ST PAUL'S GIRLS' SCHOOL

Attendance Policy (including Children Missing Education & Missing Student Procedure

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Availability	School website; staff portal

Legal framework

- Education (Independent School Standards) Regulations 2014
- Education and Skills Act 2008
- Children Act 2006
- Sponsorship Duties (UKVI, July 2023)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Equality Act 2010
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Education Act 1996

Other advice and guidance:

- Working together to improve school attendance (DfE)
- Summary table of responsibilities for school attendance (DfE, August 2024)
- Toolkit for schools: communicating with families to support attendance (DfE)
- Guidance for parents on school attendance (Office of the Children's Commissioner)
- 'Is my child too ill for school?' guidance (NHS)
- Keeping children safe in education (DfE) 2026
- School behaviour and attendance: parental responsibility measures (DfE)
- Children missing education: Statutory Guidance for Local Authorities (DfE)
- Supporting students at school with medical conditions (DfE September 2025)
- Behaviour in schools: advice for headteachers and school staff (DfE)
- Mental health and behaviour in schools (DfE)
- Mental health issues affecting a student's attendance: guidance for schools (DfE)
- Support for students where a mental health issue is affecting attendance (DfE)
- Remote education guidance (DfE)
- SEND Code of practice: 0 to 25 years (DfE and Department of Health)

Availability of this policy

A copy of this policy may be downloaded from our website or is available on request from the school office, St Paul's Girls' School, Brook Green, London, W6 7BS (tel: 0207 603 2288). This policy can be made available in large print or other accessible format if required.

Who this policy applies to

This policy applies to students, parents, employees and temporary staff when working in or for the school. It is designed to meet the school's statutory obligations for recording attendance and absence.

What this policy is for

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance
- to ensure, so far as possible, that every student in the school is able to benefit from and make their full contribution to the life of the school
- to prioritise and where possible improve attendance and punctuality across the school, reduce absence and set out the school's approach to the management of absence / non-attendance
- to recognise the linkages between attendance / absence and student wellbeing, specifically ensuring a consistent whole school approach to safeguarding
- to help to promote a whole school culture of safety, equality and protection

Other relevant school policies

- Safeguarding (child protection) policy
- Risk assessment policy for student welfare
- Learning support policy
- Disability policy
- Behaviour policy
- Parent Contract
- Supervision of Students policy

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Definitions and interpretation

1.1 The following words used in this policy have the meaning:

- **Registration** is a statutory requirement completed twice daily: morning (AM) and afternoon (P5).
- **Attendance records** are kept on a lesson-by-lesson basis for all timetabled lessons in addition to the registration periods (attendance for P1,2,3,4,6,7 & 8). It should be noted that for both registration and attendance, students must only be recorded as present by staff if the student is visually present. *Staff must not record a student as present if they do not see the student in person.* The school also holds 'access control' (also known as 'tap-in/out') records, identifying the use of school lanyard/smart-card access to various door and access readers across the school site
- **Parent** means:
- all natural parents, whether they are married or not
- any person who has parental responsibility for a student
- any person who has care of a student (i.e. lives with and looks after a student)
- **ADO** means the school's Attendance & Data Officer
- **Children Missing Education (CME):** children of compulsory school age who are not registered students at any school and are not receiving suitable education otherwise than at school
- **Senior Attendance Champion (SAC):** the member of the Senior Leadership Team designated to champion and improve attendance across the school. This is the Deputy Head (Pastoral)

Responsibility statement and allocation of tasks

2.1 The Board of governors has overall responsibility for all matters which are the subject of this policy.

2.2 The Board of governors recognises that improving attendance is a school leadership issue. This role falls within the responsibility of the Deputy Head (Pastoral).

2.3 To ensure the efficient discharge of its responsibilities under this policy, the following tasks are allocated:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Deputy Head (Pastoral)	As required, and at least termly
Monitoring the implementation of the policy	Deputy Head (Pastoral)	As required, and at least termly
Seeking input from interested groups (e.g. students, staff, parents) to consider improvements to school processes under the policy	Deputy Head (Pastoral)	As required, and at least annually
Formal annual review of policy	Governors Education Committee	Annually
Analysing attendance and absence data	Deputy Head (Pastoral)	Termly

The importance of good attendance

3.1 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:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day-to-day life
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting students with medical conditions and/or disabilities, mental health issues, safeguarding, wellbeing, and support for disadvantaged students
- the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students and parents
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

School responsibilities

4.1 In accordance with the requirements of the Education (Student Registration) (England) Regulations 2006 (as amended), the school will maintain an electronic admission register of students admitted to the school (also known as the school roll) including those at standard times of the academic calendar and at non-standard times. The admission register will include:

- both the student's legal name and the name normally used in school
- the address of the student (note if this is different to the parents)
- the student's start date to the school.

4..2 The school will inform the local authority within five working days of it adding or deleting a student to or from the admission register. The school will ensure that a back-up copy of the register is made in both printed and electronic form at least once a month. It will preserve the admission register 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. The school will deal with leavers in line with is Children Missing Education Policy.

4.3 The school acknowledges that attendance is the essential foundation to securing positive outcomes for all students and that everyone has a responsibility to take proactive steps to manage and improve attendance across the school community.

4.4 The school will accurately complete registration and attendance records and have effective day-to-day processes in place to follow-up absence. Registers will be kept electronically and retained in line with the Document Retention policy.

4.5 The school will consistently promote the benefits of good attendance, setting high expectations for every student and consistently communicating those expectations to students and parents.

4.6 Where there are challenges to attendance, the school will work effectively and respectfully with students, their families and, where appropriate, local authorities to address them.

4.7 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 policies and the school's Parent 4.8 Contract. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

4.8 The school will have robust systems in place to seek to identify the whereabouts of a student who is temporarily identified as 'missing'; this will include when students fail to attend at expected registration, lessons or other school activities, or who is identified as 'missing' during a school activity or trip. See Appendix 3: Missing Student Procedures.

4.9 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 to identify students at risk of non-attendance and those who are persistently absent. It will monitor and analyse this data regularly to facilitate early intervention to address issues and to prevent them becoming CME. This is addressed in weekly meetings with Heads of Section (HoS) and Heads of Year (HoY), led by the Deputy Head (Pastoral).

4.10 The school will undertake regular data analysis to identify and provide additional support to students or student cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them including:

- monitor and analyse weekly attendance patterns and trends
- conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends
- benchmark attendance data at whole school, year group and cohort level to identify areas of focus for improvement
- devise specific strategies to address areas of poor attendance identified through data
- monitor the impact of school-wide attendance efforts, including any specific strategies implemented

4.11 The school will provide data and reports to the Board of governors to support its work.

Staff responsibilities

Deputy Head (Pastoral) (DHP)

5.1 The Deputy Head (Pastoral) will:

- Will formulate a clear vision for attendance improvement
- Establish and maintain effective systems for tackling absence and make sure the systems are followed by staff through training delivered by the DHP.
- Evaluate and monitor expectations and processes
- Maintain oversight of and analyse attendance data making effective use of the ADO who reports to them.
- Communicate clear messages on the importance of attendance to students and parents.
- Ensure the Local Authority are informed of starters, leavers and of any child at risk of becoming CME.

Staff with specific responsibilities for attendance

5.2 The Attendance and Data Officer (ADO) will work under the instruction of the DHP and will ensure the daily execution of registration tasks to support this policy as outlined in this policy and its appendices. They will support the running of attendance monitoring reports, flag concerns to the DHP and will submit returns to the local authority regarding student absence.

5.3 The pastoral staff including form tutors, Heads of Year and Heads of Section overseen by the Deputy Head (Pastoral) have day-to-day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon
- seek explanations of absences required from students on their return from school

- make enquiries about unexplained absences, including those within the school day, and follow up with students to ensure that a formal explanation has been provided
- look out for trends or patterns in a student's attendance and inform the Deputy Head (Pastoral) of any specific concerns
- inform the Deputy Head (Pastoral) of any known future absences for students
- deal with lateness to lessons consistently and promptly
- consider appropriate sanctions for students who arrive late to a lesson in line with the school's behaviour and discipline policies
- discuss non-attendance and / or lateness with students and parents (where possible) and emphasise the importance of punctuality and attendance.

All staff

5.4 The school ensures that all teaching and O&A staff know the importance of good attendance and are consistent in their communication with students and parents about it.

5.5 The school equips all staff with student-facing responsibilities with the appropriate resources and training in relation to attendance matters.

Parent/carer responsibilities

6.1 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.

6.2 This means students 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. Parents should support their child in arriving at school ready for registration at 8.30am.

6.3 Parents should offer good communication to the school for example, where there is a good reason for a child to be absent from school, parents are should make any application for an authorised leave of absence at the earliest opportunity; should inform 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 ensure up to date contact information is shared with the school.

6.4 Parents should cooperate with the school to explore possible barriers to attendance and to improve it where attendance has been raised as an issue. They should also seek to engage with the school as it seeks to 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.

6.5 Expectations the school places on parents can be found in the appendices of this policy.

6.6 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.

Student responsibilities

7.1 School attendance is important to student attainment, wellbeing and development. The school therefore has high expectations of students as to their attendance and has systems in place to manage poor attendance. Students are expected to engage in a positive way in all matters relating to attendance or the school's systems and measures to support them.

7.2 Students should be aware that:

- they are expected to be present in-person for the duration of each school day
- they are expected to arrive on time and attend all timetabled lessons
- they should not leave a lesson or depart from the school site without permission, or otherwise in accordance with school rules
- they should engage with the school's arrangements for recording and managing attendance as set out in this policy
- any unexplained absence will be followed up
- persistent lateness or non-attendance will result in action being taken by the school. This may take the form of:
    - offers of support to seek to identify and address any barriers to attendance
    - communication with parents
    - reporting to other agencies such as The Designated Educational Welfare Officer where the student resides and children's social care
    - sanctions against them in line with the school's behaviour policies.

7.3 If students 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 Tutor/Head of Year. Students are entitled to expect this information to be managed sensitively.

Additional support

8.1 The school recognises some students may find it harder than others to attend school and will work with those students 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.

8.2 The school will make reasonable adjustments where a student has a disability that affects their ability to attend school regularly.

8.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities e.g. ensuring the provision outlined in a student's Education, Health and Care Plan (EHCP) is accessed.

8.4 Suitable strategies and support will also be considered for students with any social, emotional or mental health issue that is affecting their attendance.

8.5 Where barriers are outside the school's control, the school will work with parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.

8.6 Part-time timetables may be used by the school as a phased return or part of a health care assessment, but not for reasons of behaviour control.

Training

9.1 The school ensures that regular guidance and training for staff about attendance is arranged on induction, at regular intervals thereafter and maintains written records of such training. It ensures 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 all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances
- the school's strategies and procedures for tracking, following up and improving attendance

9.2 Attendance training is provided to any member of staff with student-facing responsibility in their role, including administrative, pastoral and senior leaders.

Information sharing

10.1 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.

10.2 The school, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a student.

10.3 The school is legally required to share information from the registers with the local authority by way of 'returns'; These returns must be made, even if the local authority takes no further action. See Appendix 1: School attendance arrangements, for more information.

10.4 The school will take reasonable steps to contact parents/carers during any period of unauthorised absence and will keep appropriate records of communication.

10.5 The law allows local authority officers access to the attendance and admission registers of all 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.

10.6 The school must provide specific student information on request to the Secretary of State. The school meets this requirement by having an electronic management information system (iSAMS) containing the required information which can be provided to the DfE if required.

