



Kimbolton School
Cambridgeshire

ATTENDANCE AND REGISTRATION POLICY

Policy owner: This policy is the responsibility of the Director of Safeguarding.

Governor Committee: Education

Policy Summary Statement: The attendance policy outlines the expectation that students attend school regularly to support academic achievement and personal growth. Consistent attendance is essential for maintaining engagement with the curriculum and fostering responsibility. This policy emphasises the importance of being present to ensure academic continuity and active participation in the school community.

Release Date: September 2026
Review Date: September 2027



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Key School Contacts

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I AIMS

- I.1 This is the attendance policy for Kimbolton School which comprises the Prep School (including the EYFS setting) and the Senior School.
- I.2 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.
- I.3 The aims of this policy are as follows:
- I.31 to develop and maintain a whole school culture that promotes the benefits of good attendance;
 - I.32 to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the school;
 - I.33 to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to safeguarding; and
 - I.34 to recognise the linkages between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
 - I.35 to help to promote a whole school approach of safety, equality and protection.

2 SCOPE AND APPLICATION

- 2.1 This policy applies to the whole school, including the Early Years Foundation Stage (EYFS).
- 2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3 REGULATORY FRAMEWORK

- 3.1 This policy has been prepared to meet the School's responsibilities under:
- 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 National minimum standards for boarding schools (Department for Education (DfE), September 2022);]
 - 3.1.3 EYFS statutory framework for group and school-based providers (DfE, January 2024);]
 - 3.1.4 Education and Skills Act 2008;
 - 3.1.5 Children Act 1989;
 - 3.1.6 Childcare Act 2006;
 - 3.1.7 Sponsorship Duties (UKVI, July 2023);]



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- 3.1.8 The School Attendance (Pupil Registration) (England) Regulations 2024;
- 3.1.9 Equality Act 2010; and
- 3.1.10 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 [Working together to improve school attendance](#) (DfE, applies from 19 August 2024);
 - 3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);
 - 3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);
 - 3.2.4 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023)
 - 3.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
 - 3.2.6 [Keeping children safe in education](#) (DfE, September 2024);¹
 - 3.2.7 [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
 - 3.2.8 [Children missing education](#) (DfE, September 2016);
 - 3.2.9 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
 - 3.2.10 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
 - 3.2.11 [Mental health and behaviour in schools](#) (DfE, November 2018);
 - 3.2.12 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
 - 3.2.13 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
 - 3.2.14 [Remote education guidance](#) (DfE, updated February 2023); and
 - 3.2.15 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015)].
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 Policy on safeguarding and Child Protection;
 - 3.3.2 Risk assessment policy for pupil welfare;
 - 3.3.3 Missing pupil policy and procedures;
 - 3.3.4 Policy of special educational needs and learning difficulties;
 - 3.3.5 Disability policy;
 - 3.3.6 Behaviour and discipline policy;
 - 3.3.7 School rules;
 - 3.3.8 Parent contract; and
 - 3.3.9 Remote education plan

4 PUBLICATION AND AVAILABILITY

- 4.1 This policy is published on the School website
- 4.2 This policy is available in hard copy on request



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- 4.3 A copy of this policy is available from the School Reception during the School day.
4.4 This policy can be made available in large print or other accessible format if required.

5 DEFINITIONS AND INTERPRETATION

- 5.1 Where the following words or phrases are used in this policy:
5.1.1 references to attendance include references to attendance for all or part of the timetabled school day.
5.1.2 references to the Proprietor are references to the board of Governors.
5.1.3 references to a Parent means:
(a) all natural parents, whether they are married or not;
(b) any person who has parental responsibility for a pupil; and
(c) any person who has care of a pupil (i.e. lives with and looks after a pupil).
5.1.4 SAC means the School's Attendance Champion, senior lead for attendance

6 RESPONSIBILITY STATEMENT AND ALLOCATION OF TASKS

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
6.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.
6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:
- | Task | Allocated to | When / frequency of review |
|---|--------------|------------------------------------|
| Keeping the policy up to date and compliant with the law and best practice | SAC | As required, and at least termly |
| Monitoring the implementation of the policy | SAC | As required, and at least termly |
| Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy | SAC | As required, and at least annually |
| Formal annual review | Proprietor | Annually |

7 THE IMPORTANCE OF GOOD ATTENDANCE

- 7.1 The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:
- 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- 7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and



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7.1.5 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.

8 SCHOOL RESPONSIBILITIES

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

8.2 The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

8.3 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

8.4 The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

8.5 The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9 STAFF RESPONSIBILITIES

The SAC

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

9.1.1 The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;
- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (d) to have oversight of and analyse attendance data; and
- (e) to communicate clear messages on the importance of attendance to pupils and parents;
- (f) to liaise with the Cambridgeshire Attendance Team regarding persistence absenteeism and to support pupils with issues affecting their attendance;
- (g) to implement Early Help support from the Cambridgeshire County Council Locality Team if a pupil requires additional support for issues affecting their attendance;
- (h) to be the School's point of contact for the local authority School Attendance Support Team;
- (i) to monitor the impact of any intervention(s) and make any reasonable adjustments where necessary in discussion with the pupil, parents and any other partners involved.

9.2 Staff with specific responsibilities for attendance:

9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;

9.2.2 seek explanations of absences required from pupils on their return to School;



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- 9.2.3 make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- 9.2.4 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- 9.2.5 deal with lateness to lessons consistently and promptly;
- 9.2.6 consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- 9.2.7 liaise with pastoral staff and discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.
- 9.2.8 Inform the Designated Safeguarding Lead of pupils that are absent that are highlighted as a 'vulnerable' child; at the Senior school by referring to the Traffic Light alert and at the Prep by reporting all absences to Mrs J Rowley-Burns, Assistant Head Pastoral, DDSL) who will identify those vulnerable children and follow up appropriately.
- 9.2.9 If a child is absent from school without any communication from a parent and there are concerns about the pupil's wellbeing, the School Secretary will notify the Designated Safeguarding Lead (DSL), Vanessa Garratt. If necessary, the DSL may request a welfare check from the Police or seek support from the Attendance Locality Team.
- 9.3 All Staff
- 9.4 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.
- 9.5 Teaching staff deal with lateness to lessons consistently and promptly and consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies. The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 SCHOOL ARRANGEMENTS

10.1 School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 1-3.

11 MONITORING ATTENDANCE

11.1 The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- 11.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- 11.1.2 using this analysis to provide regular attendance reports to House Masters and Tutors (Senior School) and Tutors (Prep School) to facilitate discussions with pupils and to leaders (including the Director of Inclusion and Designated Safeguarding Lead);
- 11.1.3 conducting thorough analysis of half-termly, termly and full year data to identify patterns and trends
- 11.1.4 benchmarking attendance data at whole school, year group and cohort level to identify areas for improvement;
- 11.1.5 benchmark attendance data to identify areas of focus for improvement;



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11.1.6 monitor the impact of school-wide attendance efforts, including any specific strategies implemented; and

11.1.7 provide data and reports to the Proprietor to support its work.

12 PUPIL RESPONSIBILITIES

12.1 School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance (95%) and has systems in place to manage poor attendance.

12.2 Pupils should be aware that:

12.2.1 they are expected to present in-person for the duration of each School day;

12.2.2 they are expected to arrive on time and attend all timetabled lessons;

12.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;

12.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;

12.2.5 any unexplained absences will be followed up;

12.2.6 persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:

a) offers of support to seek to identify and address any barriers to attendance;

b) communication with parents;

c) reporting to other agencies such as the Attendance Locality Team or Social Care; and

d) sanctions against them or their parents in line with the School's behaviour policy

12.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Form Tutor (Senior School), Form Teacher (Prep) or those staff identified in Appendix I in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13 ADDITIONAL NEEDS

13.1 The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

13.2 The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability in relation to their school attendance.

13.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

13.4 Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

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

13.6 The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness



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or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

14 PARENT / CARER RESPONSIBILITIES

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

14.2 This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

14.3 The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

14.4 Expectations the School places on parents can be found in Appendix I of this policy.

14.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably

15 TRAINING

15.1 Staff: The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

15.1.2 the School's strategies and procedures for tracking, following up and improving attendance.

15.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

15.2.1 the law and requirements of schools including on the keeping of registers;

15.2.2 the process for working with other partners to provide more intensive support to pupils who need it;

15.2.3 the necessary skills to interpret and analyse attendance data; and

15.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

15.3 The School maintains written records of all staff training.

16 INFORMATION SHARING

16.1 Personal information on attendance will only be shared in line with legal obligations and having regard to Government guidance on attendance, safeguarding and children missing education.

16.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).

16.3 Where appropriate the schools will attend regular targeting support meetings



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16.4 The School is legally required to share information from the registers with the local authority. As a minimum this includes:

16.4.1 New pupil and deletion returns;

16.4.2 Attendance returns;

16.4.3 Sickness returns.

16.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

16.6 The School must provide specific pupil information on request to the Secretary of State.

16.7 Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

17 RECORD KEEPING AND CONFIDENTIALITY

17.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records

17.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.



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APPENDIX I

SCHOOL ARRANGEMENTS

I Managing attendance

1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance it accurately completes admission and attendance registers as is required as set out in Appendix 2 and Appendix 3 respectively.

1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8:40am to close at 8.45am, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

2 The role of parents / carers

2.1 The School expects all parents to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity;

2.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and

2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2 Parents of day pupils should:

2.2.1 ensure their child attends School by 8:40am for morning registration;

2.3 Parents of boarding pupils should:

2.3.1 When returning on a Sunday weekly boarders should return to their boarding accommodation 30 minutes before lights out.

Return times are:

First Form pupils: 20:45

Second Form pupils: 21:00

Third Form pupils: 21:15

Fourth Form pupils: 21:45

Fifth Form pupils: 22:00

Lower and upper sixth form pupils: 22:30

2.3.2 Ensure their child returns on the day before the beginning of the new school term from 6pm.

3 Registration and attendance checks

3.1 Morning registration is at 8:40am. The registers will remain open for 5 minutes after the start of morning registration.

3.2 Afternoon registration will be at 14:15pm during period 5.

3.3 Individual teacher registers will also be taken at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

3.4 Kimbolton School uses E-Registration and Attendance Management Systems- Engage.

3.5 Boarders are registered every evening using Engage.



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4 Reporting absence

4.1 If a pupil is to be absent from School for any reason, the parent / carer should contact the School Secretary by email (copying in the tutor) or telephone by 9am on first morning of absence and keep in daily contact for consecutive days of absence. If no contact is made for each consecutive day of absence then contact home will follow the same protocol as for day 1 of absence as detailed in point 6 below.

4.2 Where a pupil is ill, the School should be notified of the nature of the illness.

5 Arrangements for reporting absence

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

6 Managing absence

The DSL along with the DDSL and school secretaries will monitor attendance at school and in each lesson. School attendance is measured in half days; in the Senior School, registration happens in every lesson and action taken as appropriate if a student is, for example, absent from a lesson but marked as being in school that day.

If a student is recorded as absent from school and parents/guardians have not notified the school, the School Secretary will make contact on the first day of absence. If there are any questions regarding the reason for absence, the DSL/ DDSL, Head of Sixth Form or Housemasters/mistresses may make contact. A parent will be contacted by the school on the first day of absence unless notification as to the reason for absence has been received by the school.

If a student's attendance falls below 90% the school is likely to review this closely with the parent and, where appropriate, strategies and interventions will be put in place.

If a student is having difficulty in attending school for any reason, parents/guardians should contact the school at the earliest opportunity.

Attendance data will be monitored on a regular basis and any patterns or concerns will be raised with the Hm in the first instance. Daily information on absence is shared with the DSL/ DDSL. In addition, the DSL/ DDSL shares regular reports of 95% attendance and below with Housemasters/mistresses. Termly attendance data is shared with Governors as part of the termly and annual safeguarding report.

All schools must maintain attendance data for all students. Requests for references from other educational institutions or potential employers can include questions about attendance.

7 Authorised absences

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

8 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 will only be permitted if made in writing to Mr Will Chuter, Headmaster at headmaster@kimboltonschool.com for the Senior School and Mrs Claire Petrie, Prep Headmaster at prep@kimboltonschool.com.



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

8.3 Apart from illness, no pupil should be away from School without prior permission from the Head.

8.4 Dental or medical appointments should ideally be made during School holidays except in cases of emergency when form tutors and the school office should be informed.

8.5 If a leave of absence is granted, it is for the Headmaster to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

9 Reporting duties

9.1 The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

9.2 In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

9.3 Each time the School's attendance register is completed it is treated as a contact point for these purposes.

9.4 The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

9.5 Action will also be taken in accordance with the Missing Child policy and Safeguarding and Child Protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

APPENDIX 2

ADMISSION REGISTER

I Admission register

I.1 In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the School will:

I.1.1 maintain an admission register of pupils admitted to the School (also known as the school roll); and

I.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

I.2 The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended and in the case of boarding schools whether each pupil of compulsory school age is a boarder or day pupil.

I.3 Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

I.3.1 the full name of the pupil;



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- 1.3.2 the full name and address of any parent with whom the pupil lives;
- 1.3.3 at least one telephone number of any parent with whom the pupil lives;
- 1.3.4 the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- 1.3.5 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- 1.3.6 the ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register.

APPENDIX 3

ATTENDANCE REGISTER

1 Attendance register

- 1.1 Attendance of compulsory school-aged pupils 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 .
- 1.2 The attendance of boarding pupils and of non-compulsory school age will be recorded in the same way so attendance can be monitored, unexplained absences are investigated and the School can ensure their safety and welfare.
- 1.3 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.4 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.5 On each occasion it will be recorded whether every pupil is:
 - 1.5.1 present;
 - 1.5.2 absent;
 - 1.5.3 attending an approved educational activity;
 - 1.5.4 unable to attend school due to an exceptional circumstance.

2 Recording absence

- 2.1 Absence will be recorded as set out in 3 and 5 below using the following codes:

Absence marks:

- 2.1.1 Absence – Approved Travel
- 2.1.2 Absence – Did not sign out
- 2.1.3 Absence – Due to illness
- 2.1.4 Absence – Educational Activity
- 2.1.5 Absence – Medical/dental
- 2.1.6 Absence – Other circumstances
- 2.1.7 Absence – University visit/interview (6th Form only)
- 2.1.8 Boarder – Not in house tonight?

Late codes:

- 2.1.9 Late – After register closes
- 2.1.10 Late – Before register closes



Attendance and Registration Policy

- 2.1.11 Late – Bus
- 2.1.12 Late – Medical/dental (if signing in before 12pm, otherwise mark will remain as Absence – Medical/dental)
- 2.1.13 Late – Personal Study (6th Form only)

Attendance marks:

- 2.1.14 Present
- 2.1.15 Exam
- 2.1.16 Health Centre
- 2.1.17 In school – Did not register
- 2.1.18 Ingrams Prefect
- 2.1.19 Scheduled music lesson
- 2.1.20 School Trip
- 2.1.21 Sporting Activity (only used for internal fixtures during the school day)

3 Authorised absence from school

- 3.1 All applications for an authorised leave of absence from school should be made with reasonable notice and addressed to [the Headmaster].
- 3.2 Only exceptional circumstances will warrant an authorised leave of absence. The School will consider each application for an authorised leave of absence individually taking into account the specific facts and circumstances and the relevant background context behind the request.
- 3.3 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is authorised to be away from school.
- 3.4 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 pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

4 Remote education

- 4.1 The School is required to record all absence from in-person lessons.
- 4.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.
- 4.3 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:
 - 4.3.1 ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
 - 4.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
 - 4.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.
- 4.4 There is no specific code for remote education and in these circumstances the attendance code used will be "authorised absence". Separate records will be maintained to monitor a pupil's engagement with this activity and plans for their reintegration to class.
- 4.5 The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.



Attendance and Registration Policy

5 Unauthorised absence

5.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- 5.1.1 holiday has not been authorised by the School or is in excess of the period determined by the Head;
 - 5.1.2 the reason for absence has not been provided;
 - 5.1.3 a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without



Attendance and Registration Policy

APPENDIX 4



Kimbolton School
Cambridgeshire

REGISTRATION POLICY

Senior School

Policy owner: This policy is the responsibility of the Assistant Head (Staff).

Governor Committee: Education

Policy Summary Statement: This Registration Policy lays out the mechanics of the registration process at the Senior School and should be read in conjunction with the School's Attendance Policy.

Release Date: September 2026

Review Date: September 2027



Attendance and Registration Policy

Introduction

This policy should be read in conjunction with:

Attendance Policy

Safeguarding Policy

KCSIE 2024

Missing Child Policy

Working Together to Improve School Attendance: statutory guidance for maintained schools, academies, independent schools and local authorities, DfE, August 2024

This Registration Policy is intended to lay out the mechanics of the registration process.

Full details about the monitoring and analysis of attendance data and the promotion of good attendance are to be found in the Attendance Policy.

The School's Registration Policy aims to:

Outline a clear and robust process by which pupils are registered in school, both in the morning and the afternoon sessions.

Provide guidance for staff responsible for the registration of pupils to ensure accurate and timely daily registration.

Outline the process by which requests for leaves of absence are made and by which parents should inform the school of unexpected absence.

Responsibilities

The School's senior leaders (SLT), particularly the Assistant Head (Staff), will:

Ensure that the School's timetable and day-to-day structures provide suitable adequate time within the school day for the purposes of registration.

Promote the importance of, and the legal requirement for, accurate and timely registration.

Ensure staff are familiar with the Registration Policy and understand the procedures for registration.

Ensure that appropriate sanctions are in place for repeated lateness to school and/or for pupils who fail to follow the correct registration procedures (working alongside the DSL/Attendance Champion and being mindful of any context pertaining to a child's persistent absence/lateness)

The member of staff taking the register will:

Ensure registers are accurate

Ensure registers are completed on time

Follow up any register discrepancies or unexpected absences in a timely manner by contacting the School Office to seek clarification on a pupil's whereabouts.

Ensure information about trips or any activity where pupils will be absent from registration are communicated with the School Office and that the registration of those pupils is accurate and timely.

Form Tutors will:

Ensure any communication regarding absences is communicated to the School Office, forwarding emails, letters, etc as necessary and reminding parents, when necessary, of the policy to communicate with the School Office in the first instance.

Follow up with pupils regarding lateness to school, to ascertain the reason for lateness and when necessary, to inform the pupil of the resulting sanction.

Communicate with parents where patterns of lateness emerge and/or where the pupil fails to register him/herself correctly, informing parents of the resulting sanction where necessary.



Attendance and Registration Policy

Follow the requirements of the Attendance Policy with regards to monitoring absence and punctuality patterns.

The School Secretary will:

Record and file information regarding communicated/known absence.

Communicate with parents on any unexpected absence.

Attempt to locate any missing pupil as per the Missing Child Policy.

Ensure records on Engage are correctly maintained, ascertaining the reason for any unauthorised absences through communication with home.

Be responsible for monitoring and passing on the reportable absences (more than 10 days unauthorised/failure to attend regularly) to the DSL/Attendance Champion.

Follow the procedure laid out in the 'Children Missing from Education' policy in the event of an unexplained prolonged absence of a child.

Parents will:

Communicate with the School Office and/or the Headmaster regarding all instances of known or planned absence.

Inform the School Office of any emergency absence on each day of absence.

Ensure their child arrives to school at the correct time each day.

Implementation of the policy

There are two registration periods:

Morning – registration taken by tutors between 0840 and 0845 using Engage.

Afternoon – registration taken in lessons at the start of period 5 between 1415 and 1420 using Engage.

Morning Registration:

Taken within tutor groups by the tutor.

The tutor is responsible for ensuring the register is accurate and completed on time.

For the 1st -5th Form, pupils sit in silence as the tutor calls the register and records the results on Engage. For 6th Form groups, all pupils must be sitting quietly in the tutor room, and all pupils will be aware registration is taking place.

Tutors use one of three registration codes:

Present (/)

Absent – reason not yet established (N)

Late before register closes (L)

All other register codes are for Office use only.

A pupil can only be marked as 'present' if they are physically in front of the tutor; if the tutor is aware of any information pertaining to absent pupils, this is to be communicated to the School Secretary via the 'notes' box on Engage or by forwarding any parental communication. The School Secretary will follow this up, ascertain the reason for the absence, and enter the correct absence code.

Morning registration closes at 0845*

**The only exception to this procedure for morning registration is on the morning of the "Statute Fair" in September when road closures necessitate a longer morning registration period.*



Attendance and Registration Policy

Pupils who arrive late to School:

Any pupil who arrives at school too late for morning registration must register with Serjeant Major at Lost Property until 0900 and thereafter in the School Office.

There are sanctions in place for pupils who are repeatedly late or fail to register correctly.

Ingrams Prefects:

There are a small number of Sixth Form pupils who do not attend morning registration with their tutors as they are supporting the junior years in Ingrams House at this time. These pupils must register themselves at the School Office when arriving in School before heading to their Ingrams duty. The normal sanction procedures apply if they fail to do so.

Afternoon Registration:

Taken by the subject teacher at the start of period 5 (1415) and recorded on Engage.

The subject teacher is responsible for ensuring the register is accurate and completed on time.

For the 1st -5th Form, pupils sit in silence as the teacher calls the register. For 6th Form groups, all pupils must be sitting quietly, and all pupils will be aware registration is taking place.

Teachers use one of three registration codes:

Present

Absent – reason not yet established

Late before register closes

All other register codes are for Office use only.

A pupil can only be registered 'present' if they are physically in front of the teacher.

Afternoon registration closes at 1420.

Signing out of School during the school day:

Any pupil who leaves school outside of the normal times is to sign out at the School Office.

When signing out at the School Office, pupils will be asked if their parents have communicated the absence to the School. If there is no record of this, the pupil may be asked to wait in the School Office whilst telephone confirmation with parents is sought.

The only exception to this is if a pupil is sent home by the Health Centre. In this situation, the Health Centre will contact home, and the pupil will sign out at the Health Centre.

There are sanctions in place for pupils who fail to follow the correct signing in/out procedures.

Sixth Form pupils who have no timetabled lesson during period 5 will not be registered in this period. In these instances, the signing out system is used to maintain an up-to-date list of pupils on site.

Sanctions

All instances of late arrival to school are followed up by the Form Tutor in conversation with the pupil, to ascertain the reason for lateness, to stress the importance of punctuality to school, and to address any barriers to punctuality that the pupil might be experiencing.

Three instances of late arrival to school within one half term will result in a Housemaster/Housemistress 40-minute lunchtime detention, with the potential for escalation to a 75-minute after-school detention where no improvement is seen.

Pupils who are on site but who fail to attend registration or to register themselves at the School Office in the correct way and/or pupils who leave site without following the correct signing out procedures receive an automatic after-school 75-minute detention. The Form Tutor communicates with parents in these instances.

Registration Codes

Attendance and Registration Policy

Full details and explanation of register codes can be found from page 76 onwards of [Working Together to Improve School Attendance](#).

	Absence type	Symbol	Meaning
Teacher use	Absent – Reason not yet established	N	This code must not be left on the pupil's attendance record for more than 5 days. Once the reason has been established the code must be corrected by the School Secretary.
	Late before register closes	L	Pupil is absent when the register was started but arrived before the register closed.
	Present	/	Pupil is in school during morning/afternoon registration.
Office use only	Absence - Due to illness	I	Pupil is ill, can be used for physical or mental health related absences.
	Absence - Medical/dental	M	Absent for the session due to a medical or dental appointment.
	Late - After register closes	U	Used for every pupil who missed registration but arrived during the session.
	Educational visit or trip with staff	V	School trip.
	Sporting activity	P	Away fixture.
	Absence - Education activity w/o staff (detail)	B	Transition day, college course, pupil is attending an external education setting.
	Absence - Approved exceptional circumstances	C	Absence has been granted at the Headmaster's discretion.
	Absence - Religious observance	R	The day is exclusively set apart for religious observance, one day only.
	Absence - Attendance not required	X	Timetable does not require pupil to be in school.
	Absence - Criminal justice detention	Y5	Pupil is in police detention, awaiting trial or sentencing.
	Absence - Dual registered at another school	D	Where the pupil is registered at more than one school (e.g. hospital school)
	Absence - Due to lack of access arrangement	Q	The Local Authority has failed to arrange transport for the pupil.
	Absence - Education provision by LA (add detail)	K	Education outside of school that is arranged by the Local Authority.
	Absence - Employment/education interview	Jl	Absent to attend interview for employment or for another educational setting.

Attendance and Registration Policy

Absence - No school or LA transport	Y1	Usual school or Local Authority transport is not available.
Absence - Other or unknown circumstances	O	Used when the reason for absence is not established or school are not satisfied that the reason given is authorised. This unauthorised mark can remain on the pupil's record.
Absence - Other unavoidable cause	Y7	There has been an emergency that has prevented the pupil from attending school.
Absence - Parent travelling for work	T	The pupil is a mobile child and the parent is travelling for occupational purposes.
Absence - Part time timetable (under 16)	C2	Pupil has a reduced timetable and is granted a leave of absence.
Absence - Partial school closure	Y3	Part of the school is unavoidably out of use and the pupil cannot be accommodated elsewhere in school.
Absence - Planned whole school closure	#	Used during half terms and bank holidays, up to five non-educational days or where the school is used as a polling station.
Absence - Public health guidance	Y6	To limit the spread of infection the pupil has been advised not to attend school.
Absence - Regulated performance or employ abroad	C1	Pupil is performing in a show.
Absence - Suspended or permanently excluded	E	Can only be used for five days, after that the pupil must be on roll at alternative provision.
Absence - Unauthorised holiday	G	The school has not granted permission for the pupil to be absent for the purpose of a holiday, permission cannot be granted retrospectively.
Absence - Whole school closure (unexpected)	Y4	School is unavoidably closed e.g. adverse weather.
Absence - Widespread disruption to travel	Y2	There is a local, national or international emergency meaning that travel has been disrupted.
Absence - Work experience	W	Provided by the school or Local Authority for the purpose of education.
Prospective pupil - not on admission register	Z	Where a pupil is registered in advance of the pupil joining to ease administration burdens.
Study leave	S	To be used sparingly, not used as default once the syllabus is complete



Attendance and Registration Policy

APPENDIX 4



Kimbolton School
Cambridgeshire

REGISTRATION POLICY

Preparatory School

Policy owner: Prep Head

Governor Committee: Education

Policy Summary Statement: This Registration Policy lays out the mechanics of the registration process at the Prep School and should be read in conjunction with the School's Attendance Policy.

Release Date: September 2026

Review Date: September 2027



Attendance and Registration Policy

Introduction

This policy should be read in conjunction with:

Attendance Policy

Safeguarding Policy

KCSIE 2024

Missing Child Policy

Working Together to Improve School Attendance: statutory guidance for maintained schools, academies, independent schools and local authorities, DfE, August 2024

This Registration Policy is intended to lay out the mechanics of the registration process.

Full details about the monitoring and analysis of attendance data and the promotion of good attendance are to be found in the Attendance Policy.

The School's Registration Policy aims to:

Outline a clear and robust process by which pupils are registered in school, both in the morning and the afternoon sessions.

Provide guidance for staff responsible for the registration of pupils to ensure accurate and timely daily registration.

Outline the process by which requests for leaves of absence are made and by which parents should inform the school of unexpected absence.

Responsibilities

The School's senior leaders (SLT) will:

Ensure that the School's timetable and day-to-day structures provide suitable adequate time within the school day for the purposes of registration.

Promote the importance of, and the legal requirement for, accurate and timely registration.

Ensure staff are familiar with the Registration Policy and understand the procedures for registration.

Ensure that appropriate sanctions are in place for repeated lateness to school and/or for pupils who fail to follow the correct registration procedures (working alongside the DSL/Attendance Champion and being mindful of any context pertaining to a child's persistent absence/lateness).

The member of staff taking the register will:

Ensure registers are accurate.

Ensure registers are completed on time.

Follow up any register discrepancies or unexpected absences in a timely manner by contacting the School Office to seek clarification on a pupil's whereabouts.

Ensure information about trips or any activity where pupils will be absent from registration are communicated with the School Office and that the registration of those pupils is accurate and timely.

Form Tutors will:

Ensure any communication regarding absences is communicated to the School Office, forwarding emails, letters, etc as necessary and reminding parents, when necessary, of the policy to communicate with the School Office in the first instance.

Follow up with pupils regarding lateness to school, to ascertain the reason for lateness and when necessary, to inform the pupil of the resulting sanction.

Communicate with parents where patterns of lateness emerge and/or where the pupil fails to register him/herself correctly, informing parents of the resulting sanction where necessary.



Attendance and Registration Policy

Follow the requirements of the Attendance Policy with regards to monitoring absence and punctuality patterns.

The School Secretary will:

Record and file information regarding communicated/known absence.

Communicate with parents on any unexpected absence.

Attempt to locate any missing pupil as per the Missing Child Policy.

Ensure records on Engage are correctly maintained, ascertaining the reason for any unauthorised absences through communication with home.

Be responsible for monitoring and passing on the reportable absences (more than 10 days unauthorised/failure to attend regularly) to the DSL/Attendance Champion.

Follow the procedure laid out in the 'Children Missing from Education' policy in the event of an unexplained prolonged absence of a child.

Parents will:

Communicate with the Prep School Office and/or the Head of Prep regarding all instances of known or planned absence.

Inform the Prep School Office of any emergency absence on each day of absence.

Ensure their child arrives to school at the correct time each day.

Implementation of the policy

There are two registration periods:

Morning – registration taken by tutors between 0850 and 0900 using Engage.

Afternoon – registration taken in lessons at the start of period 5 between 1400 and 1405 using Engage.

Morning Registration:

Taken within tutor groups by the tutor.

The tutor is responsible for ensuring the register is accurate and completed on time.

Tutors use one of three registration codes:

Present (/)

Absent – reason not yet established (N)

Late before register closes (L)

All other register codes are for Office use only.

A pupil can only be marked as 'present' if they are physically in front of the tutor; if the tutor is aware of any information pertaining to absent pupils, this is to be communicated to the School Secretary via the 'notes' box on Engage or by forwarding any parental communication. The School Secretary will follow this up, ascertain the reason for the absence, and enter the correct absence code.

Morning registration closes at 0900.

Pupils who arrive late to School:

Any pupil who arrives at school too late for morning registration must register with the Prep School Office.

