



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

ATTENDANCE POLICY & PROCEDURE

Including Early Years Foundation Stage

Policy Author:

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Contents

1. AIMS.....	3
2. SCOPE AND APPLICATION.....	3
3. REGULATORY FRAMEWORK.....	3
4. PUBLICATION & AVAILABILITY	4
5. DEFINITIONS AND INTERPRETATION	4
6. RESPONSIBILITY & ALLOCATION OF TASKS	4
7. THE IMPORTANCE OF GOOD ATTENDANCE	5
8. SCHOOL RESPONSIBILITIES	5
9. STAFF RESPONSIBILITIES.....	6
10. SCHOOL ARRANGEMENTS.....	6
11. MONITORING ATTENDANCE.....	7
12. PUPIL RESPONSIBILITIES.....	7
13. ADDITIONAL NEEDS.....	7
14. PARENT/CARER RESPONSIBILITIES.....	8
15. STAFF TRAINING.....	9
16. INFORMATION SHARING.....	9
17. RECORD KEEPING & CONFIDENTIALITY.....	10
APPENDIX 1: SCHOOL ARRANGEMENTS	11
APPENDIX 2: ADMISSION REGISTER	14
APPENDIX 3: ATTENDANCE REGISTER	15

Key School Contacts

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¹ Working together to improve school attendance 2024 states schools are expected to designate a 'Senior Attendance Champion' (SAC) – a senior leader with overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies. The SAC is expected to sit on the SLT and their name and contact details must be included in the school's Attendance Policy (see paragraphs 15, 25 and 26).

I. AIMS

- 1.1 This is the attendance policy of Reigate St Marys Prep and Choir School (RSM).
- 1.2
- 1.3 RSM 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.
- 1.4 The aims of this policy are as follows:
- 1.5 To develop and maintain a whole-school culture that promotes the benefits of good attendance;
- 1.6 To ensure, so far as possible, that every pupil in RSM is able to benefit from and make their full contribution to the life of RSM;
- 1.7 To prioritise and, where possible, improve attendance and punctuality across the school, reduce absence and set out RSM's approach to the management of absence/non-attendance;
- 1.8 To recognise the linkages between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole-school approach to safeguarding; and
- 1.9 To help to promote a whole-school culture 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 RSM to record attendance and absence.

3. REGULATORY FRAMEWORK

- 3.1 This policy has been prepared to meet RSM's responsibilities under:
 - 3.1.1 *Education (Independent School Standards) Regulations 2014*;
 - 3.1.2 *EYFS Statutory Framework for group and school-based providers* (DfE, September 2025);
 - 3.1.3 *Education and Skills Act 2008*;
 - 3.1.4 *Children Act 1989*;
 - 3.1.5 *Childcare Act 2006*;
 - 3.1.6 *Sponsorship Duties* (UKVI, July 2023);
 - 3.1.7 *The School Attendance (Pupil Registration) (England) Regulations 2024*;
 - 3.1.8 *Equality Act 2010*; and
 - 3.1.9 *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, August 2024);
 - 3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
 - 3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024);
 - 3.2.4 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, July 2024);
 - 3.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
 - 3.2.6 [Keeping children safe in education](#) (DfE, September 2025);
 - 3.2.7 [Children missing education](#) (DfE, August 2024);
 - 3.2.8 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);

- 3.2.9 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
- 3.2.10 [Mental health and behaviour in schools](#) (DfE, November 2018);
- 3.2.11 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
- 3.2.12 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
- 3.2.13 [Providing Remote education: guidance for schools](#) (DfE, updated August 2024); and
- 3.2.14 [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 *Safeguarding & Child Protection Policy & Procedures*;
- 3.3.2 *Risk Assessment Policy*;
- 3.3.3 *Pupils Missing out of Education, Children Missing in Education Policy*;
- 3.3.4 *SEND Policy*;
- 3.3.5 *Behaviour Policy*;
- 3.3.6 *School rules; and*
- 3.3.7 *Parent contract (Terms and Conditions)*.

4. PUBLICATION & AVAILABILITY

4.1 This policy is published on Reigate St Mary's website.

4.2 This policy is available in hard copy on request.

4.3 This policy can be made available in large print or another 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 a **parent** means:
 - 5.1.2.1 All natural parents, whether they are married or not;
 - 5.1.2.2 Any person who has parental responsibility for a pupil; and
 - 5.1.2.3 Any person who has day-to-day responsibility for a pupil (i.e. lives with and looks after a pupil).
- 5.1.3 References to a **pupil** includes anyone who is receiving an education at RSM.
- 5.1.4 **SAC** means the school's attendance champion.

6. RESPONSIBILITY & ALLOCATION OF TASKS

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

6.2 The Board of Governors 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	SACs	As required, and at least termly
Monitoring the implementation of the policy	SACs	As required, and at least termly
Analysing attendance and absence data	SACs	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	Governors	Annually

7. THE IMPORTANCE OF GOOD ATTENDANCE

7.1 Reigate St Mary's recognises the importance of developing good patterns of attendance from the outset. This is an integral part of RSM'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 RSM'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
- 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 RSM 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 RSM 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 RSM 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 RSM'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 RSM 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 SACS

9.1 The Headteacher has appointed two senior members of staff of RSM's leadership team as SAC's to have overall responsibility for championing and improving attendance in school. Details of the individuals appointed are at the front of this policy and are widely publicised within school.

The SAC's responsibilities are:

- 9.1.1 To set a clear vision for improving attendance in school;
- 9.1.2 To establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- 9.1.3 To regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- 9.1.4 To have oversight of and analyse attendance data; and
- 9.1.5 To communicate clear messages on the importance of attendance to pupils and parents.

STAFF WITH SPECIFIC RESPONSIBILITIES FOR ATTENDANCE²:

9.2 The staff identified in *Appendix 1* of this policy have day-to-day responsibility for monitoring and promoting good attendance and punctuality. They should:

- 9.2.1 Have a formal routine for registers being taken accurately each morning and afternoon;
- 9.2.2 Record all absences promptly and accurately using the processes specified;
- 9.2.3 Seek explanations of absences required from pupils on their return to school;
- 9.2.4 Make enquiries about unexplained absences, including those within the school day, and follow up with pupils to ensure that an explanation has been formally given to the school;
- 9.2.5 Look out for trends or patterns in a pupil's attendance and inform the SACs of any specific concerns;
- 9.2.6 Deal with lateness to lessons consistently and promptly;
- 9.2.7 Consider appropriate sanctions for pupils who arrive late to a lesson in line with RSM's behaviour and discipline policies; and
- 9.2.8 Discuss non-attendance and/or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

ALL STAFF

9.3 RSM 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.

9.4 RSM provides appropriate training and professional development for staff consistent with their roles and responsibilities.

²The school should provide information and contact details of the staff who pupils and parents should contact about attendance on a day-to-day basis (such as a Form Tutor, Head of Year, etc.) and for more detailed support on attendance (such as a Head of Year, Pastoral Lead or Family Liaison Officer, etc.) in Appendix 1.

10. SCHOOL ARRANGEMENTS

10.1 RSM 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 *Appendix 1*, *Appendix 2* and *Appendix 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 class teachers to facilitate discussions with pupils and to leaders (including the SEND Lead and Designated Safeguarding Leads);
- 11.1.3 Undertaking frequent individual-level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases³;
- 11.1.4 Conducting thorough analysis of half-termly, termly, and full-year data to identify patterns and trends;
- 11.1.5 Benchmarking attendance data at whole-school, year-group and cohort level to identify areas of focus for improvement;
- 11.1.6 Devising specific strategies to address areas of poor attendance identified through data;
- 11.1.7 Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- 11.1.8 Providing data and reports to the Board of Governors to support its work.

³ See paragraph 45 of Working together to improve school attendance 2024.

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 and has systems in place to reward good attendance and manage poor attendance.

12.2 Pupils should be aware that:

- 12.2.1 They are expected to be 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 RSM site without permission or otherwise in accordance with school rules;
- 12.2.4 They should engage with RSM's arrangements for recording and managing attendance as set out in this policy;
- 12.2.5 Any unexplained absence 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:
 - 12.2.6.1 Offers of support to seek to identify and address any barriers to attendance;
 - 12.2.6.2 Communication with parents;
 - 12.2.6.3 Reporting to other agencies such as children's social care; and
 - 12.2.6.4 Sanctions against them or their parents in line with RSM'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 or those staff identified in *Appendix 1* in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13. ADDITIONAL NEEDS

13.1 RSM 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 adjustments⁴ where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to 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 pupil's education, health and care plan (EHCP) is accessed⁵.

13.4 Where a pupil has an EHCP, RSM will communicate with the local authority where the pupil's attendance falls or the school become aware of barriers to attendance that relate to the pupil's needs.

13.5 Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance⁶.

13.6 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.

13.7 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 1 (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness 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 days⁷.

⁴ In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the *Equality Act 2010*.

⁵ The *Mental health issues affecting a pupil's attendance: guidance for schools* states in the non- statutory summary of responsibilities document that, 'in many cases the school may be able to agree with parents'/carers' adjustments to its policies and practices that are consistent with the special educational provision set out in the EHCP. In other cases, additional or different attendance support identified may require the LA to review or amend an EHCP'.

⁶ See *Mental health issues affecting a pupil's attendance: guidance for schools* which includes a summary of responsibilities where a mental health issue is affecting attendance and support for pupils where mental health is affecting attendance: effective practice examples.

⁷ See paragraph 57 of the statutory guidance *Working together to improve school attendance 2024*.

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 RSM 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 1* 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. STAFF TRAINING

15.1 RSM 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 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-familiar harms).

16.3 Where appropriate, the school will attend regular targeting support meetings⁸.

16.4 RSM 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 returns⁹;
- 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 RSM must provide specific pupil information on request to the Secretary of State.

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

⁸Targeting support meetings are meetings local authorities have with schools to discuss attendance data and identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils. See chapter 4 of the statutory guidance *Working together to improve school attendance 2024*.

⁹ Schools are required to provide attendance returns to the local authority with the names and addresses of all pupils of compulsory school age who fail to

attend school regularly or have been recorded as absent for a continuous period of 10 school days where their absence has been recorded with one or more of the national attendance codes (G, N, O and/or U). Individual local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month – see chapter 2 and content on sharing information in the statutory guidance *Working together to improve school attendance 2024*.

17. RECORD KEEPING & 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 that explain how the school will use personal data.

APPENDIX I: SCHOOL ARRANGEMENTS

I. MANAGING ATTENDANCE

- 1.1 Reigate St Mary's 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 required by law and set out in *Appendix 2* and *Appendix 3*, respectively. The admission and attendance registers must be kept electronically and retained by the school for the relevant time period, as stated by law.
- 1.2 RSM expects all pupils to be present at school for the whole of the school day. Students should arrive at school by 8.25am ready for registration. The school day ends at 12.30pm or 3.30pm for Green Shoots and Kindergarten, 3.30pm for Reception, Year 1 and Year 2, 3.50pm for Years 3&4 and 4.00pm for Years 5&6, but this period may be extended, for example for out-of-hours school clubs, sports fixtures or school trips.

2. THE ROLE OF PARENTS/CARERS

- 2.1 RSM 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 pupils should ensure their child attends school by 8.25am for morning registration.

3. REGISTRATION & ATTENDANCE CHECKS

- 3.1 Morning registration is at 8.25am. The registers will remain open for five minutes after the start of morning registration.
- 3.2 Afternoon registration will be taken at 1 pm for Green Shoots and Kindergarten (On Monday & Friday Kindergarten registration is taken at 2pm due to clubs), 1pm (Rec – KS1) and 2pm (KS2) and will be kept open for 5 minutes. Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.
- 3.3 If a pupil is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L) with the number of minutes they were late. Students who are missing from Morning Registration without a valid reason are registered by their Form Teacher with an N (Reason not yet provided for absence) which is updated with a more appropriate code if the reason for absence has been established by the School Office. If a pupil arrives more than 30 minutes late without a valid reason the register will be recorded as absent for the AM session (Code U). Pupils in Green Shoots and Kindergarten who are not due for their session are marked as non-compulsory school absence (X).
- 3.4 All pupils who are leaving school due to illness, doctor's appointments or other approved absences are required to sign out at the School Office and sign in again on their return. Any pupil arriving late to school, i.e. after 8.25am, must also sign in at the School Office on their arrival.
- 3.5 The school uses iSAMS and the iSAMS Attendance Management Systems.

4. REPORTING ABSENCE

- 4.1 Parents should report absence at the earliest reasonable opportunity and by 8.30am on the morning of the first day of their child's absence to the School Office using the details below:
 - 4.1.1 Telephone: 01737 244 880
 - 4.1.2 Email: office@reigatestmarys.org
 - 4.1.3 Planned absence is requested in writing the Headmaster or Head of Lower School.

- 4.2 Where a pupil is ill, the school should be notified of the nature of the illness.
- 4.3 Ensure that, where possible, medical or dental appointments for their child are made outside of the school day.

5. ARRANGEMENTS FOR REPORTING SUBSEQUENT ABSENCE

- 5.1 Absence will be recorded on the Attendance Register as set out in *Appendix 3*.
- 5.2 On every day of absence until their return to school, parents should contact the School Office and advise when the pupil is expected to return;

6. MANAGING ABSENCE

- 6.1 Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:
 - 6.1.1 Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
If the school cannot reach any of the pupil's emergency contacts, the school may take other reasonable steps:
 - 6.1.1.1 Contact with other schools where siblings may be registered;
 - 6.1.1.2 Possible home visit;
 - 6.1.1.3 Enquiries to friends, neighbours, etc. through school contacts; and
 - 6.1.1.4 Enquiries with any other service known to be involved with the pupil/family.
 - 6.1.2 Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained
– this will be no later than five working days after the session;
 - 6.1.3 Call the parent /carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken, where necessary. If absence continues, the school will consider involving an Education Welfare Officer.
 - 6.1.4 Log as an incident in School Resiter on iSAMS if they have been unable to contact a parent/guardian and inform the SACs.
 - 6.1.5 If an unexplained absence continues for 10 consecutive days, the school will consider involving the child's home local authority Children Missing Education (CME) team and the absence will be marked as unauthorised.

7. REDUCING PERSISTENT & SEVERE ABSENCE

- 7.1 Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. The school will:
 - 7.1.1 Use attendance data to find patterns and trends of persistent and severe absence;
 - 7.1.2 Hold regular meetings with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
 - 7.1.3 Seek to identify barriers to attendance and remove these wherever practicably possible; and
 - 7.1.4 Signpost or provide access to wider support services to remove the barriers to attendance.
- 7.2 Early action is taken to reduce the risk of persistent absence. When attendance falls within the following thresholds, specific actions will be undertaken by key members of staff as detailed below. Discretion will need to be exercised in some individual cases and at some points during the school year, particularly during the first term. Every day that the child is absent from school, the School Office will call home if no contact has been made by the parents. They will be asked to acknowledge the absence and to clarify the reasons and expected return date.

7.2.1 100–90%

Parents may be contacted to request medical evidence, where appropriate.

7.2.2 89–85%

The child's teacher will contact parents to discuss how to get their child's attendance back on track. A plan of support will be put in place to remove any barriers to attendance. The plan will be monitored by the Designated Safeguarding Lead (SAC) for Years 3–6 and Head of Lower School (SAC) for Green Shoots to Year 2.

7.2.3 84% and below

Each case of absence will be considered on a case-by-case basis. We will consider:

- The point in the academic year that the data is being analysed;
- The reasons for the absence, e.g. long-term illness;
- The prevalence of individual days off;
- Family crisis.

If it is decided that the absences are not considered unavoidable, then an email will be sent on the first day of each absence reminding parents that they have a legal duty to ensure regular attendance. The Designated Safeguarding Lead (SAC) for Years 3–6 and Head of Lower School (SAC) for Green Shoots – Year 2 will contact parents to discuss how to get their child's attendance back on track. The follow-up may include parental attendance at a meeting with the SACs to discuss their child's attendance and to agree a further plan to ensure consistent attendance. The pupil's attendance case may be passed over to the local authority for further support, intervention and review. The case will be reviewed by the school's safeguarding team.

8 AUTHORISED ABSENCES

8.2 Authorised 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.

APPLICATIONS FOR AN AUTHORISED LEAVE OF ABSENCE

8.3 For a planned absence parents must email the Headmaster for Years 3–6 or the Head of Lower School Green Shoots – Y2. The Headmaster/Head of Lower School will confirm in writing the approval of the absence and copy in office@reigatestmarys.co.uk or make arrangements to discuss the request with the parent(s).

8.4 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.

8.5 Apart from illness, or where there are additional needs, no pupil should be away from school without prior permission from the Headmaster or Head of Lower School.

8.6 Dental or medical appointments should be made during school holidays or after the school day except in cases of emergency when the School Office should be informed.

8.7 If a leave of absence is granted, it is for the Headmaster or Head of Lower School to determine the length of the time the pupil is or was permitted to be away from school. It will be recorded as an authorised absence.

8.8 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

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

9.3 The school is required to provide the LA the full name and address of any pupils of compulsory school age who have

been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

- 9.4 Reports to the LA should be made to a2ese.referrals@surreycc.gov.uk using the form: A2ERequest-for-Involvement-Form-.docx.
- 9.5 Action will also be taken in accordance with the *Safeguarding & 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 *School Attendance (Pupil Registration) (England) Regulations 2024* the school will:
 - I.I.1 Maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the school (also known as the school roll); and
 - I.I.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 admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- I.3 The school must ensure that every entry in the school's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- I.4 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.
- I.5 A pupil's name can only be deleted from the admission 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 deleted¹⁰.
- I.6 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.6.1 The full name of the pupil;
 - I.6.2 The address of the pupil;
 - I.6.3 The full name and address of any parent the pupil normally lives with;
 - I.6.4 At least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
 - I.6.5 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 is expected to start living there, if applicable;
 - I.6.6 The name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
 - I.6.7 The ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

¹⁰ Schools must refer to regulation 9 of the *School Attendance (Pupil Registration) (England) Regulations 2024* for full details of the legal grounds for deleting a pupil from the registers

APPENDIX 3: ATTENDANCE REGISTER

I. ATTENDANCE REGISTER

- I.1 The school records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the *School Attendance (Pupil Registration) (England) (Regulations) 2024*¹¹.
- I.2 The school uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way, which complies with regulation 10 of the *Attendance Regulations*.
- I.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy¹².
- I.4 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.
- I.5 The school is required by law to take attendance registers twice daily – once at the start of the morning session and once during the afternoon session.
- I.6 On each occasion it will be recorded whether every pupil is:
 - I.6.1 Physically present in school when the attendance register begins to be taken; or
 - I.6.2 Absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - I.6.3 Attending a place other than the school; or
 - I.6.4 Absent.
- I.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
 - I.7.1 Attending educational provision arranged by a local authority;
 - I.7.2 For an educational visit or trip arranged by, or on behalf of, the school and supervised by a member of school staff;
 - I.7.3 Attending a place for an approved educational activity that is a sporting activity;
 - I.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
 - I.7.5 Attending a place for any other approved educational activity.

¹¹ Regulation 10 of the *School Attendance (Pupil Registration) (England) Regulations 2024* specifies what information must be included in the attendance register. See also chapter 8 of the statutory guidance *Working together to improve school attendance 2024*.

¹² Registers are legal records and the school must preserve every entry in the attendance or admission register for six years from the date that the data was entered.

2. RECORDING ABSENCE

- 2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the *School Attendance (Pupil Registration) (England) (Regulations) 2024* and statutory guidance *Working together to improve school attendance 2024* relating to:
 - 2.1.1 Leaves of absence;
 - 2.1.2 Other authorised reasons;
 - 2.1.3 Unable to attend school because of unavoidable cause; and
 - 2.1.4 Unauthorised absence¹³.

¹³ Schools should refer to regulation 10 of the *School Attendance (Pupil Registration) (England) Regulations 2024* to ensure they are correctly recording reasons for absence and the applicable commentary in chapter 8 of the statutory guidance *Working together to improve school*

3. REMOTE EDUCATION

- 3.1 The school is required to record all absence from in-person lessons.
- 3.2 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.
- 3.3 In the limited circumstances when the school decides to use remote education for individual pupils when they are absent, the following will be considered:
 - 3.3.1 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 EHCP or has a social worker, the local authority should also be involved in the decision;
 - 3.3.2 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;
 - 3.3.3 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.
- 3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The school will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.
- 3.5 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.

4. UNAUTHORISED ABSENCE

- 4.1 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 or where no explanation has been given meaning that the code for “unable to attend due to an exceptional circumstance” is not appropriate.
Examples include:
 - 4.1.1 Holiday has not been authorised by the school or is in excess of the period determined by the Headmaster;
 - 4.1.2 The reason for absence has not been provided;
 - 4.1.3 A pupil is absent from school without authorisation;
 - 4.1.4 A pupil has arrived in school after registration has closed and without reasonable explanation.

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational trip or visit	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
CI	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
JI	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention; • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Unable to attend due to unavoidable cause	Record the nature of the unavoidable cause. Only where something in the nature of an emergency has prevented the pupil from attending the session in question. This code should be used for temporary exclusion due to non-payment of fees
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays