

Admissions, Admissions Register and Attendance Register Policy



Policy Title:	Admissions, Admissions Register and Attendance Register Policy
Last Review:	December 2025
Next Review:	August 2026
Responsibility:	Deputy Head, Headmaster
Other relevant policies:	Equal Opportunities Policy Pupil Behaviour Policy The Standard Terms and Conditions of the School EYFS Attendance Policy

General Statement

West House School provides care and education for children aged 6 months to 11 years old for the region of Birmingham, Solihull, Sutton Coldfield and the surrounding area. We aim to inspire and develop all children to the highest degree within their capabilities and encourage them within a caring community representing and valuing all cultures and ethnic backgrounds.

KEY PERSONNEL AND SPECIFIC RESPONSIBILITIES

Kim Stevenson	Headmasters's PA, Head of Admissions, Attendance Officer admissions@westhouseprep.com secretary@westhouseprep.com
Paula Cusack	Deputy Head (Pastoral), Designated Safeguarding Lead, Attendance Champion pcusack@westhouseprep.com
Jo Robinson	School Bursar jo.robinson@westhouseprep.com
Alistair M J Lyttle	Headmaster alyttle@westhouseprep.com

ADMISSIONS

How to Register a Prospective Pupil

All families considering registering a prospective pupil are encouraged to visit the school on Open Mornings and School in Action Days or, ideally, to make an individual appointment during the working day by contacting Miss Kim Stevenson, Head of Admissions admissions@westhouseprep.com

Parents should then complete the Registration Form and return it to the Head of Admissions along with the non-refundable registration fee, a photograph of the prospective pupil and proof of the child's nationality in the form of a passport or, in the absence of a passport, a birth certificate (for foreign nationals please see below). Parents will then be contacted to arrange a convenient day on which the prospective pupil may spend a morning at the school.

West House is not rigorously selective on academic criteria. Places within the EYFS are offered on a first-comers basis, subject to a taster session arranged via the EYFS Department following receipt of the Registration Form and fee. However, external candidates for Years 1 – 6 will undertake an assessment of reading, writing, spelling and maths consistent with expectations for their age.

At the time of registration, parents are asked if there are any serious medical conditions or disabilities in respect of the prospective pupil that the school should be made aware of. In assessing any prospective pupil, the school may request specialist advice and assessments as appropriate so that it can plan for any reasonable adjustments that may be necessary. The school will be sensitive to any requests for confidentiality.

Prospective pupils should wear clothes that they feel most comfortable in when spending their morning at the school.

Offer of a Place

Following the initial visit, a member of the Senior Management Team will discuss with parents the outcome of assessments, where relevant, and provide general feedback. Parents will receive a verbal indication of whether a place is to be offered at that meeting, where possible.

The formal offer of a place for pupils entering the school at any stage is subject to:

1. The availability of a place;
2. A consideration of whether the care and education provided by West House School is in the best interests of the prospective pupil (please refer to the Equality, Diversity and Inclusion policy).
3. A consideration of which pupils applying for a place will most benefit from the education that the school will provide (please refer to the Equality, Diversity and Inclusion policy).
4. A preference being given to siblings of existing pupils.
5. The school being satisfied that the offer would not have an adverse effect on the care and education of other pupils at the school (please refer to the Equality, Diversity and Inclusion policy).
6. A satisfactory performance in the assessments where appropriate.
7. A right to be educated within the UK.

The offer of a place will be confirmed in writing by the Headmaster. Should parents wish to accept the offer, they are required to complete the Conditions and Acceptance Form and return it to the school. This should be accompanied by an Acceptance Deposit for all pupils. The deposit is offset against the leaver's bill when the pupil finishes at the school with the net balance refunded.

Where the school agrees to provide additional educational input, such as in the case of providing support with dyslexia or speech and language support, there is no additional charge for the service.

The offer of a place at the school remains at the discretion of the Headmaster, after consultation with appropriate members of staff.

Admissions Relating to Pupils from Overseas

While the school does not actively seek to recruit from overseas, such enquiries are given due consideration based on the criteria above and on the basis that the child has a right to be educated in the UK. In making an offer of a place to a foreign national, the school will follow the requirements of UKVI such as the status of parental visas and those relating to prospective pupils. Parents will also be required to provide proof of a UK address before an offer can be finalised. The school is registered to accept overseas pupils on child student visas and will carry out all checks consistent with that registration.

As with all pupils, the attendance of pupils who are sponsored by the school via UKVI is closely monitored and the school will revoke the sponsorship where attendance does not meet the criteria of the sponsorship.

Admissions and Progression through the School

Admission to West House Early Years Department is open to both boys and girls with places allocated on 'first comers' basis and thereafter if there is a vacancy, in accordance with the criteria outlined above. However, pupils entering the school before Year 1 are not subject to an assessment. The school may wish to liaise with the Early Years setting from which a child might be moving but will only do so with parental permission.

Moving from West House Pre-School to Reception for existing boys is usually automatic but parents are required to complete a transfer form. Admission to Reception from within the school is not subject to academic ability. However, should the school have any significant behavioural or developmental concerns, these will be discussed with the parents in advance of the completion of the transfer form.

Moving from Pre-Prep to Prep at the end of Year 2 for existing pupils is usually automatic and is not subject to academic ability. However, should the school have significant behavioural concerns, these will be discussed with the parents.

Disability

While the school does not wish to exclude any prospective pupil on the grounds of disability, it is important that it is in a position to deliver an education and individual development in line with the general standards achieved by the pupil's potential peers.

However, should the school be made aware of a disability in respect of a prospective pupil, it acknowledges its legal and moral obligation under the Special Educational Needs and Disability Act 2001 to make reasonable adjustments so as not to put any disabled candidate at a substantial disadvantage to any other candidate.

The School has a policy on Equality, Diversity and Inclusion and a Three Year Accessibility Plan, which should be read in conjunction with this policy.

Means Tested Bursaries and Scholarships

The school provides a small number of means tested bursaries and scholarships which are subject to an annual review. Further details are available from the Bursar who can be contacted via the main office on 0121 440 4097.

THE ADMISSIONS REGISTER (the 'School Roll')

The school maintains the Admissions Register electronically via the Engage MIS and the names of all pupils (both compulsory and non-compulsory school age) are entered on the Admissions Register.

Expected first day of attendance

The school enters pupils' names on the admissions register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.

Pupil information

The school records the personal details of every pupil at the school in the admission register. The register includes the following information for every pupil:

- full name;
- name the pupil uses at school;
- sex;
- address;
- the full name and address of each of the pupil's parents;
- which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. The DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil;
- day, month and year of birth;
- day, month and year of the pupil's starting day at the school;
- name and address of the last school the pupil attended, if any.

Pupils with a new address and/or school

Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school ensures that the admission register contains:

- the address;
- the full name of each parent the pupil will normally live with;
- the date when the pupil will start normally living there.

Where a person with control of a pupil's attendance has told the school that the pupil is or will be attending another school, the school ensures that the admissions register contains:

- the name of the other school;
- the date when the pupil began or will begin attending that school.

This also applies where the school itself is requiring the pupil to attend another school, for example to receive education intended to improve their behaviour (off site direction).

Maintaining the Admissions Register

It is vital that the admissions register is kept up to date. The school encourages parents to inform them of any changes whenever they occur and ensures the admissions register is amended as soon as possible.

Deletion of names from the Admissions Register and Pupil Tracking

A pupil's name can only be deleted from the admissions register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6), the school will make a return to the local authority when a pupil's name is deleted from the admissions register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave the school at the end of Year 6), unless the local authority has requested such information.

Where a school notifies the local authority that a pupil's name is deleted from the admissions register, as set out in regulation 13(4), the school will provide the local authority with the following information about the pupil from the admissions register:

- full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school;
- the reason set out in regulation 9(1) or (3) under which the pupil's name has been deleted from the admissions register.

The school will not retrospectively delete a pupil's name from the admissions register or attendance register. The admissions register and attendance register is an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance is recorded up until the date that the pupil's name is deleted from the admissions register.

Detailed reasons for deleting the name of a pupil of compulsory school age are available in the DfE's 'Working Together to Improve Attendance (August 2024)'

ATTENDANCE AND PUNCTUALITY POLICY

This policy has regard to the DfE document 'Working together to improve attendance (August 2024)' and applies to all pupils of compulsory school age and, where applicable, to children in the EYFS.

Aims

- Set out the attendance and punctuality expectations of the school and EYFS;
- Set out the responsibilities of the parents;
- Maintain daily attendance registers;
- Monitor levels of attendance and punctuality, spot patterns, listen to and understand reasons for absence;
- Provide support, advice and guidance to families;
- Work with the Local Authority to help families improve attendance.

Responsibilities of the Governing Body

- Recognise and promote the importance of school attendance and punctuality;

- Ensure school leaders fulfil expectations and statutory duties including the appointment of a Senior Attendance Champion : Paula Cusack (pcusack@westhouseprep.com)
- Regularly review attendance and punctuality data, discussing and challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it the most;
- Ensure school staff receive adequate training on attendance;
- Share effective practice on the management and improvement of attendance and punctuality across schools.

Expectations of the School

- Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have;
- West House School expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this;
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality;
- Fulfil their legal responsibility in the completion of pupil registers;
- Ensure good level of Attendance (95+%);
- Ensure good level of Punctuality (95+%);
- Monitor attendance within the school and EYFS, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high-quality education.

Responsibility of Parents

- Parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. This starts at the beginning of the term after that in which the child becomes five;
- Ensure good level of Attendance (95+%);
- Ensure good level of Punctuality (95+%);
- Contact the school and EYFS on the first day of any absence to explain the reason for the absence. Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence;
- Parents must write a note to the school offering a reason for any absence and provide medical evidence where possible;
- Parents must NOT expect any leave of absence to be granted for the purpose of a holiday;
- Parents need to see themselves as partners with the school in the education of their children;
- Parents should ensure that their children arrive at school on time;
- Parents should ensure that their children are in the correct, clean uniform;
- Parents should ensure that their children are in a condition to learn, i.e. had enough sleep, regular meals, clean etc.;
- Parents should ensure that their children have a respect for education and for those who deliver it;
- Parents should ensure that their children complete their homework on time;
- Parents should ensure that their children observe the school's rules and the West House Way.

EYFS Attendance and Punctuality

While there's no legal requirement for children to attend a childcare setting before they turn five, regular attendance really helps them make the most of the learning and development opportunities we provide. It's vital for giving children the best chance to thrive. Consistent attendance allows little ones to build strong relationships with their carers and classmates, which fosters essential social skills and creates a sense of safety and security, encouraging them to explore and learn. Arriving at nursery on time supports children's understanding of routine and helps them settle in more smoothly. Plus, being punctual allows them to engage fully in planned activities with their friends, promoting good time management and stability. Although West House Nursery offers flexibility, frequent lateness and poor attendance can lead to missed learning opportunities, which may leave children feeling unsettled.

Attendance Register and Registration

For all pupils of compulsory school age and for those in our nursery, the attendance register is completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

- present;
- absent;
- attending an approved educational activity outside school and supervised by a member of staff or person approved of by the school;
- unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by the school or local authority; where the home is not within walking distance);
- taking authorised absence (granted leave of absence by the Headmaster or his representative; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

Registers are kept on the Engage Management Information System and the register codes are used across the school and EYFS and set out in Appendix A together with explanatory notes.

School and EYFS opening and closing times:

- All departments of the school open at 7.30am
- All pupils are required to sign in on the InVentry system upon arrival either in the entrance to the main school building or in the entrance to Field House.
- Formal morning registration for all pupils takes place between 8.30am and 8.40am
- Pupils arriving after the register is closed sign in on the InVentry system and will be marked as 'late'
- Afternoon registration for Nursery to Pre-School takes place between 1.15pm and 2.30pm
- Afternoon registration for Pre-Prep (Reception to Year 2) takes place between 1.00pm and 1.15pm
- Afternoon registration for Prep (Years 3 – 6) takes place between 1.50pm and 2.00pm
- The formal school day for pupils in Nursery to Pre-School ends at 3.00pm
- The formal school day for Reception ends at 3.15pm
- The formal school day for Years 1 and 2 ends at 3.30pm
- The formal school day for Years 3 and 4 ends at 4.00pm
- The formal school day for Years 5 and 6 ends at 4.10pm
- Clubs, Late Service and Prep operate at the end of the normal school day for all year groups.
- All departments of the school close at 6.00pm

Reporting Absences

Parents need to notify the main school office of their child's absence either in writing, by emailing office@westhouseprep.com, personal contact, or telephone call (0121 440 4097) at the beginning of the first day of absence. The school should be informed of the specific reason for the absence. The parents may also wish to inform the pupil's class teacher/form tutor of the absence. **The parent must call school each day of absence to provide an update.**

The main school office will always contact the parent by 9.30am on the first day of an unexplained absence in order to obtain a reason for a child's absence. The Nursery Operations Manager will contact the parent by 10am on the first day of any unexplained absence. The school has at least two contact numbers for each pupil. If no contact can be made, then the school will attempt to contact the child's parents using the other school contact numbers for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the School's electronic register.

Any concerns, persistent or prolonged absences will be referred to the local authority, in accordance with the school's child protection and safeguarding policy.

Children of non-compulsory school age should inform the nursery as soon as you know that your child is unable to attend. Notice should be given before your child's contracted arrival time. You should then inform us of the situation and provide an expected return date.

The school always publishes the term dates at least one year in advance so that holidays can be arranged outside term time without disrupting a child's education. Please note that it is the school's policy usually not to allow holiday to be taken during term.

Requesting leave of absence

Applications for leave of absence should be made in writing to the Headmaster's Personal Assistant secretary@westhouseprep.com. Applications will be considered by the Headmaster who will determine the length of time the pupil can be absent from school. Leave of absence will only be granted in exceptional circumstances.

Authorised absence

Authorised absence is whether the school has given approval for a pupil to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Headmaster is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, ie interviews, school trips, sporting events, music examinations, external agency assessment, visa / passport appointment etc;
- The child is unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- The child is observing a religious festival;
- The child has an agreed medical appointment and the school has been notified in advance;
- The child is too ill to come to school and parents have given specific symptoms;
- There are specific circumstances, usually agreed in advance by the Headmaster, where a child is unable to attend the school, i.e. family bereavement and/or funeral. For school statutory age public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Head has the discretion to authorise up to 5 days) may also be agreed.
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- Leave for Exceptional circumstances can be granted at the discretion of the Headmaster. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request. If granted, the Headmaster will determine the length of time the pupil can be away from school;
- Children of non-compulsory school age will be allowed to be absent for sessions they are not timetabled to take part in.

Unauthorised absence

All other absences must be treated as unauthorised and referred to the Headmaster. The appropriate code will be used in the register.

Examples of Unauthorised Absence could be:

- Family Birthday
- Holidays not agreed*
- Shopping
- Minding the house
- Looking after other children
- Hair cuts
- Buying shoes or uniform
- Illness of grandparents and extended family members
- Trips to airports
- Non urgent appointments dental/optician, etc.

* No parent can demand leave of absence for the purpose of a holiday as of right. Holidays should be taken during school holidays where possible. The Headmaster has discretionary power to grant authorised leave of absence on behalf of the Board of Governors. Holidays within term-time will normally be regarded as unauthorised.

Monitoring Attendance and Punctuality

All teaching staff are required to monitor attendance and punctuality in the classes or forms they teach and report any concerns to the Attendance Officer. The Attendance Officer will monitor the Attendance Registers regularly for any emerging patterns of absence such as regular recurrent days or when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 90% over the period of at least one full term. If such a pupil is identified from this monitoring, then the Attendance Officer will inform the Attendance Champion who will work together with the pupil and their family to understand the barriers to attendance/punctuality and offer support to improve their attendance and/or punctuality.

For children not yet of compulsory school age, ongoing lateness or frequent missed sessions will be a point of concern. We will invite parents to a meeting to discuss attendance and punctuality, aiming to support them in overcoming any challenges and to work collaboratively to reduce disruptions for the children. Our professional judgement will guide us in determining whether attendance and punctuality issues need addressing, considering factors like the child's and the parent's vulnerability, as well as the home situation. We truly value a partnership in supporting each child's needs.

Attendance Officer

The Bursar's Department will provide weekly attendance reports direct from Engage to the Attendance Officer to analyse. A report for the Full Term is also provided within 4 days of the end of each term.

The Attendance Officer, Miss Kim Stevenson, secretary@westhouseprep.com or **0121 440 4097** monitors the attendance registers and will liaise with Class Teachers and the Senior Leadership Team on pupils' attendance. The Attendance Officer has the following responsibilities:

- Promote good attendance and punctuality;
- To ensure that all N codes are cleared within five working days;
- Report to the Headmaster and Attendance Champion any emerging patterns of absence or when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 90% (persistent absence) or below 50% (severely absent) over the period of at least one full term;
- Send letters highlighting poor attendance when triggers have been met on behalf of the Headmaster;
- Refer the issue to the Attendance Champion following the above.

The Attendance Champion has the following responsibilities:

- Work with the parents of the pupil to discuss the reasons or barriers for their low attendance or low punctuality and how their attendance or punctuality can improve, with support from the school if necessary.
- Where a pupil of legal school age is absent for 10 days or more without authorisation in term-time, informing the Local Authority Intervention Team via attendance@birmingham.gov.uk
- Liaise with Local Authority to support families and pupils whose attendance does not improve after the steps above, or continues to remain below 90% and below 50%.

The Attendance Officer, Attendance Champion and Headmaster will meet formally on a termly basis to review attendance data before producing a report for The Board of Governors.

Promoting Good Attendance and Punctuality

The Attendance Champion will reward pupils with 100% attendance and punctuality at the end of each term and each year with certificates and prizes to promote good attendance and punctuality.

Identifying pupils at risk of poor attendance

The Assistant Head (Pastoral) will use attendance and punctuality data rigorously to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular

pattern.

Early intervention for pupils with poor attendance and punctuality

The Attendance Champion will intervene as early as possible and agree with families an action plan for pupils with high levels of absence and/or poor levels of punctuality, and those demonstrating growing disengagement with the school.

Targeted management of persistently and severely absent pupils

The Attendance Champion will put additional support in place, where necessary, working with families and partners, and agree a joint approach with local authorities for all severely absent pupils.

Reporting to the Local Authority

The school will inform the local authority where a pupil does not attend for 10 consecutive days without the reason for the absence being informed.

The school will also inform the local authority in the event that a pupil does not attend because of sickness for 15 consecutive days or where a pupil does not attend because of sickness for a total of at least 15 school days during the academic year, whether consecutive or not.

Legal intervention to improve Attendance and Punctuality

The school will prioritise providing support first before attendance legal intervention. As absence is so often a symptom of wider issues a family is facing, the school will always work together with families, partners and local authorities to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis. The school and local authorities will work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. The school and local authorities will decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Attendance contracts, a formal agreement between the parent and the school or local authority to address irregular attendance;
- Education supervision orders, which is made through a Family or High Court, giving the Local Authority a more formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education;
- Attendance Prosecution, if all other voluntary or formal support has failed or support is deemed inappropriate in the individual circumstances of the case, as a last resort the Local Authority can prosecute the parent(s) in the Magistrates Court, which could lead to a fine or prison sentence.
- Parenting orders, which can be imposed by the Court following conviction for non-attendance, which can include a requirement for parent(s) to attend counselling or guidance sessions for up to 3 months.

Further details can be found in 'Working Together to improve Attendance (August 2024)'. If any of the above are used the Headmaster and local authorities will make it clear that it is the most appropriate intervention to change parental behaviour and in making the decision to use an intervention, will have regard to their safeguarding duties as set out in 'Keeping Children Safe in Education'.

Maintaining and amending registers

The school uses an electronic management information system (Engage) to keep the attendance and admissions registers to improve accuracy, speed up the process of sharing and analysing information, and make returns to the Local Authority and DfE easier.

The school will preserve every entry in the attendance or admission register for 6 years from the date the data was

entered. Where amendments are made, all schools must ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

Attendance Data

All attendance records and information regarding child absence will be stored securely and kept confidential, in line with GDPR regulations. They will only be shared with parties that have a legitimate interest, e.g. childcare staff, the local authority funding department, and the Local Safeguarding Board (when necessary).

Publication

This policy will be made available to all prospective parents. It should be read alongside the following (all of which are available from the school office upon request):-

- Equal Opportunities Policy
- Pupil Behaviour Policy
- The Standard Terms and Conditions of the School
- Children with Health Needs who cannot attend School

Monitoring and Review

The Headmaster will be responsible for monitoring the implementation of the policy and reporting attendance data to the Board of Governors on a termly basis. The policy will be reviewed annually.

Appendix 1: Attendance Register Codes

The Attendance Register Codes to be used are as follows:

/	Present (morning session)
\	Present (afternoon session)
L	Late arrival before the register is closed
K	Attending education provision provided by the local authority
V	Educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other educational activity
C1	Leave of absence for the purpose of participating in a regulated performance
M	Medical/Dental appointments
J1	Attending an interview for admission to another educational institution or for employment
S	Study leave for a public examination
X	Not required to be in school (used for sessions for children of non-compulsory school age are not expected to attend)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school, ie pupil referral unit, hospital or special school
C	Leave of absence for exceptional circumstances
T	Parent travelling for occupational circumstances
R	Religious observance
I	Illness – communicated to school (not medical or dental appointments)
E	Suspended or permanently excluded
Q	Unable to attend school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	School fully or partially closed to pupils or widespread travel disruption
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
G	Holiday not granted by the school
N	No reason yet provided for absence
O	Unauthorised absence in other or unknown circumstances
U	Arrived in school after registration has closed
Z	Prospective pupil not on admissions register
#	Planned whole school closure

NB If no reason has been provided then an 'N' is first entered and this is later corrected (no more than 5 working days after the session) to the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely.