



Exeter School

Attendance policy

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Key School contacts

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1 Aims

- 1.1 This is the attendance policy of Exeter School (**the School**), Department for Education number 878/6033, comprising:
 - 1.1.1 the junior school for pupils in Year 3 to Year 6; and
 - 1.1.2 the senior school for pupils in Year 7 to Year 13.
- 1.2 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.
- 1.3 The aims of this policy are as follows:
 - 1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;
 - 1.3.2 to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
 - 1.3.3 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 / non-attendance;
 - 1.3.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
 - 1.3.5 to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

- 2.1 This policy applies to Exeter School. Please refer to the [website](#) for the separate policies for Exeter Pre-Prep School (Department for Education number 878/6046) including the Attendance policy of Exeter Pre-Prep School.
- 2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Education and Skills Act 2008;
 - 3.1.3 Children Act 1989;
 - 3.1.4 Childcare Act 2006;
 - 3.1.5 Sponsorship Duties (UKVI, April 2026);



- 3.1.6 Care Act 2014;
 - 3.1.7 The School Attendance (Pupil Registration) (England) Regulations 2024;
 - 3.1.8 Equality Act 2010; and
 - 3.1.9 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
- 3.2 This policy has regard to the following guidance and advice:
- 3.2.1 [Working together to improve school attendance](#) (DfE, July 2026);
 - 3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
 - 3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024);
 - 3.2.4 [Communicating with parents about school attendance](#) (DfE, August 2026);
 - 3.2.5 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, July 2024);
 - 3.2.6 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
 - 3.2.7 [Keeping children safe in education](#) (DfE, September 2026) (**KCSIE**);
 - 3.2.8 [Working together to safeguard children 2026](#) (DfE, updated March 2026) (**WTSC**);
 - 3.2.9 [Children missing education](#) (DfE, September 2025);
 - 3.2.10 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
 - 3.2.11 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
 - 3.2.12 [Mental health and behaviour in schools](#) (DfE, November 2018);
 - 3.2.13 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
 - 3.2.14 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
 - 3.2.15 [Data \(Use and Access\) Act 2025](#)
 - 3.2.16 [Providing remote education: guidance for schools](#) (DfE, updated August 2024); and
 - 3.2.17 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).



3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 Safeguarding and child protection policy and procedures;

3.3.2 Risk assessment policy;

3.3.3 Learning support policy;

3.3.4 Behaviour management policy;

3.3.5 School rules; and

3.3.6 Parent contract.

3.4 For the Safeguarding and child protection policy and procedures and Behaviour management policy for Exeter Pre-Prep School, please refer to the [website](#).

4 Publication and availability

4.1 This policy is published on the School website.

4.2 This policy will be sent to parents when pupils join the School and parents will be reminded of it at the beginning of the school year and when the policy is updated.

4.3 This policy is available in hard copy on request.

4.4 A copy of the policy is available for inspection from the School reception during the School day.

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

5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.

5.1.2 references to the **Proprietor** are references to the Board of Governors.

5.1.3 references to a **Parent** means:

(a) all natural parents, whether they are married or not;

(b) any person who has parental responsibility for a pupil; and

(c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

5.1.4 References to a **pupil** includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.



5.1.5 **SAC** means the senior attendance champion.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.
- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least yearly
Monitoring the implementation of the policy	SAC	As required, and at least yearly
Analysing attendance and absence data	SAC	As required, and at least half-termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SAC	As required
Formal annual review	Governors Welfare and Safeguarding Committee	Annually

7 The importance of good attendance

- 7.1 The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:
- 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, virtues, values, ethos, and day to day life;
- 7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities,



mental health issues, safeguarding wellbeing, support for young carers and disadvantaged pupils;

- 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies;
- 7.1.5 children absent from education, particularly repeatedly and/or for prolonged periods (children missing education, CME) can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation;
- 7.1.6 patterns of absence may be an indicator of safeguarding concerns and will be shared promptly with the DSL. Particular attention will be given to pupils with repeated removals from class, multiple suspensions, or those following a part-time timetable, as these may indicate a need for additional support, and;
- 7.1.7 the value of promoting and recognising good and improving attendance in an inclusive and proportionate way. The School will use age-appropriate messages, including through assemblies, tutor/form time and communications with pupils and parents, to reinforce the benefits of regular attendance. Where attendance is recognised or celebrated, the School will take account of individual circumstances, including disability, medical needs and other barriers to attendance, and will focus on engagement, improvement and sustained attendance rather than rewarding only perfect attendance.

8 School responsibilities

- 8.1 The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
- 8.2 The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.
- 8.3 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 8.4 The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour management policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.



- 8.5 The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.
- 8.6 Persistent, severe or unexplained absence, changes in attendance patterns, or concerns relating to a part-time timetable may indicate safeguarding or welfare concerns and will be reviewed in consultation with the DSL and, where appropriate, external agencies.

9 Staff responsibilities

The SAC

- 9.1 The Proprietor has appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

9.1.1 The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;
- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (d) to have oversight of and analyse attendance data; and
- (e) to communicate clear messages on the importance of attendance to pupils and parents.

Staff with specific responsibilities for attendance:

- 9.2 The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:
- 9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;
 - 9.2.2 record all absences promptly and accurately using the processes specified;
 - 9.2.3 seek explanations of absences promptly on the day of absence;
 - 9.2.4 make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
 - 9.2.5 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;



- 9.2.6 deal with lateness to lessons consistently and promptly;
- 9.2.7 consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour management policy; and
- 9.2.8 discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

All staff

- 9.3 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.
- 9.4 The School provides appropriate training and professional development for staff consistent with their roles and responsibilities, included as part of their induction to the School.

10 School arrangements

- 10.1 The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in the Appendices.

11 Monitoring attendance

- 11.1 The School will regularly and systematically analyse attendance and absence data to identify individual pupils and groups of pupils who may require additional support, identify emerging patterns and trends, and evaluate the effectiveness of the School's strategies to improve attendance. As appropriate to the School's context, this analysis will include:
 - 11.1.1 monitoring and analysing weekly attendance and punctuality patterns and trends, so that support can be provided promptly and in a targeted way to pupils and families;
 - 11.1.2 providing regular attendance information to relevant pastoral and academic staff, including form tutors, Heads of Year, the SENCO, the DSL and the SAC, to support appropriate discussion and intervention;
 - 11.1.3 undertaking regular individual pupil-level analysis to identify emerging concerns, persistent or severe absence, changes in patterns of attendance and pupils who may require additional support;
 - 11.1.4 conducting more detailed half-termly, termly and annual analysis to identify longer-term patterns and trends and to evaluate the impact of interventions;
 - 11.1.5 benchmarking attendance at whole-School, year-group and cohort level against relevant local, regional and national data, where available and meaningful, to identify areas for development;



- 11.1.6 analysing attendance for relevant groups of pupils, including, where applicable, pupils with SEND or an EHC plan, pupils with a social worker, looked-after or previously looked-after pupils, young carers and pupils experiencing disadvantage or other identified barriers to attendance;
- 11.1.7 devising and reviewing specific strategies in response to areas of concern identified through the analysis;
- 11.1.8 monitoring the impact of School-wide and individual attendance interventions and adjusting them where they are not having the intended effect; and
- 11.1.9 providing appropriate attendance information and analysis to the governors (typically via welfare and safeguarding committee) so that it can assure itself that the School's attendance arrangements are effective.

12 Pupil responsibilities

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



13 Additional needs

- 13.1 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.
- 13.2 The School will make reasonable adjustments¹ where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.
- 13.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.²
- 13.4 Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.
- 13.5 Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.³
- 13.6 The school recognises that young carers may face additional barriers to attendance and punctuality. Attendance will be monitored sensitively, and appropriate support will be put in place to help young carers attend regularly and participate fully in school life.
- 13.7 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.
- 13.8 The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.
- 13.9 Part-time timetables
- 13.9.1 All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests and is

¹ In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.

² The Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that "in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan."

³ See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples



necessary to meet their individual needs, the School may agree a temporary part-time timetable.

13.9.2 A part-time timetable will not be used as a long-term solution or as a means of managing a pupil's behaviour. It will be used only for the shortest period necessary and as part of a wider support, health care or reintegration plan.

13.9.3 Before a part-time timetable is implemented, the School will:

- (a) obtain the agreement of the School and the parent with whom the pupil normally lives;
- (b) take account of the pupil's views, wishes and feelings, having regard to their age and understanding;
- (c) identify the purpose of the arrangement and the support that will be provided;
- (d) set a proposed end date by which the pupil is expected to return to full-time education, whether at the School or through appropriate alternative provision; and
- (e) establish regular review dates involving the pupil and their parents so that the arrangement remains in place for no longer than is necessary.

13.9.4 Where a pupil has a social worker, the School will keep the social worker informed and appropriately involved in the arrangements and reviews. Where a pupil has an Education, Health and Care Plan, the School will discuss the proposed part-time timetable with the local authority so that the pupil's support package can be reviewed as necessary.

13.9.5 The School will record attendance and absence arising from a part-time timetable using the appropriate national attendance codes and in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and Working together to improve school attendance.

13.9.6 The School will keep the arrangement under regular review and will seek to increase the pupil's attendance towards full-time education as soon as this is consistent with the pupil's best interests. Any decision to extend a part-time timetable will be taken following a review and the reasons for doing so will be recorded.

13.9.7 Any safeguarding concerns arising in connection with a part-time timetable, including concerns about a pupil's welfare when they are not attending School, will be considered in accordance with the School's Safeguarding and Child Protection Policy and referred to the DSL as appropriate.

14 Parent / carer responsibilities

14.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.



- 14.2 This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.
- 14.3 The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.
- 14.4 Expectations the School places on parents can be found in Appendix 1 of this policy.
- 14.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

15 Training

- 15.1 **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include ensuring all staff understand:
 - 15.1.1 the safeguarding significance of repeated/prolonged absence;
 - 15.1.2 the importance of good attendance and that absence is almost always a symptom of wider circumstances;
 - 15.1.3 the school's unexplained/unauthorised absence and CME procedures, and when to escalate to the DSL
- 15.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral and senior leaders. This should include:
 - 15.2.1 the law and requirements of schools including on the keeping of registers;
 - 15.2.2 the process for working with other partners to provide more intensive support to pupils who need it;
 - 15.2.3 the necessary skills to interpret and analyse attendance data; and
 - 15.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- 15.3 The School maintains records of all staff training.

16 Information sharing

- 16.1 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.



- 16.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- 16.3 The School will participate in Targeting Support Meetings with the local authority in accordance with local arrangements and the statutory guidance. The School is legally required to share certain information from the registers with the local authority which it does as required.
- 16.4 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.
- 16.5 The School may provide specific pupil information on request to the Secretary of State.
- 16.6 Where appropriate, the School is expected to inform a pupil's social worker and / or youth offending team worker if there are unexplained absences.

17 **Record keeping and confidentiality**

- 17.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 17.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.



Appendix 1 School arrangements

1 Managing attendance

- 1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.
- 1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8:35am to close at 3.55pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

2 The role of parents / carers

- 2.1 The School expects all parents to:
 - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity;
 - 2.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
 - 2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 2.2 Parents should ensure their child has arrived on site by 8:30am, allowing time to access lockers before morning registration begins at 8:35am.

3 Registration and attendance checks

- 3.1 Morning registration is at 8:35am. The registers will remain open for 25 minutes after the start of morning registration (close at 9:00am).
- 3.2 Afternoon registration takes place at the start of period 4: 1:50pm in both the Junior and Senior School. Registers will close 30 minutes after opening.
- 3.3 Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom / lesson.
- 3.4 If a pupil is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).
- 3.5 If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given / not given will be recorded.



- 3.6 Pupils arriving late must report to the Head's reception (senior school pupils) or junior school office (junior school pupils) to register. Junior school pupils must also sign the 'late book'.

4 Lesson by Lesson Registration

- 4.1 A register must be taken at the start of every senior school lesson (Periods 1-5). Period 4 serves as the official afternoon registration.
- 4.2 Registers open five minutes before the start of the lesson and should be completed promptly as pupils arrive.
- 4.3 Pupils arriving after the lesson start bell should be marked late.
- 4.4 Teachers should, wherever possible, greet pupils at the classroom door, take the register, and check uniform as pupils enter.
- 4.5 Where staff are required to move between rooms, pupils may enter the classroom before the teacher arrives to avoid congestion in corridors. This should be the exception rather than the norm.
- 4.6 This process supports the accurate tracking of pupil attendance, punctuality, and location throughout the school day.

5 Reporting absence

- 5.1 If a pupil is to be absent from School for any reason, the parent/carer should contact the following below by email / telephone by 9:30am (at the latest) on first morning of absence (the school does not wait until 9:30am to make safeguarding enquiries regarding unexplained pupil absence).
- 5.1.1 for senior school pupils, an email to registration@exeterschool.org.uk with a copy to the pupil's form tutor; and
- 5.1.2 for junior school pupils, a telephone call to the junior school reception or an email to jsreception@exeterschool.org.uk.
- 5.2 Where paragraph 5.1 is not followed by the parent/carer, the attendance officer will contact the pupil's period 1 teacher. Where the pupil has not attended period 1, the attendance officer will telephone the pupil's emergency contacts via the details provided to School to ascertain the reason for absence. Where telephone contact is not achieved, the attendance officer will inform a member of the safeguarding team for its attention.
- 5.3 Where a pupil is ill, the School should be notified of the nature of the illness.

6 Arrangements for reporting subsequent absence

- 6.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

7 Managing absence



- 7.1 Attendance data is reviewed on an ongoing basis to identify patterns of poor attendance (at individual and cohort level) as soon as possible so that all parties can work together before any poor attendance becomes entrenched.
- 7.2 In addition, attendance data is formally reviewed three times per academic year, at the end of the:
 - 7.2.1 Autumn term;
 - 7.2.2 Spring term; and
 - 7.2.3 Summer termso that patterns and trends may be identified and acted upon as soon as possible
- 7.3 Parents may access attendance data for their child via their login to the School portal.
- 7.4 The School values attendance and includes attendance summary data to pupil reports. To help parents and pupils better understand the impact of attendance on education, the School will share the attendance figure as a percentage with an equivalent (approximate) number of days and lessons missed for the reporting period.
- 7.5 Any pupil with less than 95% attendance will be discussed by the School's safeguarding team and Head of Year. The School will communicate with the pupil and parents where concerns about punctuality or attendance arise with the aim to improve attendance.
- 7.6 Any pupil with less than 92% attendance will be discussed by the School's safeguarding team and Head of Year. The School will communicate with the pupil and parents to inform them about the risks of having 90% or less attendance and becoming classified as persistently absent. parents are encouraged to share reasons behind the absence to ensure support strategies can be implemented to improve attendance in the short and long term.
- 7.7 Where a pupil has less than 90% attendance and there has been no improvement in School attendance, parents will be invited into School to meet with a member of the safeguarding team and the pupil's Head of Year. The aim of such meeting will be to explore underlying causes of non-attendance and how best the School can support the pupil and parents with School attendance. An attendance plan should be agreed by the School, parents and pupil. Where an at-risk factor is identified, this will be factored in the support plan. If an attendance plan cannot be agreed, consideration will be given by the School to an early help assessment with the local authority.
- 7.8 Formal support and legal intervention:
 - 7.8.1 Where a pupil's absence persists or intensifies despite the support offered by the School, or where appropriate support is not being engaged



with, the School will seek to formalise its support. This will normally include a meeting with the pupil and their parents, led by the SAC or another appropriate senior member of staff, to:

- (a) review and seek to understand the barriers to attendance;
- (b) review the support already provided and its impact;
- (c) agree any further actions or support required;
- (d) explain clearly the educational, wellbeing and safeguarding consequences of persistent or severe absence and the potential consequences of continued non-attendance; and
- (e) agree a timescale for review.

7.8.2 Where appropriate, the School will involve the local authority School Attendance Support Team and other relevant agencies or professionals. Any formal support arrangements will be recorded and regularly reviewed with the pupil and their parents, and adjusted where they are not having the intended effect.

7.8.3 Where voluntary support has not been effective, has not been engaged with, or is not appropriate in the circumstances, the School will work with the local authority to consider whether a more formal or statutory intervention is appropriate. Depending on the circumstances, interventions available to the local authority may include an attendance contract entered into by the local authority, an Education Supervision Order or prosecution under section 444 of the Education Act 1996.

7.8.4 The School will continue to consider and provide appropriate support alongside any formal or statutory intervention. Where absence gives rise to safeguarding concerns, including where absence becomes severe, the School will act in accordance with its Safeguarding and Child Protection Policy and will involve children's social care or other agencies where appropriate.

7.8.5 As an independent school, the School is not within the National Framework for penalty notices for school absence and will not issue penalty notices for attendance. Where statutory intervention may be required, the School will work with the local authority to determine the lawful and appropriate course of action.

8 Authorised absences

8.1 Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

9 Applications for an authorised leave of absence



- 9.1 Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Head for senior school pupils and to the Head of the junior school for junior school pupils.
- 9.2 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- 9.3 Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head for senior school pupils and to the Head of the junior school for junior school pupils
- 9.4 Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when the Head of Year for senior school pupils and Head of the junior school for junior school pupils should be informed.
- 9.5 If a leave of absence is granted, it is for the Head for senior school pupils and for the Head of the junior school for junior school pupils to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.
- 9.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents belong. parents are expected to make a request for this type of leave of absence in advance.

10 Reporting duties

- 10.1 The School is legally required to share information from their registers with the local authority which it does as required. This may include:
 - 10.1.1 **New Pupil and Deletion returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
 - 10.1.2 **Attendance returns:** providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
 - 10.1.3 **Sickness returns:** providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.



- 10.2 In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.
- 10.3 Each morning registration is treated as a contact point for these purposes.
- 10.4 The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.
- 10.5 Action will also be taken in accordance with the Safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.



Appendix 2 Admission register

1 Admission register

- 1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:
 - 1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll);
 - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points;
 - 1.1.3 ensure any amendments to pupil details are made as soon as possible;
 - (a) ensure that the register retains the original entry, the amended entry, the reason for the amendment, the date on which it was made and the name of the person who made it (this is a feature of the school's MIS iSAMS).
 - 1.1.4 enter a pupil's name on the admission register from the beginning of the first session on the day on which it has been agreed that the pupil will start at the School, in accordance with the Regulations, and;
 - 1.1.5 where a pupil fails to attend on the agreed starting day, promptly make reasonable enquiries to establish the reason for the absence and the pupil's whereabouts.
 - (a) Where the School is unable to locate the pupil, it will notify the local authority and take appropriate action in accordance with the statutory guidance on Children missing education; and
 - (b) make a return to the local authority within five days of adding a pupil's name to the admission register (a New Pupil Return) and provide the information required by the Regulations (This requirement applies where the pupil is added at a non-standard transition point and also at a standard transition point where the local authority has requested such information).
- 1.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.3 The School must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- 1.4 The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.



- 1.5 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 – see section 1.7).
- 1.6 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:
 - 1.6.1 the full name of the pupil;
 - 1.6.2 the address of the pupil;
 - 1.6.3 the full name and address of any parent the pupil normally lives with;
 - 1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
 - 1.6.5 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;
 - 1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
 - 1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.
- 1.7 Deletion from the admission register
 - 1.7.1 A pupil's name will only be deleted from the admission register where one of the grounds in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 is met and all of the conditions relating to that ground have been satisfied. Where a ground for deletion is met, the pupil's name will be deleted promptly. A pupil's name will not be deleted retrospectively.
 - 1.7.2 Particular care will be taken before deleting the name of a pupil under:
 - (a) Ground H, where the pupil has failed to return to School within the prescribed period following the end of an authorised leave of absence; or
 - (b) Ground I, where the pupil has been continuously absent from School without authorisation for the prescribed period.
 - 1.7.3 Before a pupil's name is deleted under Ground H or Ground I, the School and the local authority will jointly make reasonable enquiries to establish the pupil's whereabouts and circumstances, in accordance with the Regulations and the statutory guidance on Children missing education.
 - 1.7.4 Where those enquiries locate the pupil and establish their circumstances, the pupil's name will not be deleted under Ground H or



Ground I unless the School and the local authority agree that there are no reasonable grounds to believe that the pupil will attend the School again.

- 1.7.5 The School will keep an appropriate record of the enquiries undertaken and liaison with the local authority. Any safeguarding concerns identified during those enquiries will be referred promptly to the DSL and dealt with in accordance with the School's Safeguarding and Child Protection Policy.
- 1.7.6 The School will make the required return to the local authority when a pupil's name is deleted from the admission register outside a standard transition point and will provide the information required by the Regulations.

Appendix 3 Attendance register

1 Attendance register

- 1.1 The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.
- 1.2 The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with Regulation 10 of the Attendance Regulations.
- 1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.4 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.5 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.6 On each occasion it will be recorded whether every pupil is:
 - 1.6.1 physically present in school when the attendance register begins to be taken; or
 - 1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - 1.6.3 attending a place other than the school; or
 - 1.6.4 absent.
- 1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:



- 1.7.1 attending educational provision arranged by a local authority;
- 1.7.2 for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- 1.7.3 attending a place for an approved educational activity that is a sporting activity; and
- 1.7.4 attending a place for any other approved educational activity.

2 **Recording absence**

- 2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:
 - 2.1.1 leaves of absence;
 - 2.1.2 other authorised reasons;
 - 2.1.3 unable to attend school because of unavoidable cause;
 - 2.1.4 unauthorised absence.
- 2.2 Where Code N is used because the reason for absence has not yet been established, the School will amend the entry as soon as the reason is known and no more than five school days after the session. If no reason can then be established, the entry will be amended to Code O.

3 **Unauthorised absence**

- 3.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:
 - 3.1.1 holiday has not been authorised by the School or is in excess of the period determined by the Head;
 - 3.1.2 the reason for absence has not been provided;
 - 3.1.3 a pupil is absent from school without authorisation; and
 - 3.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.
- 3.1.5 Medical evidence will only be requested where there is a reasonable doubt about the authenticity of an absence or in cases of prolonged or repeated illness. The School will not require medical evidence as a matter of course and will accept a range of appropriate forms of evidence where needed.



- 3.1.6 The School may, under exceptional circumstances, provide work for a pupil to complete at home whilst absent from school. Receiving remote education does not make a pupil present for attendance purposes. Remote education should be used only as a last resort, after reasonable adjustments have been considered, and should form part of a wider plan to support the pupil's return or reintegration.