provide mental health support: See the Mental Health & Wellbeing Policy for more of what we offer, referral to CAMHS
- Offer academic support: Provide targeted interventions, small group support, and academic catch-up programs for students who have fallen behind.
- Connect with at-risk students: Nominate a staff member to work one-on-one with students who have low attendance.
- Support physical health: Recognize that illness can be a major cause of absence and ensure support is in place for medical needs.

7.2 Pupils absent due to other barriers to attendance

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.

These barriers may include (but are not exclusive to):

- Having SEND
- Being known (or previously known) to children's social care

- Having other barriers to attendance (e.g. young carers)

We advocate a collaborative, tailored approach between families and schools to address specific barriers to attendance. Key strategies include open communication, identifying and addressing individual needs, creating a supportive "soft landing" back into school, and potentially making reasonable adjustments.

Where a pupil has an education health and care (EHC) plan and their attendance falls, the school will inform the local authority. 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.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, the following adaptations may be considered:

- A personalised or part-time timetable, drafted in consultation with the named staff member (usually the class teacher)
- Access to additional support in school
- Online access to the curriculum from home and provision of resources
- Movement of lessons to a more accessible room
- Places to rest at school
- Special exam arrangements to manage anxiety or fatigue

The school will ensure that pupils are involved in decision-making as much as possible, in accordance with the pupil's age and maturity, to help ensure that the right provision is offered and encourage their commitment and engagement

7.4 Prolonged absence for children in the EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our Child protection & Safeguarding policy and refer any concerns to local children's social care and/or request a police welfare check.

Children being absent from education for prolonged periods can act as a vital warning sign to a range of safeguarding issues. For the most vulnerable children, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE and/or Local Authority on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities)
- Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

9. Removal of a pupil from Admissions Register

The Registrar fulfils our legal duty to report certain attendance issues to the pupils' local authority of residence when a pupils' name is to be removed from the admission register at a non-standard transition point. This duty does not apply at standard transition points – where the child has completed the School's final year. A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the *School Attendance (Pupil Registration) (England) Regulations 2024*. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

Examples of non-standard transition points when a pupil is deleted from the School's admission register are:

- When a pupil leaves the School at a non-standard transition point i.e. before the end of Year 6.
- The pupil has been continuously absent from school for a period of not less than 20 school days and the absence was unauthorised.
- When the pupil has been permanently excluded from the School. The School would arrange full-time education for excluded pupils from the sixth school day of a fixed period of exclusion.
- The pupil can no longer attend the School as they do not meet the academic level or the School can no longer meet their special educational or medical needs.
- Failure to attend regularly.
- Pupil was entered on the admission register but failed to attend the School.
- When the next school is not known.
- When a pupil has been taken out of school to be home educated.
- When the family has apparently moved away.
- When the pupil has been certified as medically unfit to attend. The GP has certified that they are unlikely to be in a fit state of health to attend school before ceasing of the School's age range.

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

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

The Registrar emails a leaver or starter form to the Local Authority Education Welfare Service every week, showing if any pupil has been registered or de-registered that week. This duty does not apply when a pupil joins or leaves the School at a standard transition point e.g. in Reception or Year 6. For those children who suddenly leave the School the DSL will be informed and the Head will contact the parents. If required, procedures outlined under 'School Procedure for Suspected Child Abuse' in the Child Protection and Safeguarding Policy will be followed.

10. Maintenance of Admissions Register

The School's admission register is kept up to date and contains the following information for each pupil:

- Full name
- Date of birth
- Sex
- Date of admission (or re-admission) to the School
- Name and address of every parent known to the School
- An indication of the parent(s) with whom the pupil lives and at least one telephone number for each parent who can be contacted in an emergency
- Details of any change to the primary address for any pupil, and the date from which the pupil will reside there.
- Two emergency contact telephone numbers
- Name and address of previous school or nursery, if any
- Details of next school once confirmed, and the start date the pupil will begin attending the new school

An electronic copy of the Admissions Register is taken on the 1st day of every month, and is held on the School server for a minimum of six years.

(Please see Child Protection and Safeguarding Policy together with 'Working together to improve school attendance (Sept 2024)' and 'Keeping Children Safe in Education' – Sept 2025)

11. Links with other policies

This policy links to the following policies:

1. Child Protection and Safeguarding policy
2. Child Missing Education Policy
3. Positive Mental Health and Wellbeing
4. EYFS policy
5. Pastoral Care Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil’s travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays