



Edgeborough

CHARTERHOUSE FAMILY OF SCHOOLS

Attendance Policy

(including EYFS and Boarding)

Contents

Context.....	3
Linked Policies:.....	3
Key Guidance:	3
Aims	3
Senior Attendance Champion	4
Attendance Expectations for Parents and Carers.....	4
Absence due to Pupil Sickness	4
Medical Appointments.....	4
Absence Requests	5
School Refusal	5
Children with medical conditions or Special Education Needs and Disabilities	5
Registration.....	6
Monitoring and Promoting Attendance	7
Children Absent from Education (Child Missing Education)	9
Legal Requirements, Records and Reporting to the Local Authorities	9
Admission Register ('the school roll').....	10
Appendix A: Registration Codes.....	11
Appendix B: Grounds for deleting a pupil from the School admission register.....	13

Context

Edgeborough School has a responsibility to proactively manage and promote school attendance. Pupil attendance is essential for promoting positive outcomes for all pupils and is achieved through partnership between the family and the school. The School is committed to providing the highest quality of education for all pupils, and we look to parents and carers to support us in this objective.

Improving attendance is everyone's responsibility, with the foundation of good attendance being a school environment where all pupils want to be, feel valued and accepted.

Registration systems work to monitor attendance and ensure compliance with current regulations. The overriding aim is to promote good attendance, reduce absence, encourage punctuality and ensure that all pupils attend school regularly so that they may best fulfil their potential.

Linked Policies:

Safeguarding Policy

Children who are Absent from School (Child Missing Education) Policy

Admissions Policy

First Aid Policy

Key Guidance:

Working Together to Improve School Attendance (2022, updated August 2024)

The School Attendance (Pupil Registration) (England) Regulations 2024

Keeping Children Safe in Education (2026)

Children Missing Education (2023)

The Early Years Foundation Stage (2025)

Aims

School aims regarding attendance are as follows:

- To offer a clear vision for attendance, underpinned by high expectations, which are communicated to and understood by all staff, governors, parents and pupils.
- To create a culture in which full attendance is accepted as the norm.
- To demonstrate that high attendance and punctuality are valued.
- To maintain and develop effective communication regarding attendance between home and school
- To ensure the safeguarding of pupils by monitoring all absent pupils and working with families in this objective.

Author: JLS | Lead: NT | Last reviewed: Aug 26

- To ensure compliance with all relevant legislation.

Senior Attendance Champion

The Senior Attendance Champion is Nick Thrower, Deputy Head Pastoral and Designated Safeguarding Lead.

Email: nthrower@edgeborough.co.uk

Tel: 01252 959419

Attendance Expectations for Parents and Carers

Where parents decide to have their child registered at school, they have a legal duty to ensure that their child attends regularly.

The expectation is that pupils are in school by the following times:

Prep and Pre-Prep: 8:15 am to 8.30 am

Pre-School and Nursery: 8:15 am to 8:45 am

The school day then has various end points, according to the age of the pupil and their individual activity options.

Any absence from School due to sickness or a medical appointment, must be notified in advance to the School Matron (matron@edgeborough.co.uk).

Please avoid absence wherever possible and adhere to the following procedures.

Absence due to Pupil Sickness

In cases of sickness, we ask that parents/carers email or telephone the School Matron by 8:15am on the first day of absence giving a reason for the absence. This should be repeated for *each subsequent morning* of absence for the same illness.

When you inform Matron of sickness, give as many details as possible, such as the nature of the illness, whether you have seen a medical practitioner and the anticipated duration of sickness.

We ask that the school is also notified of sickness for children who are not school-age.

Edgeborough's 'Parent Handbook' and First Aid Policy offer guidelines on returning to school following episodes of fever, diarrhoea or vomiting.

If a pupil is absent for more than 10 days, in light of the school's legal requirements, Edgeborough staff will contact the parent or guardian to satisfy themselves as to the reason for the absence. A medical note may be requested in some circumstances.

Medical Appointments

We encourage parents to make medical and routine dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

Notification for absence in event of medical or dental appointments must be made to the Class Teacher or Key Person in advance of the appointment, except in an emergency, when parents are asked to telephone the Office.

Pupils leaving for appointments during the school day must be signed out/in by the parents/carers with Matron or (in Pre-Prep and Nursery) the Class Teacher or Key Person.

Absence Requests

Term dates are published on the School Website over one year in advance, in order that holidays can be arranged without disrupting a pupil's education.

Absence due to significant family events and ceremonies such as weddings, graduations, landmark birthdays and funerals, along with significant religious celebrations, may be authorized, as may requests for leave of absence on compassionate grounds. In all such cases, requests should be made in writing to the Head in advance of the proposed absence (where this is possible).

In other situations, such as absence due to flight availability or general holidays, as these do not fit into the clear guidelines offered by the DfE, requests are subject to approval from the Head (where the child is of school age). Whilst these requests may be given consent, they will not be authorized by the school and will be shown as an unauthorized absence on the pupil's attendance register.

School Refusal

In the unlikely event that children become reluctant to attend school, please take the time to listen to your child and share any concerns you or your child may have with the appropriate member of school staff. Support should be sought at the very earliest opportunity. The School will then work with you and your child to improve their attendance, overcome barriers to attendance and provide targeted support where this is required.

Expectations from the School in cases of Absence

In cases where absence is expected to last up to 15 school days and is not part of a pattern of a recurring illness, parents/carers should discuss with the school whether they are willing to organise for work and homework to be set as soon as the child is able to cope with it. Edgeborough staff will also make an agreement with you on how set work can be collected, marked and returned.

Where absence is due to general holiday (with consent having been obtained from the Head, the school will not provide work for lessons missed.

As per the Parent Contract, throughout the school, missed days or sessions will not be reimbursed, credited or re-scheduled. This includes Nursery provision.

Children with medical conditions or Special Education Needs and Disabilities

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all, the attendance policy should account for specific needs of certain pupils. The policy should be applied fairly, with the school considerate of the individual needs of pupils

and families who may face specific barriers to attendance. The School will always consider its obligations under the Equalities Act 2020 and the UN Convention of Human Rights in this regard.

Registration

At Edgeborough, the attendance register is taken twice a day, at the start of the morning and afternoon. This legal document, recorded on iSAMS, must be kept for three years.

In the case of absence, this is recorded with a specific code determined by the type of absence (see Appendix A for a coding list). Absences fall into two main categories:

- **authorised** – those which permission from the school has been granted
- **unauthorised** – those which have not been consented to

Examples of absences which the school may deem 'unauthorised' include:

- sickness of a parent, or other family member
- problems with transport
- non-urgent medical treatment
- school refusal or truancy
- days off for birthdays, shopping trips
- family holiday (this may be consented to but it remains unauthorized)

The registration system is as follows:

- Pupils sign in with their Class Teacher or Key Person at morning registration. The register is kept on iSAMS (paper registers are also kept in Nursery and Pre-School). Registers close by 8:45am.
- Staff use a coding system to record any absence. Categories give clear indication of the nature of the absence (when known).
- Should a pupil miss registration, they sign in with Matron (Prep School pupils).
- If pupils are present during registration but are going out of school anytime afterwards, they are marked as present. Lists of pupils on trips or matches are shared with the School Office.
- The list of absentees each day is kept by the School Office/Matron and made available to staff on Teams.
- Registration is repeated before or after lunch (depending on the part of the school the child is in), before 2:15pm.
- Pupils are accounted for at the start of each lesson, but this information is for internal monitoring and safeguarding purposes only and not stored on iSAMS.
- The School's Matron will check the Register for any unauthorized absences between 8:45am and 9:15am, and then again at 2:15pm each day. In the event of a pupil being absent according to the register, where no communication has been received from home, the Matron will contact parents/carers by telephone. The School holds at least three phone numbers for different adults relating to each child.
- For pupils who are not of school-age (5 years), Matron or the Key Person will follow up on all absences where a reason is not known. This is done in a timely fashion and with

an understanding of the child's personal circumstance. Steps as outlined below will follow for EYFS children where a cause of absence is not known.

- When contact cannot be made by phone with the parent/carer or the listed emergency contact, of an unexpectedly absent child, the Matron will notify the DSL.
- Following DSL investigation, which may include a visit to the child's home, if there is no answer, the police will be called.
- In the Prep school, Class Teachers record on the morning Register, individual sign out times and activity arrangements, to determine where/when each pupil is going after school (home, club, Boarding)
- Registers are kept and taken by those running after-school clubs. These are typically on SOCS.
- Boarders must go to supper at 6pm, after that, they either go straight to a club at 6.30pm or go up to the Boarding House to attend Boarders' Chill. Boarders are registered between 6.30pm and 7.30pm. If a boarder does not attend registration, someone will go to look for them and a phone call will be made to the child's home if it is suspected the child has been collected. If a child is not planning to board on a night when they are usually booked to do so, parents must notify the Head of Boarding using the email: boarding@edgeborough.co.uk

The School encourages excellent levels of punctuality. Lateness is recorded, monitored and followed up. Pupils arriving at school after the time of registration are recorded as 'Late', unless this is authorized lateness due to an appointment. Pupils not present will be marked as an Unauthorized Absence, until the reason has been determined allowing a new code to be allocated.

Registration in the morning takes place from 8.20 – 8.30am. Any pupils who arrive after this time, up until 8.40am, will be registered in their class but the number of minutes late will be recorded. We will follow up with parents/carers on any children who are persistently late to registration.

Any child arriving late to school (after 8.40am) is to sign in with Matron or in Pre-Prep and Nursery the Class Teacher/Key Person. Any child participating in peripatetic or support lessons before school or during registration must sign in with Matron before going to their peripatetic/support lesson.

Having registered their attendance, if pupils then leave the School site to attend an appointment parents must sign them out with Matron and must sign them back in with Matron on upon their return. Pupils cannot sign themselves out or in.

Monitoring and Promoting Attendance

The School's Attendance Register is stored electronically on iSAMS. Class Teachers monitor attendance and the Safeguarding Team track attendance data on and follow up on irregularities and raised concerns. The senior leader responsible for the strategic approach to attendance at Edgeborough is the DSL. The school adopts the following approach in terms of monitoring, with early intervention deemed critical:

94% attendance - The Class Teacher (supported by the DSL or DDSL) will voice concern over attendance to the parent/carer.

90% attendance - The DSL or DDSL will contact parents and discuss processes to support attendance and to better understand reasons for absence.

86% attendance - The DSL will contact parents and put in place immediate measures to improve attendance. The child will be placed on a Watch List, with their attendance monitored closely. Should attendance continue to drop or fails to improve, the Head will be consulted and a final action plan agreed with parents. In this case, the pupil may also be referred to the Surrey County Council Inclusion Officer.

Edgeborough works with parents and the pupil in all cases to determine and address the root causes of absence and to help remove barriers to attendance by working with all partners to:

- **Expect** high standards of attendance and build a culture where all pupils can and want to be school.
- **Monitor** attendance data to identify patterns as soon as possible.
- **Listen and Understand** barriers the child or family might be facing and work together to resolve them.
- **Facilitate Support** to help overcome barriers to school attendance.
- **Formalise Support** should absence persist and voluntary support is not proving effective.
- **Enforce** attendance through intervention or prosecution to protect the pupil's right to an education.

In its objective to promote and encourage good attendance, Edgeborough maintains a whole school culture that promotes high attendance. The school supports this with a clear attendance policy, daily monitoring processes, regular analysis of attendance data, strong relationships with families and a secure working partnership with the local authority.

Where the reason for poor attendance is known, for example long-term illness, common sense will be used by all involved in the attendance monitoring process.

In such cases and importantly, with pupils with SEND, it is appreciated that barriers to attendance can be more complex and whilst their right to an education is treated as the same as any other pupil, Edgeborough are mindful and sensitive towards their situation.

In cases of persistent and severe absence, Edgeborough will be alert to potential safeguarding issues and use the monitoring systems above to identify those pupils requiring targeted assistance. In the unlikely event that these systems of support are not engaged with, the following actions to formalise and enforce the support may be considered:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

Children Absent from Education (Child Missing Education)

Edgeborough recognises that children persistently absent or missing from education present a safeguarding issue, particularly when a child leaves the school with no known destination.

The School acknowledges that its right under the regulations, 'Education (Pupil Registration) (England) Regulations 2006' to delete a pupil for non-return after authorized leave of 10 school days or more, or after 20 school days unauthorized absence (in both cases, in the absence of illness or other unavoidable cause) does not arise until the School and Surrey CC have jointly made reasonable enquiries as to the pupil's whereabouts and failed.

The School's right to remove a pupil is in addition subject to the terms and conditions of our own school/parent contract.

The School will notify Surrey CC when a child or pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous). Inclusion services are consulted when periods of persistent absence occur. See Edgeborough's Child Absent from Education (Children Missing Education) Policy for further information.

Legal Requirements, Records and Reporting to the Local Authorities

By law, all children of compulsory school age (from aged 5) must receive a suitable full-time education. Parents and carers have a legal responsibility to make sure this happens – either by registering their child at a school or by making other arrangements to give them a suitable, full-time education. Once registered at school, parents and carers are legally responsible for making sure they attend regularly.

The Independent School Standards Regulations asks that 'the proprietor ensures that admission and attendance registers are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006'. Independent School Inspectorate (ISI) Inspectors will observe a sample of registration sessions and examine the attendance and admission registers to assure themselves that the requirements of the regulations are being met.

It is no longer a requirement for Independent Schools to return absence data to the DfE, therefore absence statistics are not published in the DfE Achievement and Attainment Tables or in the annual Statistical First Release. However, membership of ISC does mean that attendance data is used as a part of the organisation's annual census of pupils, staff and expenditure etc.

For Boarding Schools – The National Minimum Standards for Boarding place a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know how to find their whereabouts).

Local Authorities have a legal responsibility to identify pupils of compulsory school age who are not in education. Edgeborough co-operates with the Local Authority if it receives an enquiry about whether they are educating a specific pupil. Edgeborough will report certain attendance issues to

the Local Authority. These include: ten days of unauthorised absence (other than for reasons of sickness or for authorised leave of absence), failure to attend regularly, and deletion from the School register when the next school is not known. In this last case, Independent Schools are required to report the circumstances as soon as possible.

Edgeborough will also notify the Local Authority in cases of additions and deletions, as stipulated below.

Admission Register ('the school roll')

The admission register should be kept in accordance with the Education (Pupil Registration) (England) Regulations 2006 as amended.

Edgeborough's admission register contains an alphabetical index of all the pupils in the school. The School will notify the Local Authority within 5 days of adding a pupil's name to the register and offer information held on the pupil (this does not apply to pupils starting the school's youngest year).

Information recorded includes:

- Pupil's full name
- Sex
- Parent's name and address\the name of the person who has custody of the child. The name and address of every person known to the proprietor of the school to be a parent of the pupil, and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency.
- Emergency contact numbers of the parents/carer
- Date of birth
- Admission or re-admission date
- Name and address of the last school attended
- Boarding or day pupil

The admission register must be kept up to date and the school will encourage parents to inform them of any changes when they occur.

The School also undertakes to amend the admission register where a parent notifies the School that a pupil will live at another address. The admission register must record details of the pupil's new residence, the full name of the person with whom they will reside and the date from when it is expected the pupil will reside there.

The School undertakes to amend the admission register where a parent notifies the School that the pupil is registered at another school or will attend another school in the future. The admission register must record the pupil's destination school and the date from when it is expected the pupil will attend or first attended the new school (where this information can reasonably be obtained)

Where a pupil is deleted from the admission register, the School will provide the following information to the local authority about the pupil as soon as the ground for deletion is met (with the exception of pupils leaving the school at the end of its final year):

- The pupil's full name
- The full name and address of any parent with whom the pupil normally resides
- An emergency contact telephone number for any parent with whom the pupil normally resides
- If the pupil is due to change his/her address, the name of the parent with whom he/she will be residing, the address, and the date from which the pupil will live at that address
- The name of any other school at which the pupil is registered, or is due to be registered, and the date on which the pupil first attended or will attend
- The grounds for deleting the pupil's name from the register

The School will inform the Local Authority (where the child is resident) when a pupil's name is going to be deleted from the admission register (unless they have completed the last year of the school, i.e. Year 8). A pupil can only be deleted for a reason stipulated in regulation 8, as set out in Appendix B.

Appendix A: Registration Codes

Present Codes	
/ \	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes (includes Future School Visits)
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made
I	illness (both physical and mental health related; not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)

S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absences	
G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets and polling station days)

Appendix B: Grounds for deleting a pupil from the School admission register

8.—(1) The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—

(a) where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school;

(b) except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school;

(c) where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;

(d) in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school;

(e) except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered;

(f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that —

(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;

(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

(g) that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;

(h) that he has been continuously absent from the school for a period of not less than twenty school days and —

(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);

(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

(i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;

(j) that the pupil has died;

(k) that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;

(l) in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school;

(m) that he has been permanently excluded from the school; or

(n) where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

(2) In a case not covered by paragraph (1)(a), (j) or (m), the name of a child who has under arrangements made by a local education authority become a registered pupil at a special school shall not be removed from the admission register of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.

(3) The following are prescribed as the grounds on which the name of a pupil not of compulsory school age is to be deleted from the admission register—

(a) that he has ceased to attend the school, or, in the case of a boarder, that he has ceased to be a pupil of the school;

(b) that he has been continuously absent from the school for a period of not less than twenty school days and —

(i) at no time was his absence during that period agreed by the proprietor;

(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) the proprietor of the school has failed, after reasonable enquiry, to ascertain where the pupil is;

(c) that the pupil has died;

(d) where the pupil has been admitted to the school to receive nursery education, he has not on completing such education transferred to a reception, or higher, class at the school; or

(e) that he has been permanently excluded from the school.

(4) For the purposes of this regulation—

(a) a pupil shall be treated as ordinarily residing at a place where the pupil is habitually and normally resident apart from temporary or occasional absences;

Author: JLS | Lead: NT | Last reviewed: Aug 26

(b) “reception class” means a class in which education is provided which is suitable to the requirements of pupils aged five and any pupils under or over that age whom it is expedient to educate together with pupils of that age;

(c) children are to be regarded as having been admitted to a school to receive nursery education if they were placed on admission in a nursery class;

(d) the permanent exclusion of a pupil from a maintained school does not take effect until the proprietor has discharged its duties under regulations made under section 52 of the Education Act 2002(1), and—

(i) the relevant person has stated in writing that he does not intend to bring an appeal under those regulations;

(ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or

(iii) an appeal brought within that time has been determined or abandoned;

(e) the permanent exclusion of a pupil from an Academy, a city technology college or a city college for the technology of the arts does not take effect until the proprietor has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the Education Act 1996(2) and

(i) the relevant person has stated in writing that he does not intend to bring an appeal;

(ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or

(iii) an appeal brought within that time has been determined or abandoned.