

## D.9 Attendance Policy

### Introduction

This policy has been updated in line with the recent Department for Education Guidance: *Working Together to Improve School Attendance* (2024).

For any queries about attendance or absence please contact our joint Senior Attendance Champions, named below.

The law entitles every child of compulsory school age to an efficient full-time education. It is the legal duty of every parent to make sure their child receives that education.

Bishopstrow College believes that good attendance begins with school being somewhere students want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all students are keen and ready to learn. Therefore, the College sets high expectations of its students in regards to attendance, and the College as a whole consistently promotes the benefits of good attendance. Improving attendance is everyone's business. The College recognises that barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual students and families. Where it is identified additional support is required the College will work with individuals, their families and wider agencies to ensure the appropriate level of support is put in place.

The College believes that its goals across its provision can only be achieved if there is a responsible approach to absence and attendance from all members of the College community. This policy is written with specific reference to all students, both day and boarding and outlines the expectations of the College towards all its students.

The College has appointed joint Senior Attendance Champions who will set a clear vision for maintaining good attendance, ensuring effective systems for tracking attendance are in place, as well as ensuring there are clear procedures for following up absences.

As at October 2024, the Senior Attendance Champions are Gregory Jackson ([gregoryj@bishopstrow.com](mailto:gregoryj@bishopstrow.com)) and Vernon Dando ([vernond@bishopstrow.com](mailto:vernond@bishopstrow.com))

The Senior Attendance Champions will also regularly analyse attendance and absence data to identify students or cohorts that require support with their attendance and put effective strategies in place.

To manage and improve attendance effectively, the College will:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear attendance policy which all staff, students and parents understand.
- Accurately complete admissions and attendance registers and have effective day to day processes in place to follow-up absence.

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- Regularly monitor and analyse attendance and absence data to identify students or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a students' absence is at risk of becoming persistent or severe.
- Be particularly mindful of students absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.

Any students who are under the College's UKVI sponsorship who fail to maintain the required attendance may be reported to UKVI in line with current UKVI requirements, which could result in the College removing its sponsorship from the student.

## Attendance and Admissions Registers

The College maintains two registers:

- Admissions Register (also known as the School roll). This contains specific personal details of every student in the College along with their starting date, information regarding parents, and details of the last school attended. When required the College will notify the Local Authority of any additions and/or deletions from the admissions register within the stated timeframes.
- An Attendance Register. This must record whether each registered student is physically present in the College, or if not, the reason why they are not in school by using the appropriate national attendance and absence codes listed below.

All registers are kept electronically on iSAMS. Data is preserved on these registers for 6 years from the date the data was entered.

## Expectations and Responsibilities

All students are expected to attend their lessons punctually on a daily basis. The College has responsibility for accounting for the whereabouts of students when they are supposed to be at the College.

All students are expected to arrive back on the College's travel day(s) or for day students, the first day of term as notified in the College's term dates.

## Admissions Register

The admissions register contains the personal details of every student at the College, including their date of admission or re-admission to the College, information regarding their parents and details of the last school they attended.

Students are added to the admissions register from the date they are due to arrive at the College (for most students this is the first day of the new term).

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If a student fails to attend on the due date the College will establish the reason for the absence and will mark the attendance register accordingly.

## Deletions from the Admissions Register

A student can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

## Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

## Attendance Register

The College takes an attendance register at the start of the school day in the morning, at registration after lunch, and at all mealtimes. Registers are also taken in boarding time and at weekends.

## Session Registers

Teachers will take an electronic register of students on iSAMS during assembly at the start of the school day and during registration after lunch. On each occasion it is recorded whether every student is:

- Present;
- Absent; or,
- Late.

The College will follow up any absence or lateness to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not;
- Ensure the correct code has been entered into the register.

## Boarding Registers

Registers are taken on iSAMS at all mealtimes as a part of ensuring student welfare in the evenings and at weekends.

## Boarding Schools

The College recognises the fact that boarding schools without day-pupils are not required to keep an attendance register. However, we maintain daily registers for all students even when there are no day students attending the College as we consider this best practice.

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## Absence and Attendance Codes

The College uses the national codes enable schools to record and monitor attendance and absence in a consistent way which is compliant with the regulations. The codes are given below in Appendix 1.

## UK Visas and Immigration

The College recognises that it also has a duty to report to UKVI changes to a student’s circumstances regarding attendance and admissions for those students attending the College on Child Student visas. The College Authorising Officer or Level 1 user will report via the SMS system the following changes:

- A student withdraws from their course before they travel to the UK
- A student’s start date is delayed before they enter the UK but after they have been granted entry clearance.
- A student does not enrol within the enrolment period
- A student misses 10 consecutive expected contact points without having been granted an authorised absence by the College. The College defines an expected contact point as 1 school day.
- A student defers their studies after they have arrived in the UK and is no longer actively studying.
- The College withdraws a student from their course
- The College stops sponsoring a student because:
  - they commence a study abroad programme overseas and do not plan to return to the UK or the College does not want to continue to be responsible for them while they are out of the UK
  - they move into a different immigration category with a different sponsor;
  - they move into an immigration category that does not need a sponsor; or
  - they complete the course sooner than expected.
- There is a significant change in a student’s circumstances, for example:
  - a change in where they study
  - a change of course
  - anything that suggests they are breaking the conditions of their permission to stay in the UK
- The College suspects the student is not a genuine student.

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## Appendix 1 – Attendance Codes

Please see [Working together to improve school attendance -August 2024](#) for a full explanation of each code:

### Attending the school:

Code / \: Present at the School (/ = morning session, \ = afternoon session)

Code L: Late arrival before the register is closed

### Attending a place other than the school:

Code K: Attending Education Provision arranged by the Local Authority

Code V: Attending an educational visit or trip

Code P: Participating in a sporting activity

Code W: Attending Work Experience

Code B: Attending any other approved educational activity

Code D: Dual Registered at another school

### Absent – leave of absence:

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code J1: Leave of Absence for the purpose of attending interview for employment or admission to another educational institution

Code S: Leave of absence for the purpose of studying for a public exam

Code X: non-compulsory school age pupil not required to attend school

Code C2: Leave of absence for a compulsory school age pupil subject to a part time timetable

Code C: Leave of absence for an exceptional circumstance

### Absent- other authorised reasons:

Code T: Parent travelling for occupational purposes

Code R: Religious observance

Code I: Illness (not medical or dental appointment)

Code E: Suspended or Permanently excluded and no alternative provision made

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## **Absent – unable to attend school because of an unavoidable cause**

Code Q: unable to attend school because of a lack of access arrangements

Code Y1: Unable to attend due to transport normally provided not being available

Code Y2: Unable to attend due to a widespread disruption to travel

Code Y3: Unable to attend due to part of the school premises being closed

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as pupil is in criminal justice detention

Code Y6: Unable to attend in accordance with public health guidance or law

Code Y7: Unable to attend because of any other avoidable cause

## **Absent – unauthorised absence:**

Code G: Holiday not granted by the school

Code N: Reason for Absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed

## **Administrative Codes:**

Code Z: Prospective pupil not on admission register

Code #: Planned whole school closure

## **Internal College Codes:**

WA: Agreed weekend absence

LO: Lunch out with parents, agents or guardians

SC: Science Club

F: Excused from PE

2: 1-1 session

A: internal suspension

!: Refused to attend a meal

- : Did not eat

No other codes should be used.

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