REDDIFORD SCHOOL

INCLUDING EYFS

POLICY FOR ATTENDANCE AND REGISTRATION

This policy meets the school's responsibilities under
the Education and Skills Act 2008,
the Education (Independent School Standards) Regulations 2014,
and the School Attendance (Pupil Registration) (England) Regulations 2024.
(While Regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 does not legally apply to independent schools the school "has regard to" the statutory guidance and will document any departures from it)

The school has regard to the following statutory guidance and advice:
Working together to improve school attendance August 2024
Summary table of responsibilities for school attendance August 2024
Children missing education September 2016
Keeping children safe in education September 2026
Independent School Standards (ISS) Guidance April 2026 (specifically paragraphs 3.13-3.15 and 3.29-3.32)

In developing and implementing this policy, the school has considered its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Additional relevant legislation and guidance is documented
at the end of this policy.
This policy is available on the school website.

This policy will be sent to all parents of new pupils as they start and all parents will be reminded of it at the beginning of each school year.
The views of parents and pupils will be sought when this policy is due for update or renewal.

This policy works in conjunction with the Safeguarding, Behaviour and RSE policies.

Given that every child has the right to an education and that there are statutory requirements governing school attendance our aims at Reddiford School are as follows:

Aims:

1. To encourage regular attendance and punctuality, thus enabling pupils to take advantage of their educational opportunities.

2. To indicate to pupils and parents that regular attendance is valued at Reddiford School.

Objectives:

1. To provide an efficient and effective system for monitoring attendance and to provide clear guidelines for staff recording attendance.

2. To report the number of pupil's absences to their parents on a regular basis in their school reports.

3. To work closely with parents and the educational welfare service, where appropriate, to achieve regular attendance.

4. To identify patterns of non-attendance at an early stage and to work to alter these for the better.

5. To ensure that every absence is covered by an explanatory note or satisfactory verbal explanation from parents.

6. To respect the requirements of religious faiths and the customs of ethnic groups where these necessitate non-attendance.

7. To show sensitivity towards the needs and problems facing families where these result in non-attendance, while working to achieve regular attendance.

8. To establish clear guidelines for staff, pupils and parents regarding the difference between authorised absence and unauthorised absence and to make these guidelines available.

9. To report on attendance figures to the DfE as required.

Guidelines

Reddiford School takes an attendance register twice a day at the start of the morning and afternoon sessions using iSAMS. The registers are completed using the DfE publication Working together to improve school attendance August 2024 to ensure legal compliance, using the outlined codes.

Who to contact regarding absence

On a day to day basis, please contact your department secretary upperschool@reddiford.org.uk or lowerschool@reddiford.org.uk or phone them on 0208660660 to discuss absences.

You must inform the school before 8.45am, by email or telephone, if your child is ill and will not be attending school.

Other absences will need to be requested from the Head Teacher, through the department secretary, using the 'Request for absence in School time' form. This should be requested in advance.

Year 6 pupils attending an exam or an interview for their prospective Secondary School are not required to complete a form; an email to the department secretary informing them of the date and the school being attended will suffice.

If you need support with School attendance or punctuality, please contact your child's Form Teacher in the first instance.

Registers and Records

Reddiford School keeps an admission register and attendance records in accordance with the legislative provisions with respect to the keeping of registers found in the School Attendance (Pupil Registration) (England) Regulations 2024. Details can be found at www.opsi.gov.uk.

Admission Register

The admission register is available in the Admissions Manager module of iSAMS/reports/Admissions Register. It holds the following information:

- Legal Name
- Name normally used in school
- Sex
- Date of Birth
- Contact details of all parents/guardians
- New/additional place of residence
- Parent/Guardian pupil lives with
- Enrolment date
- Previous school
- Destination school (if report is retrospective)
- School status (day/boarding)
- 3 emergency contact numbers

Deletions

When a pupil leave the school, they will be made a 'former student' in iSAMS and will no longer appear on the current Admissions Register.

Attendance Register

Reddiford School's attendance records are important in promoting effective pupil attendance management. They also provide evidence in the event of prosecution of parents under s.444 of the Education Act 1996 or if seeking an education supervision

order under s.36 of the Children Act 1989 or an attendance order under s.437 of the 1996 Act.

Reddiford School takes an attendance register twice a day at the start of the morning session and at the start of the afternoon session. Parents are encouraged to email or telephone the school and inform them of the reason for their child's absence. In the event of an unexplained absence, the class teacher will inform the school office who will telephone the parent/guardian and inquire the reason for the absence. If a reason for the child's absence is not ascertained before 10.00a.m. then the DSL (Designated Safeguarding Lead) will be informed and a decision made as to whether or not to inform social services.

