



FARNBOROUGH HILL
WHOLEHEARTEDLY

ATTENDANCE POLICY INCLUDING CHILDREN MISSING AND ABSENT FROM EDUCATION POLICY

Our Mission

Farnborough Hill welcomes all into our community, where we aim to live Christ's Gospel values joyfully and wholeheartedly, forming each individual to fulfil her potential and face the future with wisdom, strength and dignity.

Farnborough Hill aspires to high levels of attendance from all pupils. Good school attendance creates a culture about the importance of education and learning to ensure that all pupils get the most out of their school experience, including their attainment, wellbeing and wider life chances. Missing learning time leaves children vulnerable to falling behind. Regular school attendance is a learned behaviour, and the foundation for good attendance is a strong partnership between the School, parents and the child.

The relevant statutory regulations used to prepare this policy are:

- ISSR 2014 – Part 3
- Education Act 1996
- Children Act 2004
- Equality Act 2010 and the UN Convention on the Rights of the Child
- DfE: School Attendance (Pupil Registration) (England) Regulations 2024
- DfE: National Framework for issuing penalty notices and reflect changes to the law introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024
- DfE: Working Together to Safeguard Children 2023
- DfE: Children missing education Statutory guidance for local authorities August 2024
- DfE: Working Together to improve school attendance August 2024
- Summary table of responsibilities for school attendance
- Mental Health issues affecting a pupil's attendance: guidance for schools 2023
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 2013
- DfE: Statutory guidance on children who run away or go missing from home or care, January 2014
- Remote education: guidance for schools (2023)
- Supporting pupils with medical conditions at school (2017)
- KCSIE 2025

This policy should be read in conjunction with the following:

- Access Arrangements during External and School Assessments and Examinations, and During the School Day
- Admissions Policy
- Curriculum Policy
- Learning Support Policy
- Mental Health Policy
- Pandemic Policy
- Pupil Unaccounted for During the School Day Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy

Aims

The aims of this policy are:

- to develop and maintain a whole school culture that promotes the benefits of good attendance
- to ensure that every pupil in the school is able to benefit from, and make their full contribution to, the life of the school
- to prioritise and, where possible, improve attendance and punctuality across the school, reduce absence and set out the school's approach to the management of absence and other non-attendance

Farnborough Hill expects all pupils on roll to attend every day when the school is in session, provided they are fit and healthy enough to do so. We are committed to safeguarding our pupils and ensuring they are able to benefit from all aspects of their education at school. One aspect of this is to ensure that all pupils are in their lessons and other school activities at the correct times. The following policy outlines procedures that aim to ensure the whereabouts of pupils are always known and what to do in the event of a pupil going missing during the day or missing from education. This policy is based upon the legal requirements from Keeping Children Safe in Education (September 2025), Working together to improve school attendance (2024) and Children Missing Education (2024).

This policy should not be viewed in isolation – attendance is a factor in all aspects of school improvement, supported by our policies on safeguarding, bullying, behavior and SEND. Farnborough Hill regularly analyses attendance data, comparing it with national and local benchmarks which is then reported to Governors. This helps the school identify strategies to enhance attendance, both collectively and for individual pupils. Additionally, the school will examine links between attendance trends and other factors impacting pupils, ensuring a data-driven approach to improve their overall educational experience. The school responds to lateness and/or non-attendance proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the school's terms and conditions. It will act in a proportionate and targeted way in response to data, and ensure interventions are regularly reviewed.

The Deputy Head – Pastoral is the School's Attendance Champion and liaises closely with the Attendance Lead in the School Office, the Headmistress, the Head of Learning Support and other pastoral staff in order to support attendance. The Named Governor for Attendance is Julie Micklethwaite. A full list of roles and responsibilities with regards to attendance can be found in Appendix C.

It is the legal responsibility of parents of statutory school age children to ensure they attend school. All children, regardless of their circumstances, are entitled to an efficient full-time education which is suitable for their age, ability, aptitude and any special educational needs. It is also the legal responsibility of every parent to make sure their child receives that education either by regular school attendance or education otherwise such as home education.

Whilst the School believes that every pupil has a right to a full-time education and therefore has high attendance expectations for all pupils, it also acknowledges and accounts for the specific needs of certain pupils and pupil cohorts. It will therefore consider the individual needs of pupils and their families who have specific barriers to attendance and provide appropriate support, either via in-school methods or via signposting to appropriate external agencies.

Farnborough Hill's Registration Systems

Parents are responsible for making sure their children come to, and are delivered to, the school safely and in a timely manner. Pupils are officially registered twice a day - by their Form Tutor at 8.45 am and their class teacher at 2.05 pm. An electronic system is employed (iSAMS). Registers close at 9.00 am and 2.15 pm. Pupils arriving after these times must report to the School Office where their name and reason for lateness will be recorded. Depending on what reason is given for their late arrival, the pupils will then be registered with the appropriate code, which could include either late before registration has closed (Code L), or late after registration has closed (Code U), which will count as an unauthorised absence.

Pupils are registered electronically on iSAMS by class teachers at the beginning of each lesson and on SOCS for any lunchtime or after school activities. If an unauthorised absence is suspected, the School Office should be alerted (see *Pupil Unaccounted for During the School Day Policy*). When granted permission for agreed free periods of time in the School week, sixth formers may leave the School premises, signing out and back in electronically using their ID lanyards.

If pupils are present during registration, but are going out of school any time afterwards, they are still marked as present. Lists of pupils on trips and sporting fixtures are always kept in the School Office.

When pupils are not in school and the School has not been informed by electronic absence forms, letter, email or telephone call by 9.15 am, the School Office will contact parents by telephone between 9.15 am and 9.45 am.

The School Office will use registration and absence information to produce a School Register. This will record those that were present and also those that were absent using the DfE categories in Appendix B. A copy of the list of absentees is kept in the School Office.

Registers are a legal record. Attendance data is stored in our electronic database and backed up every day. Data is retained for a period of six years. When amendments are made to the registers, the school will ensure that the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made and the name of the person who made the amendment.

Electronic absence forms, letters and emails informing the School of expected future absences are kept on file by the School Office for at least one school year. Any electronic absence forms, letters and emails explaining pupils' absences after the event should be sent to the School Office. The School Office will amend the register and again keep the correspondence on file for at least one school year.

Attendance Procedures

The register must record whether a pupil was:

- present
- absent
- not expected to be in school (post-16; non-compulsory school age only)

Where pupils of compulsory school ages are recorded as absent, the register must show whether the absence is authorised or unauthorised. The decision as to whether an absence is authorised or unauthorised rests solely with the School and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

ABSENCE

Authorised absence: when a pupil is away from school, the school has received notification from a parent or guardian, and the School has granted permission for the absence.

Unauthorised absence: when a pupil is away from school without the permission of the School. The following reasons as examples of absence that will not normally be authorised:

- persistent non-specific illness (eg poorly/unwell)
- absence of siblings if one child is ill or has an appointment
- oversleeping
- medical/dental appointments of more than half a day without very good reasons
- child/family's birthday

Authorisation of Absence: up to one day:

Absence will generally be authorised by the Deputy Head – Pastoral or relevant HoY for

- unavoidable doctors' and dentists' appointments
- interviews
- participation in sports or other competitions at national level

Requests for Leave of Absence

All requests for leave of absence longer than one day must be made in writing to the Headmistress. In order to be authorised, the absence must be absolutely unavoidable – term dates are published in advance in order that parents can arrange holidays and family activities without disrupting their daughter's education. We therefore expect pupils to arrive punctually on the first day of term and not to leave school before the end

of term. It is the School's policy not to authorise holiday to be taken during term time unless there are exceptional circumstances.

Study Leave

Pupils will be granted study leave during public examinations. During this time, pupils will be expected to sign in and out using the QR codes in the examination areas, or by the School Office. Pupils are only allowed to take study leave that has been agreed with the School and their parents.

ATTENDANCE CONCERNS

The standard expected attendance is 98% or above. The Attendance Register is monitored regularly by the Deputy Head – Pastoral, and discussed at least every half term with the Heads of Year, SLT, Head of Learning Support and School Nurses. Attendance data is recorded on full reports to notify parents, and low attendance is actioned by the relevant staff as required.

The School operates a stepped approach of liaising with parents when attendance is low, including warning letters and meetings with various members of staff. Whilst acknowledgements will be made for the stage of the year, and individual extenuating circumstances may be taken into account, our broad approach is as follows:

Drops below 95%	Initial email from HoY alerting parent to the fact we are now actively monitoring and tracking. HoY will also chat with pupil to see if any pastoral reasons etc for absence.
Drops below 93%	Parents invited in for meeting with HoY and DHP. Actions/support agreed (low level - wellbeing intervention; work discussions with teachers etc).
Drops below 92%	Letter outlining statutory guidance and warning that attendance agreement/LEA involvement is next step. <i>This step can be case by case - unlikely to be used if medical or similar as wider discussions would already be underway.</i>
Drops to 90%	Meeting with the Headmistress and Head of Learning Support which is two-fold - to discuss and agree a reduced programme/attendance agreement (as appropriate for situation) and to explain potential LEA involvement going forward.

Frequent or prolonged absences from school without a valid reason is considered to be educational neglect. This includes situations where a child is absent from school for trivial reasons, or where parents fail to address persistent absenteeism.

We recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance or behaviour in school. This will help the School identify any additional support that may be required. We also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs and looked after children. The School will implement a range of strategies with all pupils, including (but not limited to):

- Discussion with parents and pupils
- PSHEE lessons
- Reward systems
- Peer Mentors
- Mentoring from member of staff
- Additional Learning Support
- One-to-One sessions with Wellbeing Officer
- Attendance contracts and/or report cards focused on attendance
- Referrals to support agencies

All support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Staff who have concerns about a pupil regularly missing school and who may be aware of individual triggers such as travelling to conflict zones, female genital mutilation (FGM) and forced marriage must inform the DSL immediately. If a teacher believes that an act of FGM appears to have been carried out, the teacher is required to report this to the police in line with their mandatory reporting requirements.

Significant Levels of Absence – Persistent and Severe Absence

A child absent from education is a child not at a place where they are expected, or required to be. A child absent from education is at risk of becoming a child missing education. A child missing education is a child aged 5 to 16 not on a school roll and not being educated elsewhere.

Children absent from education and children missing education can be vital warning signs of safeguarding issues. Being absent from education or missing education are potential indicators of abuse or neglect and leaves children more vulnerable to other safeguarding issues such as becoming a victim of harm, sexual or criminal exploitation or radicalisation. It can also indicate mental health problems or other risk factors with which a young person may need support.

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Absence at this level could cause considerable damage to a child's educational outcomes. A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Absence at this level will be causing considerable damage to a child's educational outcomes.

If a pupil has a significant level of absence, then the School has a clear system in place to monitor and work to achieve a full return to school through a planned reintegration programme which is discussed and agreed between the Head of Year, parents and pupil in a face-to-face meeting, where possible. (If appropriate, the Deputy Head – Pastoral, Head of Learning Support and/or School Nurses will also be involved at this point.)

If a pupil's absence requires support from an outside agency which is not provided quickly (eg subject to a waiting list) the School and/or local authorities will consider other avenues of support or other temporary solutions whilst waiting. In cases where a pupil lives outside of the Hampshire local authority area (for example in Surrey or Berkshire), the overarching principle is that both the local authority in whose area the pupil attends school (the 'School LA' - Hampshire) and the local authority in whose area the pupil lives (the 'Home LA') work together to support the pupil and family. This feeds into each local authority's responsibility for safeguarding and promoting the welfare of pupils. More details can be found in the section on 'Working with cross-border pupils' in the government's statutory *Working Together to Improve School Attendance*. If there are safeguarding concerns, especially where absence becomes severe (below 50% attendance) support will be intensified through statutory children's social care involvement.

It is important that the School continues to have sight of a child on its educational roll. If absence has been for more than 15 continuous days, or there is another appropriate reason, then a home visit will be requested so that a welfare check can be carried out. An exception may be made if the pupil's whereabouts is verified by another agency, such as a hospital. Where possible, parents and the pupil will be seen, both together and also separately.

Absence for Medical Reasons

When a pupil is absent because of medical (physical or psychological) reasons, there may be a consultant's diagnosis to verify this, preferably also with recommendations for the School about the amount of attendance possible, or not, and whether work should or should not be undertaken. It is not sufficient to give such reasons of possible absence as, for example, 'anxiety', 'depression' or 'eating disorder', without a diagnosis. The School may ask for the LEA Inclusion Services to be engaged if there is to be a long absence. There may be a fee for this additional service if the pupil remains on roll. The School asks for liaison with external therapists and consultants – whether those arranged via the NHS or who have been privately engaged by parents.

If a reduced timetable is recommended by a specialist in either health or psychiatry as a means to effective reintegration into full-time education, appropriate evidence must be provided along with details as to how long this should be. It is the case that all pupils are expected to receive full-time education up until the end of the Upper Sixth. Any reduction of attendance is very rare and agreement to such a reduction must be given by the Headmistress. In agreeing to a part-time timetable, the School has agreed to a pupil being absent for part of the week or day and will therefore record the absence accordingly (normally using code C2). A

diagnosis of a special educational need is not grounds for a reduction in attendance at school nor exemption from registration. If, following an agreed reintegration timetable, a pupil still does not attend school, the school will apply to the LEA for assistance in inclusion education, and may also refer the case to local agencies to seek help locally for the family, such as MASH.

Returning to School after Absence

On return to school following absence, the Deputy Head – Academic and Head of Learning Support will plan with parents the programme that can be followed and managed by the pupil, depending on the work that has been missed. The Deputy Head – Pastoral, Head of Year and School Nurses will also be involved. The Headmistress may also be involved in this decision-making if the programme of study needs to be more radical than reducing the number of subjects to be taken in school examinations, such as re-sitting an academic year if one has been largely missed. If absences from school are high enough that the objectives of GCSE or A level curriculum specifications have not been covered to meet the JCQ regulations, the Headmistress reserves the right to determine that a pupil cannot be entered for that qualification.

Phased Returns

The School aims to reintegrate pupils who have had extended absence, and any phased return is to be arranged with the Heads of Pastoral, Academic and Learning Support in conjunction with the School Nurses team. Reasonable adjustments and individual healthcare plans will be put in place where appropriate. Any plans for a phased return must be validated, as a recommendation, in writing at consultant-level, before the School will confirm the date of the phased return, in order to ensure the pupil is fit and well to do so. The School Nurses, or Deputy Head – Pastoral, may ask for updates on a pupil's medical or psychological condition on return to school.

A phased return to school is not expected to take place over more than a week, unless a consultant recommends a longer strategy. It should always have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.

If, following a phased return, a pupil is unable to return to school, then consideration must be made about involvement with Inclusion Services at the LEA if they are not already engaged. Long-term absences may also be recommended for referral to the Early Help Hub.

Where the pupil has a social worker, the School will keep them informed and involved in the phased return process. If the pupil has an Education Health and Care Plan (EHCP), the school will discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed as swiftly as possible.

In all cases, the School will monitor the impact of any interventions and make adjustments, where necessary, in discussion with the pupil, parents and any other partners involved as part of any whole family plan or team around the family. Where interventions are failing, the School will work hard to ensure that all parties work together to identify the reasons why and either adjust, or change, the approach. If a particular form of support is refused or does not work initially, the School and its partners will work to provide further opportunities to engage in that support or try alternative solutions. In exceptional circumstances where support is not successful, not engaged with or in some cases, not appropriate legal advice may be sought by the School.

Removal of Pupil for Home Education

Where a parent has expressed their intention to remove a child from the School with a view to educating at home, the School will work with the Local Authority and other key professionals to co-ordinate a meeting with the parent(s), where possible. Ideally, this will take place before a final decision has been made, to ensure the parent(s) has considered what is in the best interests of the child. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable. Where a child has an Education, Health and Care Plan (EHCP) the School will check that the Local Authority reviews the plan, working closely with parents and carers.

MAINTAINING RECORDS AND REPORTING TO THE AUTHORITIES

Registration Codes

In line with the School Attendance (Pupil Registration) (England) Regulations 2024, teaching staff will use the following codes when completing the Attendance Registers (for the morning and afternoon registration periods) and lesson registers.

Code	Definitions	Scenario
/	Present (morning session)	Pupil is present during the morning registration period
\	Present (afternoon session)	Pupil is present during the afternoon registration period
L	Late arrival before the register is closed	Pupil was late to registration but arrived before the end of the registration period

Other codes may be entered as required by the School Office, Pastoral staff or member of SLT as required and once the reason for a pupil absence is known. A full list of these codes can be found in Appendix B.

If no reason for absence is first entered, this is later corrected (ideally within two weeks) to the appropriate symbol, (only in this case is overwriting allowable). It is the responsibility of the School Office to update the register.

Reporting Attendance Data

As an independent school, Farnborough Hill is currently not required to return attendance data to Hampshire County Council. However, we retain the statutory data as part of our record keeping and this can be provided to Hampshire or any other appropriate body (eg ISI, DfE) if required.

The Deputy Head – Pastoral tracks Farnborough Hill's attendance data against that of the rest of Hampshire and the national averages, and provides a termly report to the Governing Body along with an action plan to target any emerging patterns.

Farnborough Hill is a member of the Independent Schools Council (ISC) and takes part in its annual census, which includes the reporting of attendance data and identifying trends within that.

In addition, as detailed in previous sections, the School will inform the local authority with the names and addresses of all pupils of compulsory school age who:

- fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded as unauthorised (attendance returns)
- have been recorded as being ill and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness (sickness returns). Only one sickness return is required for a continuous period of sickness in a school year. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on arranging education for children who cannot attend school because of health needs

In nearly all cases, the Hampshire Inclusion Service (responsible for attendance, Children Missing in Education (CME), Elective Home Education (EHE), Exclusion from School and Reduced Hours Provision (RHP) is the external agency with whom the school will liaise.

Changes to the Admissions Register

Local authorities have a legal responsibility to identify children of compulsory school age who are not in education. Schools must notify their local authority when they remove or add a pupil's name to the Admissions Register (school roll) at non-standard transitions.

Farnborough Hill will inform Hampshire County Council of any pupil who is going to be deleted from the Admissions Register where the following apply:

- The new school is named on a School Attendance Order OR a School Attendance Order has been revoked OR suitable arrangements have been made for education other than at school.
- A child will be registered at another school (and will not be dual registered at Farnborough Hill).
- A child is not attending and another school agrees that she should be removed from this school's register (the child has not died or been Permanently Excluded).
- A parent has written to confirm education otherwise than in school (there is no School Attendance Order).
- A child is not attending and no longer residing within a reasonable distance from the School that would allow for daily attendance.
- A child has not returned in ten school days after leave of absence was allowed PROVIDED the School does not have reasonable grounds to believe the child is prevented from attending (illness or other reasonable cause) AND the School and the local authority have failed to identify where the child is after making reasonable enquiries.
- After an unauthorised absence for twenty continuous school days PROVIDED the School does not have reasonable grounds to believe the child is prevented from attending (illness or other reasonable cause) AND the School and the LA have failed to identify where the child is after making reasonable enquiries.
- A child is detained (by a court or order of recall by a court or the Secretary of State) for not less than four months, PROVIDED the School does not have reasonable grounds to believe the child will return to the School at the end of the detention.
- A child has died.
- A child will no longer be of statutory school age before school meets again AND EITHER the child or parent has indicated the child will no longer attend the School OR the child has not met academic entry requirements for the School's Sixth Form.
- A child has ceased to be a pupil of the School.
- A child has been permanently excluded from the School.

The school will also inform Hampshire County Council when any child's name is added to the admissions register at a non-standard transition point. Further information regarding the Admissions Register can be found in Appendix A.

Dual Registration

No pupil enrolled at the School may also be enrolled at another school without the knowledge and agreement of Farnborough Hill. In such a case, as when a pupil may be in hospital for a residential clinic to assist them, there would be an agreement with the other school and an agreed dual attendance would be maintained by both schools. Enrolling a pupil at Farnborough Hill and not informing another school where a child may have attended is strictly forbidden. At all times, the registration must reflect the school at which a child has enrolled and is officially attending. The School reserves the right to contact the Head of another school if it is found that two registrations have taken place, and to pursue the matter legally if necessary.

If a pupil is de-registered but parents still require the services of the Inclusion Team at their LEA, they would need to take advice about options available from their LEA with regard to ensuring their daughter is registered with the authority.

Supporting pupils with an Education Health and Care Plan

If a pupil has an Education Health and Care Plan (EHCP), school staff will:

- communicate with the local authority where a pupil's attendance falls or they become aware of barriers to attendance that relate to the pupil's needs
- where possible, agree adjustments to the School's policies and practices that are consistent with the special educational provision set out in the EHCP in collaboration with parents.
- where needed, work with the local authority to review and amend the EHCP to incorporate additional or different attendance support identified.

This policy is reviewed and updated annually by the Headmistress and Deputy Head – Pastoral.

The next review is due in September 2026.

Appendix A – The Admissions Register

The admissions register is held on iSAMS and includes the following:

- The pupil's full name
- The pupil's sex
- The pupil's date of birth (dd/mm/yyyy)
- The day, month and year of admission to the school (Starting date at Farnborough Hill)
- The name and address of the school the pupil last attended (if applicable)
- The name, address and telephone number of parents/carers and guardians. Two contacts will be sought for each pupil
- The pupil's address and telephone number of where they are living

We may keep additional information which improves our ability to care for a child and the ability to communicate with parents/carers and guardians. Parents/carers and guardians are asked to inform us of any changes when they occur.

When parents notify the school that the pupil will live at another address, Farnborough Hill will record in the admissions register:

- Full name of the parents/carer or guardian with whom the pupil will live
- The new address; and the date from which the pupil will live at this address

Deletions from the Admissions Register

Pupils may be deleted from the admissions register if they meet any of the 125 grounds set out in the School Attendance (pupil registration) (England) (Regulations 2024). Below are examples of the circumstances for deletion:

- Death of a pupil
- Transfer to another school
- Pupil withdrawn to be educated outside of the school system
- Failure to return when expected after the school has tried to locate the pupil
- A medical condition that prevents a return to school
- After 20 days continuous absence where the school has tried to locate the pupil

All deletions will be notified to the Local Authority within five days. A child who is permanently excluded may not be deleted from the register until the appeals process has been exhausted. Pupils may not be deleted from the attendance register until they have been deleted from the Admissions Register (iSAMS).

A pupil will only be removed from the register only when the School has failed to establish their whereabouts, after making 'reasonable enquiries', jointly with the LA, to locate them. This only applies if we don't have reasonable grounds to believe that the pupil is unable to attend because of sickness or another unavoidable cause.

The School must make 'reasonable' enquiries when the whereabouts of a child are unclear or unknown; these might include completing and recording one or more of the following:

- Contacting parents, relatives and neighbours using known contact details
- Checking local databases within the LA, or the DfE's Key to Success or school2school systems
- Following local information sharing arrangements, making enquiries to:
 - Other local databases and agencies
 - Agencies known to be involved with the family
- Checking with the LA and school from which your pupil moved from originally, or any past LAs or schools that have educated the pupil
- Checking with the LA where the pupil lives, if it's different from the one where the school is
- In the case of children of service personnel, checking with the Ministry of Defence [Children's Education Advisory Service](#)
- Conducting a home visit, following own policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives

Additions to the Admissions Register

Any pupil starting the school must be added to the admissions register at the beginning of their first day. All additions will be notified to the Local Authority within five days.

Amending registers

The admissions register can be changed if:

- there is an error
- details have changed eg address

Whenever a change is made to either register, both the original entry and the amendment must be clearly distinguishable. Registers must show the reason for the change, the date the change was made and who made it.

Notifying the LEA

If any pupils leave the school, the school will notify the local education authority in writing within 5 working days. The same happens with all pupils who are added to the school admissions register. Farnborough Hill will provide the local education authority with all the information held in the admissions register about the pupil. The school will provide starter/leaver details to the local authority.

In addition, Farnborough Hill will inform the local education authority of any pupil who is absent for more than 10 days without a good reason (ie the absence is unauthorised). We must also inform the local authority of pupils with patterns of unauthorised absence. Further details can be found in the Attendance and Missing Children Policy.

Backup

The admissions register is on the school network requiring a password to access iSAMS. All staff have read-only access. Only administrators can alter the admissions registers. Attendance registers are kept in the School Office.

iSAMS is backed up regularly in order to ensure that we would recover quickly from any systems failure. The attendance registers are backed up every month by the Data Manager. The admissions registers are kept in electronic format securely on line by the Headmistress's PA.

Information Sharing, Record Keeping and Confidentiality

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (eg health services where there are medical conditions or the police where there are extra-familial harms).

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

The School is legally required to share information with the local authority, UKVI and Secretary of State. All records created in accordance with this policy are managed in line with the School's Data Management and Retention Policy and Privacy Notices.

Appendix B – Registration Codes

In line with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#), the codes highlighted in green are the only codes that need to be used by Tutors and teaching staff when completing the Attendance Registers (for the morning and afternoon registration periods) and lesson registers. Other codes may be entered as required by the School Office, Pastoral staff or member of SLT as required and once the reason for a pupil absence is known.

The following codes are taken from the DfE's guidance on school attendance:

Code	Definition	Scenario
Present codes		
/	Present (am)	Pupil is present during the morning registration period
\	Present (pm)	Pupil is present during the afternoon registration period
L	Late arrival	Before registration 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 Farnborough Hill 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 Registration	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
CI	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.
JI	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 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 (eg due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • 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		
N	Reason for absence not yet established	Reason for absence has not been established before the register closes (9.00 am and 2.15 pm)
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the School
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 yet joined the School, but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix C – Roles and Responsibilities with Regards to Attendance

Farnborough Hill believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

Under the Education (Pupil Registration) (England) Regulations 2006, the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. The register will also indicate whether an absence was authorised or unauthorised. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Regularly review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with.
- Agree school attendance targets and, where appropriate, link these to the Performance Management of Senior Leadership within the school.
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time.
- Ensure that there is a named senior manager to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

The Senior Leadership Team will:

- ensure every pupil has high levels of attendance so they can access the education to which they are entitled
- encourage parents to ensure their daughter attends all learning opportunities regularly and punctually
- keep accurate and efficient records of attendance and registration at school including attendance at all after school and before school activities
- ensure that there is a whole school approach which reinforces good school attendance. For example, good teaching and learning experiences that encourage pupils to attend and achieve
- identify pupils or cohorts that require support with their attendance and put effective strategies in place
- be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and provide them with additional support
- monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- ensure that staff are aware of the Attendance Policy and are able to address attendance issues. Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with
- ensure that there is a named member of SLT to lead on attendance and allocate sufficient time and resource. The Deputy Head – Pastoral, who is a member of the Senior Leadership Team, is the School's designated 'Attendance Champion' and has lead responsibility for overseeing pupil attendance; they will provide attendance data and information to the relevant Local Authority, Secretary of State and governing Council, where appropriate
- report the school's attendance and related issues through termly reporting to the Governing Body.
- ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site, are implemented
- ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- interpret the data to devise solutions and to evaluate the effectiveness of interventions
- ensure that all the above priorities are shared with and reinforced by all relevant school staff. Develop a multi-agency response to improve attendance and support pupils and their families

Parents will be asked to:

- talk to their child about school and education. Take a positive interest in their child's work and educational progress to instil the value of education (and regular school attendance) within the home environment
- ensure the regular and punctual attendance of their daughter at school every day that it is in session
- ask for support from the school in a timely manner if their daughter is experiencing difficulties
- inform the school of any change of circumstances that may impact on their child's attendance
- try to avoid unnecessary absences by making appointments for doctors, dentists etc outside of school hours as far as possible
- provide clear written reasons for any absence, which ensures the School can code the absence properly and accurately, and provide medical evidence for these reasons if this is requested
- contact the School every day of their daughter's absence as early as possible and preferably before the start of the School day
- respond helpfully and positively to any enquiry made by the School to ascertain the reason for any absence, including any safeguarding matter
- avoid taking their child out of school during term time except for when this is unavoidable, when written permission must be sought from the Headmistress
- understand that deliberate regular non-attendance or absence for a continuous period of ten days that is unauthorised by the School will be reported to the local authority's department for Children Missing from Education
- understand that the School will inform the local authority if a pupil has been absent due to illness and who they have reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness
- pay for any charges that may be incurred if the School makes a referral to the LEA's Education Welfare Office to assist with attendance, and/or to pay for any charges incurred if the School employs any LEA agency to assist with education other than at school, such as Inclusion or Access to Education
- give a term's notice when their daughter will be removed from the School roll, in accordance with the Acceptance Terms and Conditions, and to inform the School about the new school their daughter will be attending, including the start date

The Head of Year will:

- support reception in endeavouring to contact a parent or guardian at the earliest opportunity if an absence is unexpected
- support reception to confirm whereabouts of an absent pupil
- ensure teaching staff are made aware of any pupil absence where work needs to be sent home
- ensure unauthorised absence is followed up
- engage with attendance and lateness records for their Year Group as part of weekly HoY meeting
- liaise with parents using attendance contracts and support programmes to encourage improved attendance where needed

Form Tutors will:

- complete a register at the beginning of each day
- mark pupils as present, absent or late; a teacher can only mark as present a pupil that they have seen
- notify Head of Year ("HoY") of any known/planned absences that are sent directly to them

All Teachers will:

- mark attendance in all lessons, period 5 registration will be recognised as PM registration session
- be vigilant if a pupil is missing from their lesson, informing the School Office immediately

Appendix D – Attendance Letters

Five Day Absence

Dear [parent],

We are sorry to hear that [pupil's name] is not able to attend school at present. Our School Nurse contacted you on [insert date] and you informed us that these absences are due to [reason].

While we check attendance daily, when a pupil has had more than five days' consecutive absence, we begin a new process of monitoring her attendance. The reason for this is that if a pupil's absence continues, either consecutively or sporadically, such that she is missing a significant amount of school, we are statutorily obligated to seek more clarity about the situation in order that we can take steps to assist.

We now ask, in the first instance, that we have more information about [pupil's name]'s absence, such as whether you have visited a GP and/or if there is a consultant or other medical professionals involved in her care. Any documents you have, if relevant to this, would be most helpful, such as details of any appointments or diagnoses. It would also be helpful to know when you envisage [pupil's name] would return to school. If this is uncertain at the moment for any reason, please do let us know.

This information will assist our decision as to the next steps to take to support [pupil's name] and her ongoing learning and progress. Please complete the form below by return so we are able to notify the relevant members of staff.

Yours

sincerely

[Administrative Assistant]

L1 – Attendance Monitoring

Dear [parent],

We are writing with reference to [pupil's name]'s school attendance, which has recently dropped below 95%.

As Head of Year, I monitor pupil attendance daily, and unfortunately [pupil's name]'s has now reached a level where we need to bring it to your attention to try to improve it. Although we know that absence due to illness is sometimes unavoidable, [pupil's name]'s low attendance could begin to have an impact on her learning and progress.

In line with DfE regulations, we shall be monitoring [pupil's name]'s attendance closely over the next two weeks and, if necessary, we will be in touch again to arrange a meeting in school to discuss matters further. If you believe there are extenuating circumstances with regards to [pupil's name]'s attendance of which we are unaware, please contact me via the School Office to discuss them.

Yours sincerely

[HOY]

L2 – Attendance Monitoring: Meeting Required

Dear [parent],

Further to our letter dated [insert date of initial letter], we note that [pupil's name]'s school attendance still has not improved.

We are concerned that [pupil's name]'s current attendance is still below the school's and government expectations and we would like to arrange a meeting for you to come in and see me and the Deputy Head – Pastoral to discuss the way forward and how we can assist in this situation.

The School Office will contact you to arrange the appointment.

Yours sincerely,

[HOY]

L3 – Attendance Monitoring: Actions Agreed at HoY Meeting & Next Steps

Dear [parent],

Thank you for coming into school to meet with [HoY] and [Deputy Head – Pastoral] on [insert date] when it was agreed that [pupil name] will be aiming for the following:

- 1) First agreed action
- 2) Second agreed action
- 3) Third agreed action

****If appropriate**** Add notes for any school actions to be taken, eg speaking to teachers about work/Prep, offering wellbeing support time etc.

We will review [pupil's name]'s attendance in three weeks' time, and arrange a follow up meeting if required.

As you know, it is very important that all pupils receive access to education – we are hopeful that this will be a turning point and we are able to support [pupil's name] to attend school more regularly.

Yours sincerely

[Deputy Head – Pastoral]

L4a – Attendance Monitoring: Improvement

Dear [parent],

Thank you for attending a meeting regarding [pupil's name]'s attendance with [HoY] and [Deputy Head – Pastoral] on [insert date]. Following our review on [insert date], we are happy to see that the actions taken seem to have had a positive impact, and [pupil's name]'s attendance has improved.

We will continue to monitor [pupil's name]'s attendance closely but we hope that this positive trajectory is maintained for the rest of the school year.

Yours sincerely

[Deputy Head – Pastoral]

L4b – Attendance Monitoring: No Improvement - Further Meeting Required

Dear [parent],

Thank you for attending the recent meeting with regards to [pupil's name]'s attendance. Unfortunately, [pupil's name]'s attendance has not improved as we would have hoped.

A meeting with the Headmistress and Head of Learning Support will need to be arranged as soon as possible. The purpose of the meeting will be twofold – to discuss and agree an attendance agreement /reduced programme [**delete as appropriate for situation**] and to outline the involvement of the Local Education Authority Team, as well as any other agencies who may be able to assist to support in improving [pupil's name]'s attendance.

The School Office will be in contact to arrange the meeting.

Yours sincerely

[Deputy Head – Pastoral]

L5 – Attendance Monitoring: Actions Agreed at Headmistress/Head of Learning Support Meeting and Follow Up

This letter is likely to be highly individual to the situation so a pro forma is not overly helpful at this stage. A copy of any correspondence sent should be labelled L5 and filed appropriately along with all previous correspondence and meeting notes.