There are sanctions in place for pupils who are repeatedly late or fail to register correctly.

Afternoon Registration:

Taken by the subject teacher at the start of period 5 (1400) and recorded on Engage.

Teachers use one of three registration codes:



Attendance and Registration Policy

Present

Absent – reason not yet established

Late before register closes

All other register codes are for Office use only.

A pupil can only be registered 'present' if they are physically in front of the teacher.

Afternoon registration closes at 1405.

Signing out of School during the school day:

Any pupil who leaves school outside of the normal times is to sign out at the Prep School Office.

When signing out at the Prep School Office, pupils will be asked if their parents have communicated the absence to the School. If there is no record of this, the pupil may be asked to wait in the School Office whilst telephone confirmation with parents is sought.

The only exception to this is if a pupil is sent home by the Nursing Team. In this situation, the Nursing Team will contact home, and the pupil will sign out at the office.

There are sanctions in place for pupils who fail to follow the correct signing in/out procedures.

Registration Codes

Full details and explanation of register codes can be found from page 76 onwards of [Working Together to Improve School Attendance](#).

	Absence type	Symbol	Meaning
Teacher use	Absent – Reason not yet established	N	This code must not be left on the pupil's attendance record for more than 5 days. Once the reason has been established the code must be corrected by the School Secretary.
	Late before register closes	L	Pupil is absent when the register was started but arrived before the register closed.
	Present	/	Pupil is in school during morning/afternoon registration.
Office use only	Absence - Due to illness	I	Pupil is ill, can be used for physical or mental health related absences.
	Absence - Medical/dental	M	Absent for the session due to a medical or dental appointment.
	Late - After register closes	U	Used for every pupil who missed registration but arrived during the session.
	Educational visit or trip with staff	V	School trip.
	Sporting activity	P	Away fixture.
	Absence - Education activity w/o staff (detail)	B	Transition day, college course, pupil is attending an external education setting.
	Absence - Approved exceptional circumstances	C	Absence has been granted at the Headmaster's discretion.
	Absence - Religious observance	R	The day is exclusively set apart for religious observance, one day only.

Attendance and Registration Policy

Absence - Attendance not required	X	Timetable does not require pupil to be in school.
Absence - Criminal justice detention	Y5	Pupil is in police detention, awaiting trial or sentencing.
Absence - Dual registered at another school	D	Where the pupil is registered at more than one school (e.g. hospital school)
Absence - Due to lack of access arrangement	Q	The Local Authority has failed to arrange transport for the pupil.
Absence - Education provision by LA (add detail)	K	Education outside of school that is arranged by the Local Authority.
Absence - Employment/education interview	Jl	Absent to attend interview for employment or for another educational setting.
Absence - No school or LA transport	Yl	Usual school or Local Authority transport is not available.
Absence - Other or unknown circumstances	O	Used when the reason for absence is not established or school are not satisfied that the reason given is authorised. This unauthorised mark can remain on the pupil's record.
Absence - Other unavoidable cause	Y7	There has been an emergency that has prevented the pupil from attending school.
Absence - Parent travelling for work	T	The pupil is a mobile child and the parent is travelling for occupational purposes.
Absence - Part time timetable (under 16)	C2	Pupil has a reduced timetable and is granted a leave of absence.
Absence - Partial school closure	Y3	Part of the school is unavoidably out of use and the pupil cannot be accommodated elsewhere in school.
Absence - Planned whole school closure	#	Used during half terms and bank holidays, up to five non-educational days or where the school is used as a polling station.
Absence - Public health guidance	Y6	To limit the spread of infection the pupil has been advised not to attend school.
Absence - Regulated performance or employ abroad	Cl	Pupil is performing in a show.
Absence - Suspended or permanently excluded	E	Can only be used for five days, after that the pupil must be on roll at alternative provision.
Absence - Unauthorised holiday	G	The school has not granted permission for the pupil to be absent for the purpose of a holiday, permission cannot be granted retrospectively.
Absence - Whole school closure (unexpected)	Y4	School is unavoidably closed e.g. adverse weather.
Absence - Widespread disruption to travel	Y2	There is a local, national or international emergency meaning that travel has been disrupted.



Attendance and Registration Policy

	Absence - Work experience	W	Provided by the school or Local Authority for the purpose of education.
	Prospective pupil - not on admission register	Z	Where a pupil is registered in advance of the pupil joining to ease administration burdens.
	Study leave	S	To be used sparingly, not used as default once the syllabus is complete