Reddiford School will look closely at the reasons if a pupil attends irregularly or is absent continuously without authorisation for 10 or more school days.

Reddiford School Admission and Attendance registers are kept electronically on iSAMS (since September 2023, prior to that manual copies) and all entries in these registers will be preserved for 6 years.

The school will ensure that those missing school because of mental or physical ill health, or those with SEND, will be given extra support, by considering the individual needs of pupils. The school must alert the Local Authority about any pupil who misses 15 consecutive or cumulative days due to illness, as they may need additional support from the Local Authority .

10% absence means the equivalent of one day or more per fortnight across a full school year. The expected attendance is at least 93%. Where attendance is as low as 90%, the school will put additional targeted support in place, working with the Senior Attendance Champion.

Recording Attendance or Absence

If a registered pupil is absent, the register will indicate whether the absence is authorised or unauthorised. Authorised absence is where Reddiford School has given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as satisfactory. All other absences must be treated as unauthorised.

An oblique stroke is used to record presence, with a stroke in the reverse direction for the afternoon session. Approved off-site education activity, for example trips, also counts as present for the purposes of the register.

No attendance registers will be taken if Reddiford closes due to severe weather conditions, fire or other structural damage or for in-service training.

Absence can only be authorised by Reddiford School.

Authorised absences

There are a number of types of absence which may be authorised by the School.

1) **Illness, medical and dental appointments**
   Absences for such appointments may be authorised but parents are encouraged to make appointments out of school hours. No absence is recorded if a pupil is present for registration but has a medical appointment later or goes home because of illness.
2) **Exclusion**
   As exclusion for a fixed period results from a decision taken by the School, the absence would be treated as authorised. For a pupil who is permanently excluded the absence would be treated as authorised while any review or appeal is in progress.
3) **Care or bereavement**
   For family bereavements, Reddiford will respond sensitively to requests to attend funerals or associated events.
4) **Special occasions**
   For special occasions, each request is considered individually. Only exceptional occasions, such as attending the wedding of a family member, warrants leave of absence.
5) **Public performance**
   A pupil taking part in public performances may be treated as authorised.

Lateness
Lateness is actively discouraged at Reddiford, and we are alert to patterns of lateness, which could provide grounds for prosecution. Registers are opened at 8.45am (all departments) for the morning session. After that time, minutes late will be recorded on iSAMS. Registers close after 30 minutes. A pupil arriving late after the registers close will be counted as Absent for statistical purposes.

Completion of register
For guidelines on completion of registers see staff handbook or Common Network drive.

Inspection of the Admission and Attendance Registers
Both registers are available during school hours for inspection by HM Inspectors or others authorised by the Secretary of State. These are reports that can be produced on iSAMS as required.
The Local Authority have the right to examine and take extracts of attendance registers from the school.

Pupils Changing Schools
Relevant information about transferring pupils is sent from Reddiford to the new school.

Reporting absence
All pupil reports include the number of absences a pupil has had in the present academic year. If a class teacher has any concerns regarding a child's absence they report it to the Senior Attendance Champion (Mr. O'Toole, Deputy Head Pastoral and a member of the Senior Leadership Team) who will carry out further investigations.

If a pupil's attendance is considered to be a cause for concern, then Mr. O'Toole, who is also the DSL, will liaise with the Local Authority or the relevant social services department (see Safeguarding Policy and Prevent Policy). Each period of unauthorised absence will be reviewed taking into consideration a great number of factors. The decision to report this absence and to whom, will be made having spoken to the parents and reviewing previous absences and the given reasons. Support will always be provided to the parents and pupils to improve attendance.

Monitoring Pupil Attendance

It is the school's responsibility to monitor pupil attendance and this is carried out in the following way:

- If the absence has not been authorised, or the school has not been notified on the day by email, letter or phone call, then a telephone call is made by the office on the first day of an unreported absence to ascertain reasons.
- Continued communication with parents during explained absence to determine expected date of return to school.
- Letter or Doctor's note provided to the school on pupil's return if necessary.
- If this information is not received, then the school will send out an email asking for the reason and if this is not received then the absence will be recorded as unauthorised.
- For Child Protection reasons a log is kept in each department detailing any extended absence and any absences that are before or after a holiday.

Request for Exceptional Leave

All parents are made aware of the following when they request an authorised absence.

1. Parents do not have an automatic right to take a child from school for holiday purposes during term time.
2. Holidays must be planned during school holiday time to avoid disruption to their child's education, which is always adversely affected by such absence.
3. The Head Teacher may not grant a leave request except in exceptional circumstances.
4. If a child is kept away for longer than the period agreed, the additional time will normally be treated as unauthorised. Similarly, if a child is taken away without prior written permission, this will be recorded as an unauthorised absence.

Nursery

We ask parents to inform the school of known absences prior to taking time off for planning purposes. Absences will be followed up in line with the school's attendance procedures. Professional judgement will be used if absence is a concern. Any safeguarding concerns will be reported to Mr O'Toole, Senior Attendance Champion. Parents are asked to provide three emergency contact numbers.

Punctuality

Lateness can have a detrimental effect on a child's education. It can also affect the other children in the class. School starts at 8.45am each day. Any child arriving between 8.45am and 9.15am is considered 'late'.

- If any child is 'late' regularly, 6 times in a half-term, then the parents will be informed in writing and the situation monitored.
- If the situation does not improve, then a further letter will be sent along with a request for a meeting to discuss ways of improving punctuality.

Absence on medical grounds

Pupils that are absent through illness or injury will be provided for in the following ways:

- Throughout the period of illness close contact will be maintained between the parents and the pupil's form teacher in order to ascertain the needs of the pupil. This may include liasing with the pupil's subject teacher or Head of Department.
- If there is an extended period of absence, work will be sent to the pupil if appropriate to do so. Once again there may be a need to liaise with relevant subject teachers or Head of Department.
- On return to school, it will be the responsibility of the Form Teacher and Subject Teachers to ensure that any missed work is explained. The use of a Teaching Assistant would be most appropriate in this instance.
- The school recognizes that mental health-related absence requires a proactive approach. In such cases, the Senior Attendance Champion will signpost families to appropriate attendance and early help routes to ensure the pupil receives the necessary support to remain engaged with their education.

Reddiford School ensures children receive a full educational programme and any school absence on medical grounds is not to the detriment of their education.

Absence from physical activities on medical grounds.

In cases where a pupil is unable to participate in PE/Games/Swimming lessons due to a medical condition, we kindly request a medical certificate to ascertain the nature of the condition. This is crucial to enable the school to implement suitable alternative teaching provisions tailored to the child's needs. Such provisions may involve collaboration with an alternate year group or class.

For pupils with physical impairments, additional considerations for alternate provisions during break and lunch times are essential. To ensure the safety and well-being of the child, a comprehensive risk assessment will be conducted in these situations.

Our primary goal is to create an inclusive and supportive learning environment for all. The cooperation of parents in providing necessary medical documentation is greatly appreciated and will aid us in tailoring our approach to meet the unique needs of each pupil.

School Roles and Responsibilities

<u>Reddiford Governing Board</u>

- Maintain an overview of attendance.
- Regularly monitor, review and challenge attendance data.

- Review and support school interventions.

Head Teacher

- Has overall responsibility for attendance within the school, including implementation of this policy.
- Authorises exceptional leave of absence.
- Reports to the Local Authority as and when required and school governors on attendance.

School's Attendance Champion (Deputy Head Pastoral)

- Mr O'Toole is the Senior Attendance Champion and is contactable via upperschool@reddiford.org.uk
- Is the nominated senior leader with responsibility for attendance across the school.
- Ensures everyone works together to create a school culture that promotes good attendance.
- Regularly monitors and analyses attendance data.
- Establishes and maintains effective systems for tackling absence, evaluating these at regular intervals.
- As the DSL, delivers targeted intervention and support to pupils and families
- Provides advice and support to school staff regarding attendance and punctuality issues.
- Liaises with the local authority, pupils and parents if there are any concerns.

Head of Department – Upper/Lower School

- Regularly monitors and analyses attendance data against a range of means.
- Establishes and maintains effective systems for tackling absence in their department.
- Working with the form teachers and Deputy Head Pastoral, delivers targeted intervention and support to pupils and families in their department.
- Provides advice and support to staff in their department on attendance and punctuality issues.

Other relevant legislation and guidance

Relevant legislation

The Education Acts 1996 and 2002
The Children Act 1989
The Crime and Disorder Act 1998
The Anti-Social Behaviour Act 2003
The Education and Inspections Act 2006
The Sentencing Act 2020
The School Attendance (Pupil Registration) (England) Regulations 2024
The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
The Education (Penalty Notices) (England) Regulations 2007, as amended

Reviewed July 2026

The Education (Information about Individual Pupils) (England) Regulations 2013
The Children and Young Persons Acts 1933 and 1963
The Equality Act 2010
The UN Convention on the Rights of the Child

Relevant government guidance
Working together to improve school attendance August 2024
Children missing education
Keeping children safe in education and Working together to safeguard children
Special educational needs and disability code of practice: 0 to 25 years
Elective home education
Alternative provision: statutory guidance for local authorities
Exclusion from maintained schools, academies and pupil referral units in England
Supporting pupils at school with medical conditions
Arranging education for children who cannot attend school because of health needs
Promoting and supporting mental health and wellbeing in schools and colleges
Preventing and tackling bullying
Providing remote education

APPENDIX 1

Request for absence in School time form

REQUEST FOR ABSENCE IN SCHOOL TIME

To: Mrs Batt, Head Teacher, Reddiford School, Pinner, Middlesex HA5 5HH

Authorised absence is requested for …….(name of child)

Dates: from…… to……
Form……..

Reason for seeking absence:
…….....
...
……
…
……
…

Signed…….. Date…….
(*Parent/Guardian*)

Notes: (Reception - Year 6)

1. Parents do not have an automatic right to take a child from school for holiday purposes. Permission must be obtained in advance.
2. Holidays must be planned during school holiday time to avoid disruption to your child's education, which is always adversely affected by such absence.
3. The Head Teacher may not grant a leave request for the purpose of a family holiday except in exceptional circumstances.
4. If a child is kept away for longer than the period agreed, the additional time will normally be treated as unauthorised. Similarly, if a child is taken away without prior written permission, this will be recorded as an unauthorised absence.

Nursery

We ask parents of Nursery children to inform the school of known absences prior to taking time off for planning purposes.

****

These arrangements are made in accordance with the Education (Schools and Further Education) Regulations 1981 and guidance issued by the Department for Education 'School Attendance: Policy and Practice on Categorisation of Absence'.

To:……(Parent/Guardian)

- Your request is approved and the absence as set out above is duly authorised.
- Your request is not approved; therefore, if the pupil is absent as proposed above, it will be recorded as unauthorised for the following reasons:

……..……..……
…….....
.

Signed:……(Head Teacher) Date…….

In line with current GDPR legislation, Reddiford School collects relevant and proportionate data, which is used for educational, business and marketing purposes. Data is stored appropriately and confidentially. Data is kept for a reasonable length of time and destroyed in line with our Retention Policy. The school is committed to data protection compliance and good housekeeping. Data is not sold on to any other company and used solely for the purpose of which it is intended. Data is only obtained/stored and kept for essential educational, business and regulatory purposes.

APPENDIX 2

REGISTER GUIDE
Including Absence and Attendance Codes

School Attendance Codes 2024

/ \ - present for morning and afternoon sessions.

The following are classified as authorised absence:
I – Illness.
M – Attending medical/dental appointment.
C – Leave of absence for exceptional circumstances (rationale must be recorded)
R – Religious observance.
E – Suspended or permanently excluded.
T – Parent travelling for occupational purposes.
S – Study leave.
C1 – Participating in a regulated performance or undertaking regulated employment abroad.
J1 – Attending an interview for employment or admission to another institution.
C2 – Pupil is absent from school for part of the week (on a part-time timetable) – then also use the code for the absence. Only for health reasons not behaviour management

The following are NOT classified as absences:
B – An offsite educational activity.
K – Alternative provision arranged by the Local Authority .
L – Late arrival before the register is closed (during the 30 mins 'grace' period).
P – Approved sporting activity.
V – Attending an educational visit or trip.
W – Work experience.

The following are classified as unauthorised absence:
G – Holiday not granted by the school.
N – Reason for absence not yet established.
O – Absent in other or unknown circumstances.
U – Arrived in school after the register closed (after 30 mins 'grace' period).

The following are classified as 'not a possible attendance':
D – Dual registration, so attending another school where registered.
X – Pupils of non-compulsory school age absent when they are not timetabled to attend (e.g. EYFS).
Q – Lack of access arrangements by LA.
Y1 – Transport normally provided not being available.
Y2 – Widespread disruption to travel.
Y3 – Part of school premises being closed.
Y4 – Whole school site being unexpectedly closed.
Y5 – Pupil is in criminal justice detention.
Y6 – Public health guidance or law not to attend.
Y7 – Any other unavoidable cause [this includes absence due to non-payment of fees (reason stated in accompanying field)].

The following codes are not collected for statistical purposes:
Z – Prospective pupil not on admission register.
- Planned whole school closure (holidays).

Reviewed July 2026