10.7 The school also uses this system to monitor student attendance and understand trends in attendance patterns.

10.8 Where appropriate, the school is expected to inform a student's social worker and/or youth offending team worker if there are unexplained absences. The ADO has a list of all students on Child Protection and Children in Need plans and informs the DSL as well as other relevant staff (e.g. Tutor) of *any* absence.

Record keeping and confidentiality

11.1 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.

11.2 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.

Key staff contacts

Senior Attendance Champion	Kate Renshaw, Deputy Head (Pastoral) Email: kate.renshaw@spgs.org Telephone number:(0207 605 4892):
Deputy Head (Safeguarding & Inclusion) and Designated Safeguarding Lead (DSL)	Sophie McGeoch, Deputy Head (Safeguarding & Inclusion)/DSL Email: Sophie.mcgeoch@spgs.org Telephone: (0207605 1118 - term time number):
Attendance & Data Officer **ADO**	Karen Lee Email: attendance@spgs.org

	Telephone: 0207 603 2288

If none of the above contacts can be reached, please contact the school Front Office on 020 7603 2288.

Appendix 1 - School Attendance Arrangements

Managing attendance

1.1 The school monitors, records and shares data about student attendance and as part of its duty to safeguard and protect students and promote attendance. It accurately completes admission and attendance registers **as required by law**. See Appendices.

1.2 The admission and attendance registers must be kept electronically and retained by the school for a minimum of six years in line with Regulation 7 of the School Attendance (Pupil Registration) (England) 1.3 Regulations 2024

1.3 The school uses iSAMS as its registration and attendance management system.

Registration and attendance checks

2.1 The school uses an electronic system that records when students are on site and when they have departed by the student tapping their lanyard on the provided sensors. This information is used as part of emergency procedures, as a back-up to registration procedures, and to monitor late arrivals by students.

2.2 Morning registration begins at 8.30am. All students should be seated in classrooms by 8.35am to be marked present. Following that, students will be marked late if they arrive after 8.35am during the registration period.

2.3 The attendance registers will remain open for 30 minutes after the start of morning registration. If a student arrives after registration has closed with no reasonable reason for absence and is not seen by their form tutor, they will be marked with an unauthorised absence.

2.4 Students who arrive late (between 8:35-9:00am) will be recorded by signing in at Reception upon arrival by tapping their card on the sensors. 'Late' register entries will be corroborated against the timestamp provided by the electronic system. The Head of Year can access this data on iSAMS. If a student is authorised to leave school during the school day, they are required to sign out at reception who will check whether the necessary information/approval has been given and to ensure accuracy for registration.

2.5 The school expects all students in the Lower and Middle School to be present at school for the whole of the school day, from registration at 8.30am to close at 4pm

2.6 Senior School students have additional freedoms and can leave the site during free periods, break and lunchtime. They must tap out of school and back in again on their return. If a student does not have a taught lesson, they must register by 1.30pm with the Senior School Administrator. All VII students are registered in this way on Friday afternoons due to the phased Friday timetable and St Paul's Programme. Students in the VIII are also allowed to leave school for the day at 'pause' break (from 2.45pm) if they have no further commitments.

2.7 Afternoon registration will be at 1.20pm during period 5.

2.8 Registers will also be taken at the beginning of each lesson to identify and follow up on absences from lessons that might occur after morning or afternoon registration.

2.9 Where a student has not presented for registration and there is no explanation provided for their absence the ADO will execute the Missing Student Procedure as outlined at Appendix 3.

Reporting absence

3.1 If a student is to be absent from school for any reason, the parent/carer should contact Front Office 0207 603 2288 by telephone by 8.00am on first morning of absence **and** to the relevant HoY.

3.2 Where a student is ill, the school should be notified by the parent of the nature of the illness.

3.3 The school will respond to email alerts and/or phone calls by 10.30am where their child is reported late or absent.

3.4 In order that the school can follow up absences effectively, parents must provide the school with at least two emergency contact numbers for their child and keep their contact details up to date promptly by notifying the Front Office (frontoffice@spgs.org) of any changes.

3.5 Parents should ensure that, where possible, routine medical or dental appointments for their child are made outside of the school day; if students travel abroad for medical treatment, parents should attempt to arrange these in the school holidays, where possible, and must inform the school of the dates and duration of their absence. The school may need to collaborate with medical professionals to assess the student's physical and mental health before their return. As part of this process, the school may also request that the student is evaluated by healthcare professionals in the UK. In exceptional circumstances, the school may require medical evidence to confirm that the student is fit to return.

3.6 Parents should inform the school as soon as possible of any circumstances that may result in the student being taken off roll in the future.

Arrangements for reporting subsequent absence

4.1 Absence will be recorded on the Attendance Register as set out in Appendix 2 Attendance register and register codes. On every day of absence until the student's return to school, parents should contact the Attendance & Data Officer and advise when the student is expected to return. This will be followed up daily by the Attendance and Data Officer should no contact be made.

Managing absence

5.1 The school will manage absence on a case-by-case basis. It will usually start with a phone call or email to the parents/carers asking for a meeting to discuss the student's absence.

5.2 Thereafter the school will work with parents/carers and the student to put a strategy in place to monitor absence and agree a timeline for returning to school.

5.3 Where the school reasonably believes that a student will not return and no alternative provision has been confirmed, a referral will be made without delay to the student's home local authority.

5.4 Sanctions for persistent lateness are covered in the Behaviour Policy.

5.5 Where any student expected to attend school does not attend and the school has not heard from their parent, the school will:

- Send a text or email to the student's parent/guardian to inform them that their child is absent from school; and if no reply is received within 30 minutes, phone the parent/guardian of the student to establish their child's whereabouts
- Identify whether the absence is approved or not through obtaining medical information
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

5.6 If the school has been unable to contact a parent/guardian, it will be logged as an incident on CPOMS. The matter may be referred to the child's home local authority.

5.7 The ADO, under the direction of the DHP or the Deputy Head (Safeguarding & Inclusion) will provide returns to the local authority's ACE team. This will include when a student of compulsory school age:

- does not attend school regularly

- has been absent without the school's permission for a continuous period of 10 school days or more; this equates to 20 consecutive unauthorised sessions (formal registration session – either AM or PM registration).
- fails to return to school within 10 school days after a granted leave of absence.
- has been absent for 15 days of illness (consecutive or cumulative); this can be where the 15 days absence has taken place or when there are reasonable grounds to believe that the student will have to miss 15 school days (whether consecutive or not) or more for illness; or the student'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.

5.8 A school day is counted if the student is absent due to illness for one or both statutory registration sessions on that day; continuous absence may consist of full days or individual sessions.

5.9 Only one sickness return is required for a single continuous period of illness. Where a student returns to school and subsequently experiences a new and distinct period of illness, a further sickness return may be required if the school reasonably believes that the new period of absence will again reach the 15-day threshold. There is no prescribed minimum gap between sickness returns; the determining factor is whether the absence constitutes a new period of illness (see paragraph 57 of the statutory guidance 'Working together to improve school attendance

5.10 For students returning to school after an extended absence, the student will be monitored by a member of the pastoral team. A child-centred review meeting will be called by a member of the pastoral team to co-produce a plan with the child, their parents and relevant professionals.

Reducing persistent and severe absence

6.1 Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

6.2 The school will:

- use attendance data to find patterns and trends of persistent and severe absence
- contact parents of students who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school; this will be led by a member of the pastoral team
- seek to identify barriers to attendance and remove these wherever practicably possible
- signpost or provide access to wider support services to remove the barriers to attendance.

6.3 Early action is taken to reduce the risk of persistent absence. When attendance falls within the following thresholds, specific actions will be undertaken by key members of staff as detailed below. The school will ensure any SEND, health conditions or protected characteristics are taken into account and that reasonable adjustments to the process are made as required. at some points during the school year, particularly during the autumn term students may quickly fall into the following categories, and initial monitoring may be the most appropriate course of action.

100% to 95%: attendance is at an acceptable level. No further action will be taken.
Below 95% to 90%: Attendance will be monitored by pastoral team who will communicate with students and parents when necessary.

Below 90%: The case will be reviewed by the Senior Attendance Champion, DSL where appropriate, and the pastoral team. Parents and students will be involved with discussions and interventions to improve attendance. The local authority will be informed when required.

These thresholds will be reviewed periodically by the Senior Attendance Champion.

Authorised absences

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

Applications for an authorised leave of absence

8.1 Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and should be made through MySchoolPortal or by email. Requests will be considered on a case-by-case basis, and will be reviewed by the pastoral team and in some instances the Deputy Head (Pastoral) and High Mistress. Apart from illness, no student should be away from school without prior permission.

8.2 The school will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the student's past attendance record and the relevant background context behind the request.

8.3 If a leave of absence is granted, it is for the Deputy Head (Pastoral), with the agreement of the High Mistress, to determine the length of the time the student is permitted to be away from school. It will be recorded as an authorised absence.

8.4 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 and students belong. Parents are expected to make a request for this type of leave of absence in advance.

8.5 Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. As with study leave, the school must evidence that a request did represent an exceptional circumstance, and individual requests will be assessed and rationale recorded carefully on the student's file.

Reporting duties

9.1 The school has statutory reporting obligations. If a student fails to regularly attend school without the permission or appropriate reason being given by a parent their absence will be deemed to be unauthorised. The school must report unauthorised absences for a continuous period of 10 days or more to the local authority.

9.2 The school will comply with UKVI reporting duties if needed, in accordance with Home Office sponsor guidance.

9.3 Action will also be taken in accordance with the Missing Student policy and Safeguarding (Child Protection) policy if any absence of a student from the school gives rise to a concern about their welfare.

Appendix 2: Attendance register and registration codes

1.1 The school records and monitors the attendance of all students (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024 *see table 1 below.*

1.2 Attendance of compulsory school-aged students is recorded and monitored in accordance with the statutory requirements and the school has adopted the national codes system to enable it to monitor attendance and absence in a consistent way which complies with the 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 students 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. On each occasion it will be recorded whether every student is:

- Present – meaning that they are physically present in school when the attendance register begins to be taken
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended (therefore late)
- attending place other than school, an approved educational activity
- unable to attend school due to an exceptional circumstance
- absent.

1.6 The circumstances in which a student may be recorded as attending a place, other than the school, can include:

- attending educational provision arranged by a local authority
- attending an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff
- attending a place for an approved educational activity that is a sporting activity
- attending an approved educational activity that is work experience provided under arrangements made by the school as part of the student's education
- attending a place for any other approved educational activity.

1.7 The school uses the statutory national attendance codes as defined by the DfE. To ensure high-granularity safeguarding, internal administrative codes (e.g., for individual music tuition or LAMDA lessons) are used. These internal codes are mapped directly to the corresponding statutory codes within iSAMS to ensure that official returns to the Department for Education and Local Authority remain accurate and compliant with the 2024 Pupil Registration Regulations.

1.8 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:

- leaves of absence
- other authorised reasons
- unable to attend school because of unavoidable cause
- unauthorised absence

Study Leave: Code S – Study leave is permitted for formal examinations at which point, the code **S** will be used. Study leave will not be granted for internal exams or mocks.

Special Arrangements - temporary, time-limited part-time timetable: where the student is of compulsory school age, both the parent who the student normally lives with and school agree the student should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the student will be expected to attend school as part of that timetable. (For full details please see part-time timetable).

Unauthorised absence - 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 meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- absence has not been authorised by the school or is in excess of the period determined by the Deputy Head (Pastoral), with the agreement of the High Mistress
- the reason for absence has not been provided
- a student is absent from school without authorisation
- a student has arrived in school after registration has closed and without reasonable explanation.

Table 1: School Attendance (Pupil Registration) (England) (Regulations) 2024

2 **Present & Approved Educational Activity**

Code	Meaning
/ \	Present at AM / PM registration
L	Late before register closes
B	Approved off-site educational activity
K	Local authority arranged provision
P	Approved sporting activity
V	Educational visit
W	Work experience

3. **Authorised Absence**

Code	Meaning
I	Illness
M	Medical / dental appointment
R	Religious observance
C	Exceptional circumstances leave
C1	Regulated performance / employment abroad
C2	Agreed part-time timetable
J1	Interview for employment or education
S	Study leave
T	Parent travelling for work
E	Excluded with no alternative provision

4. **Unauthorised Absence**

Code	Meaning
G	Holiday not authorised
N	Reason not yet provided
O	Absent with no acceptable reason
U	Late after register closes

5. **Not Counted in Attendance Figures**

Code	Meaning
D	Dual registered – attending another school (authorised)
X	Non-compulsory school age
Q	Unable to attend – access issue
Y1–Y7	Unavoidable exceptional circumstances
Z	Prospective student not yet on roll
#	Planned school closure

Appendix 3 – Missing Student Procedures

Please see the Children Missing Education (CME) policy for information about children of compulsory school age who are not registered students at any school and are not receiving suitable education otherwise than at school and are therefore identified as CME, or who have the potential to become CME.

Procedure for students missing from registration or lessons

1.1 The Attendance and Data Officer (ADO) is responsible for oversight of the registration process and the initiation, where necessary, of the missing student procedures for all students in the Lower and Middle School. The Senior School Administrator (SSA) holds these responsibilities for all students in the Senior School.

1.2 Statutory registration of students takes place during morning registration and afternoon registration (during period five). Students are also registered at the start of every lesson. Student attendance at all registrations is monitored and where any student fails to be present without explanation, these missing student procedures are invoked by either the ADO or SSA as appropriate.

1.3 In cases where a student in Middle or Lower School has failed to attend for morning registration, the ADO will contact the student's parent/guardian to inform them that their child is absent from school; and if no reply is received will phone the parent/guardian of the student to establish their child's whereabouts.

1.4 In cases where a Senior School student has failed to attend or morning registration, the SSA make a phone call or send a text to the student themselves. This is because students in senior school are treated slightly differently because of their maturity but never at the cost of safeguarding the student.

1.5 If the missing student in any section of the school has been notified by the Deputy Head (Pastoral) (DHP) or Deputy Head (Safeguarding & Inclusion) (DHS&I) as being subject to safeguarding concerns, the ADO or SSA will notify them immediately of the unexplained absence.

1.6 Concurrently, the ADO/SSA will:

- check the 'call in' list of reported absences for that day and the sign in/out sheets and muster report at reception;
- call the Wellbeing Centre to check whether the student has reported sick or has an appointment;
- check the student's timetable for that day and visit the class they should be in. If the student is absent, the ADO/SSA will ask the teacher and the student's classmates if the whereabouts of the student are known. The ADO/SSA will validate any information received second hand by either contacting the parents or the student's form tutor.
- Check the list of music lessons and call the music department in case the student is there and check with the library
- Call the student's mobile (if they have one)

1.7 If the parent cannot be contacted, and the student is identified by DHP or DHS&I as a welfare and/or safeguarding concern, the ADO/SSA should phone the student's emergency contact number. Where the school has been unable to contact a parent/guardian, it will be logged as an incident on CPOMS. The matter may be referred to the child's home local authority.

1.8 If the parent confirms that the child should be at school, or if the parent is unavailable, the ADO will contact the Head of Section (HoS) and Head of Year (HoY), and in the case of students in the Senior School, the Deputy Head (Senior School) (DH(SS)) immediately; or in their unavailability, the DHP. The HoS/HoY/DH(SS) will initiate an extensive search of the school site with the assistance of caretakers and administrative staff as required. The missing student's classmates and friends will be asked if they have any knowledge of the missing student's whereabouts (see section 2), and the HoS/HoY/DH(SS) (or in their absence the DHP) will gather any information.

1.9 If the student is not found after the extensive search, the DHP, or in their absence the DHS&I, and in the case of Senior School the DH(SS) will be informed immediately (if they are not already aware). They will try to contact the parents again. In some circumstances it may be appropriate for the HoY to make contact (e.g., where there is a known pastoral concern which is being managed by them). The DHP/DHS&I/DH(SS) will be kept informed. The school will work with the parents to try to locate the student.

1.10 Where a student's whereabouts is unclear or unknown after the initial search and parent contact attempts, the DHS&I will be informed (if not already aware) and will notify and work jointly with the home local authority to conduct reasonable enquiries, sharing relevant information and documenting actions until the student is located. The school will continue to share updates with the LA after notification, as expected in the 2025 CME guidance.

1.11 If the student's whereabouts cannot be ascertained, the DHP, or the case of Senior School the DH(SS) (or in their absence the DHS&I) will discuss a course of action with the parents if available and will determine whether the police should be contacted. If the student remains untraced and there are safeguarding indicators (e.g. age, vulnerability, concerning disclosures), the DHP or DHS&I will consider immediate police involvement alongside local authority contact. The police will be provided with the information listed in section 4, as well as any other information reasonably requested. Where appropriate, the local social services team will also be contacted and will be given details of the missing student.

Procedure for students missing during or following a school trip or visit

3.1 The school's Educational Visits policy and detailed procedures for staff organising visits provide a framework for managing school visits, taking into account the school's safeguarding and health and safety responsibilities. Appropriate staff supervising ratios are agreed by the Educational Visits Coordinator (EVC) and supervising arrangements will be relevant to the locality, age of students, type of activity and staff experience. The following procedures apply if a student goes missing on a school trip or visit or has not arrived at the school following a journey.

3.2 The member of staff in charge will:

- attempt to contact the student
- organise for accompanying staff to search the immediate vicinity and/or the group's recent locations
- check whether there were any delays or changes to the journey
- check with other students and ask them if they have any knowledge of the missing student's whereabouts.

3.3 If the student is not found, the member of staff in charge will contact the DHP (or in their absence, the Assistant Head Co-Curricular). The DHP or the Assistant Head Co-Curricular will contact the student's parents, the local authority and the police as applicable. If the trip is taking place during school holidays, the designated SLT contact for the trip will be contacted.

3.4 In all instances, once the incident is resolved, a full written account of the incident must be produced by the DHP (or in their absence, the Assistant Head Co-Curricular) or the member of SLT who took responsibility for the incident and recorded on CPOMS.

<u>Information to be provided to the Police</u>

4.1 When the member of SLT contacts the police, the following information should be provided:

- the student's name
- the student's age
- an up-to-date photograph if possible

- the student's height, physical description, and any distinguishing physical features
- any disability, learning difficulty or special educational needs that the student may have
- details of any pastoral or safeguarding concerns, including suspicion of self-harm or suicidal ideation
- the student's home address and telephone number
- a description of the clothing the student is thought to be wearing
- any relevant comments made by the student

4.2 The information will then be passed to the various police stations through police channels and no further notifications from the school should be necessary.

4.3 The school will liaise with social services in accordance with local multi-agency procedures. Where the student may be CME the school will also share relevant information with the home local authority and continue updates after initial notification.

Once a student has been found

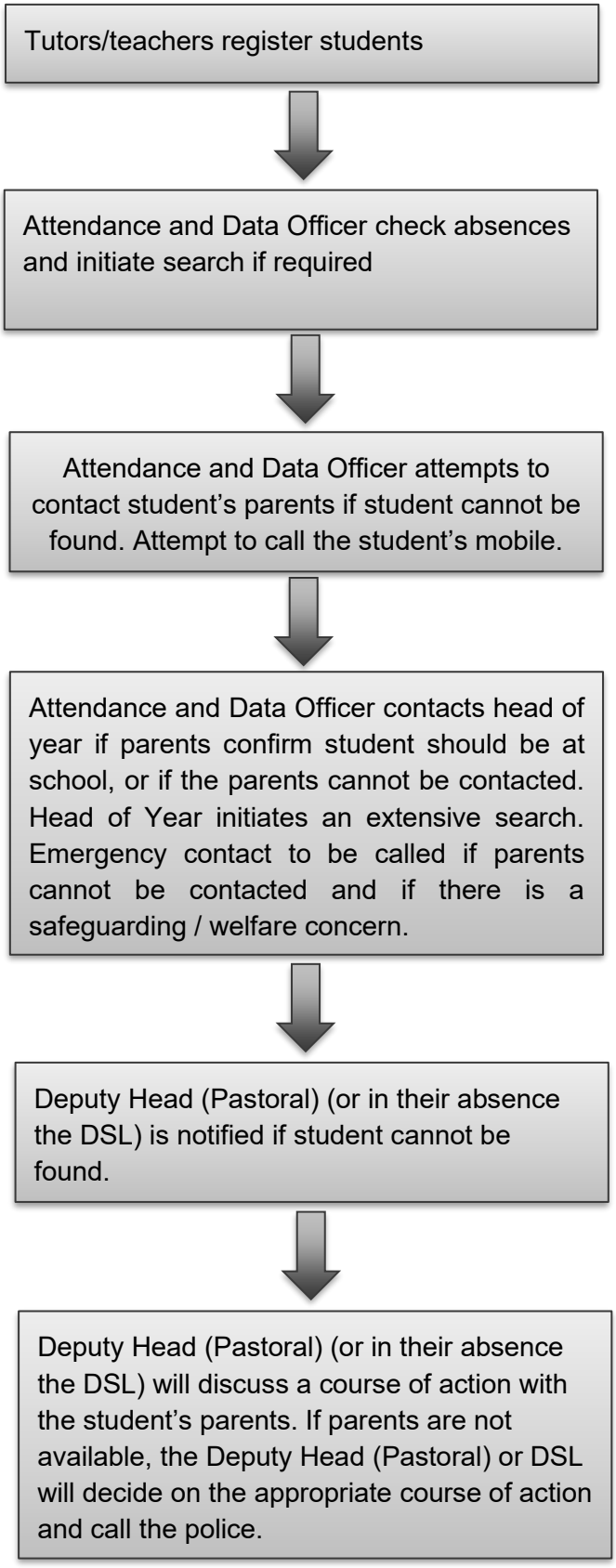
5.1 The attitude of professionals towards a student who has been missing can have a big impact on how they will engage with subsequent investigation and protection planning. A supportive approach, actively listening and responding to the student's needs will have a greater chance of preventing them from going missing again and safeguarding them against other risks.

5.2 If an extensive search of the school premises (or the surrounding area on a school trip) has been initiated due to a student going missing, the Head of Year will meet with the student and consider the following:

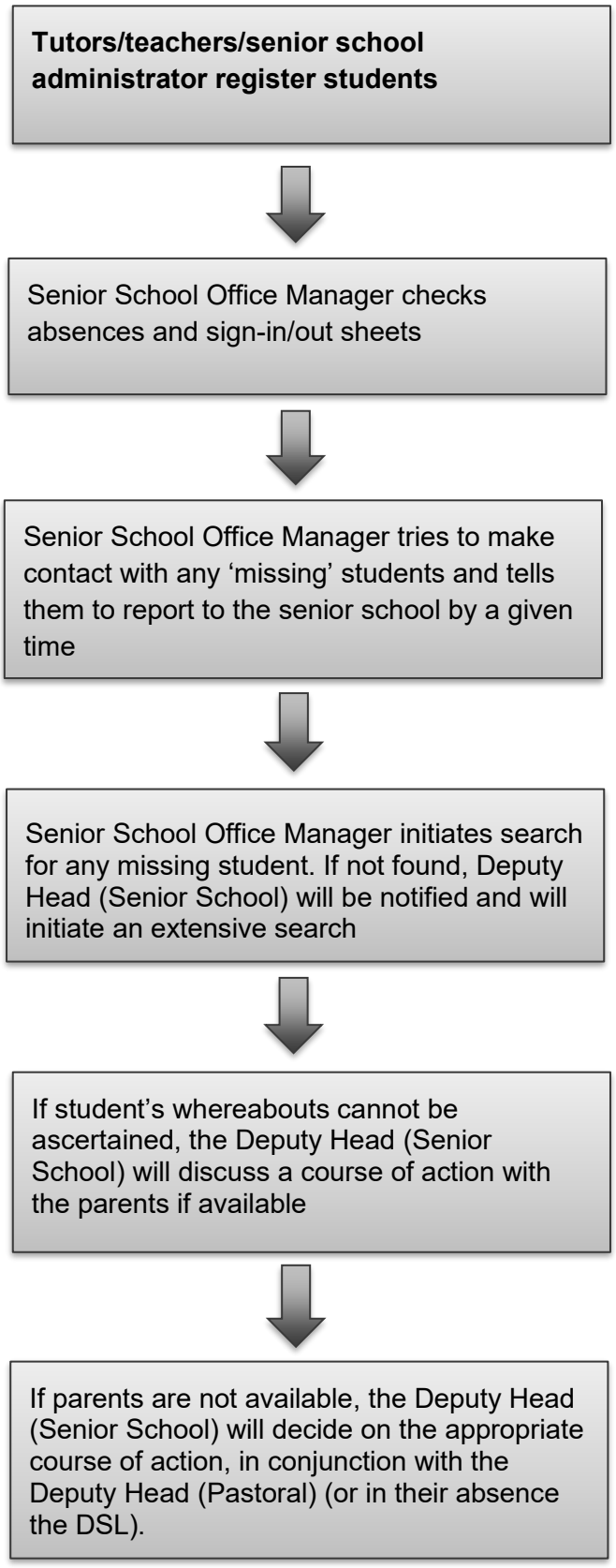
- whether the absence was deliberate or if the student has broken school rules in which case sanctions may apply
- whether the student is distressed about some element of school life and what action may need to be taken to resolve the situation
- whether there are safeguarding concerns, in which case the matter will be referred to the Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

5.3 Following any incident where whereabouts were unclear/unknown, the school will review contributing factors, and, with the home LA where appropriate, plan supportive reintegration to prevent recurrence, in line with the CME guidance's prevention and support focus.

Flow chart for staff: procedures for students missing from registration (MIV – VI)



Flow chart for staff: procedures for students missing from morning registration (Senior school)



Appendix 4: Children Missing Education Policy

Introduction

1.1 All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable for their age, ability, aptitude, and any special educational needs they may have. Children missing education (CME) and without access to a school placement are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment, or training) later in life. Effective information sharing between parents, schools and Local Authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

1.2 This policy has been created to ensure that we: meet statutory duties relating to the provision of education, the safeguarding and welfare of children missing education; have robust multi-agency systems in place to identify, refer and track children missing from education or at risk of becoming so; establish monitoring and reporting systems for all children missing from education and at risk of becoming CME.

1.3 The school's Missing Student Procedure outlines the steps the school will take where a student is identified temporarily as being missing e.g. failing to attend registration, a lesson, not arriving at a school activity as expected, being unaccounted for on a school trip. The school's Expedition and Trips Policy, and its Supervision Policy should be read alongside that procedure.

Definitions

2.1 Children Missing Education (CME) refer to all children who:

- are in the process of applying for a school place
- have been offered a school place for a future date but have not yet started
- are receiving elective home education (EHE) that has been assessed as unsuitable
- have been recorded as CME for an extended period, for example where their whereabouts is unclear or unknown

2.2 In Hammersmith & Fulham, a school refers a student to the Local Authority for further investigation if they have been continually absent for more than 10 school days without permission and the school has carried out reasonable checks and failed to establish the child's whereabouts and the reason for absence.

2.3 Compulsory School Age: a child reaches compulsory school age on or after their fifth birthday and continues to be of compulsory school age until the last Friday of June in the school year they reach sixteen.

2.4 In England, young people must stay in education or training until at least their 18th birthday. Whilst they can leave school at 16, they must choose one of three pathways: full-time education (college/sixth form), an apprenticeship, or working/volunteering (20+ hours/week) with part-time training. Where a student is on roll at the school during VII and VII and they leave, the school must inform the local authority in the same way as with all other non-standard leavers.

Why Children go missing from Education

3.1 Children are missing when they:

- Fail to start appropriate provision and hence never enter the system.
- Cease to attend, due to withdrawal where no future provision is identified, or following exclusion (e.g., illegal/unofficial exclusions)
- Fail to complete a transition between providers (e.g., being unable to find a suitable school place after moving to a new LA)

- Personal circumstances or those of their families may contribute to the withdrawal process and the failure to make a transition.

3.2 Children go missing when they fall out of the education system and there is no systematic process in place to identify those children; and ensure that they re-engage with appropriate provision (which may include services outside of school) to meet their specific needs.

3.3 There are other circumstances by which a young person could go missing, e.g. when they are reported as "missing from home" which is a safeguarding concern. In most cases the young person returns home quickly. However, there are more serious cases, including where a child may become a victim of crime or is lured into criminality; has fallen foul of a trafficking organisation; has been taken into a forced marriage; has undergone female genital mutilation (FGM); is at risk of child sexual exploitation; has been abducted by his/her parent; or has been abducted by a stranger that later results in homicide. It is therefore essential when a child goes missing from education that these cases are approached in a sensitive but thorough manner. In these cases, the school's Safeguarding and Child Protection Policy will apply.

Responsibilities

Parents' responsibilities

4.1 Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may remove them from school at any time to do so unless they are subject to a School Attendance Order. Where a parent decides to home educate their child, this decision should be put in writing to the school.

4.2 Parents have a duty to provide the school with up-to-date contact information which includes residential address and contact numbers. The school will record at least two emergency contact numbers for each student and will aim to record every student's own contact number.

4.3 Where a student is to leave the school to attend another setting, parents must write to the High Mistress to give notice in line with the Parent Contract and the school's Parent Contract.

School responsibilities

Attendance Monitoring

4.4 The school monitors student attendance daily in line with its Attendance Policy and takes proactive steps to address poor or irregular attendance in efforts to prevent children becoming CME. The school's Missing Student Procedures are invoked where a student fails to attend as expected, registration or any school activity, or where they are temporarily identified as 'missing'.

Safeguarding

4.5 Where there is a concern that a child's safety or well-being is at risk, action will be taken without delay in line with the school's Safeguarding and Child Protection Policy.

Admissions

4.6 The admissions team is responsible for ensuring that a student is put on the school roll on the day that they join the school. They will also notify the local authority of students who have been brought on roll within five days of their admission date.

4.7 As part of the standard admission cycle to Year 7, and for in-year admissions, the school's Admissions team is required to confirm primary school attendance of all new joiners. The Pastoral & Safeguarding Office Manager requests safeguarding information from the previous school, confirms receipt of any safeguarding file that is shared, and maintains a record of the checks and document sharing for the Pastoral team.

4.8 Where a student who is of compulsory school age fails to present themselves on their planned enrolment date, the admissions team will make reasonable enquiries to determine the whereabouts of the student keeping the Pastoral team informed. Where enquiries yield no clear outcome, the admissions team will notify the local authority within five days of the planned admission date.

Leavers

Parameters around leavers

4.9 A student's name can only be deleted from the admission register for reasons as set out in regulation 9 of the School Attendance (Student Registration) (England) Regulations 2024. Some considerations include:

- It is not lawful to delete a student on medical grounds when certified by a 'school nurse or medical officer.' Where a health case prevents a student from attending school, the local authority may have a duty to arrange 'education otherwise than at school'
- A student may be deleted from the school's admission register if a student has 20 days of unauthorised absence or where they have had 10 days of unauthorised absence following a period of authorised absence, providing that the school/local authority have located the student and agree that there are no reasonable grounds to believe the student will attend school again, taking into account any reasonable steps they could make to secure the student's attendance
- Students leaving the school at the end of VIII are no longer of compulsory school age and no longer meet the requirement to be engaging in post-16 education or training. They can be removed from the school roll with no need for the school to inform the local authority
- Compulsory school age students include those who leave at the end of Year 11 (VI) or who are engaging in Post 16 study
- The school must notify the relevant Local Authorities (that of the school, the student's residence, and that of the receiving school). Where a compulsory school aged student.is to leave school at a non-standard time, the school must notify the local authority within five days of their departure. The notification to the Local Authority must include: (a) the full name of the child, (b) the full name and address of any parent with whom the child normally resides, (c) at least one telephone number of the parent, (d) the child's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the child's name is to be removed from the admission register
- Where there are grounds for a student permanently to be removed from the school following a violation of the school's Behaviour Policy, the school's Expulsion, Removal and Review Policy will be adhered to. Where a student is permanently excluded, the school will, where appropriate, signpost the student and their family to relevant support and provide advice on alternative educational provision

Roles and Responsibilities

4.10 Notice of withdrawal should be given by both parent(s) in line with the school's Parent Contract. Notice should be given to the EA to the High Mistress and should include: the reason the student is leaving; destination school; and anticipated start date. Where this information is not provided in full, the EA will seek this from the parents. In consultation with the High Mistress, the EA may explore with the parents the possibility of the child remaining at the school where this is feasible, otherwise, they will acknowledge the withdrawal in writing on behalf of the High Mistress.

4.11 The EA will maintain a central list of student leavers; new entries to this list will cause a notification email to be sent to the pastoral and academic teams, senior leadership team, finance department and other operational departments within the school so that the necessary leaver administration can take place. Each team or department will have prescribed responsibilities which includes, but is not limited to:

- Database administrators: updating of the school management of information system (iSAMS) by the database administrators
- Pastoral & Safeguarding Office Manager (P&S OM):
    - making a CPOMS entry (safeguarding monitoring database) if instructed to do so by the Deputy Head (Pastoral), and Deputy Head (Safeguarding & Inclusion).
    - notifying the relevant Local Authorities within 5 days of them being removed from the school roll
    - forwarding safeguarding information
    - notifying the local authority and pastoral team of any instances where the transfer to the receiving school seems incomplete but in practice, it will be the receiving school who will first become aware of any issues if and when the student fails to attend on their enrolment date when they will act in line with their own admissions/CME policy
    - gathering relevant safeguarding paperwork and ensuring it reaches receiving schools that are overseas. Also ensuring the consistency of information in iSAMS and on the return to the local authority
- The Local Authority: supported by schools, local authorities are expected to ensure time spent out of suitable education is kept to an absolute minimum and work to prevent repeated instances of children becoming CME, for example by effective and supportive reintegration into school or by supporting them into education otherwise than at school if this is more appropriate for the child's needs.

4.12Through the established processes outlined above and in supporting policies, the school makes every effort fully to support the local authority in its endeavours.