

Attendance and Children Missing Education Policy

Key school contacts

Senior Attendance Champion (SAC), with overall responsibility for championing and improving attendance: Deputy Head: Mr Matthew Fox
01223 350615
deputyhead@heritageschool.org.uk

School Office: Parents should contact the School Office to report lateness/absence
01223 350615
office@heritageschool.org.uk

For more detailed support with attendance, parents should contact their child's Head of School:
Head of Infants: Mrs Jean Carter infants@heritageschool.org.uk
Head of Juniors: Mrs Jeni Watkins juniors@heritageschool.org.uk
Head of Seniors: Mr Jonathan Burden seniors@heritageschool.org.uk

Introduction

Heritage School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

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

Regulatory Framework

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- EYFS statutory framework for group and school-based providers (DfE, January 2024);
- Education and Skills Act 2008;
- Children Act 1989;
- Equality Act 2010;

This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, applies from 19 August 2024);
- Summary table of responsibilities for school attendance (DfE, applies from 19 August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, September 2023);
- Guidance for parents on school attendance (Office of the Children's Commissioner, September 2023);
- 'Is my child too ill for school?' guidance (NHS, April 2024);

- Keeping children safe in education (DfE, September 2024);
- Children missing education (DfE, September 2016);
- Supporting pupils with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

The following School policies, procedures and resource materials, which can be found on the Heritage website, are relevant to this policy:

- Safeguarding policy
- Behaviour policy
- Missing Child and Pupil Supervision policy
- SEND policy
- Disability policy
- Terms and Conditions

School responsibilities and allocation of tasks

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. 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.

The School has 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. It will monitor and analyse this data regularly to facilitate early intervention to address issues. The School will respond to non-attendance and / or lateness proactively, 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.

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. Heritage will seek to adopt a balanced and inclusive approach, working with parents and children to meet needs as early as possible and to deliver appropriate support interventions and appropriately follow the relevant local authority referral routes.

The Trustees have overall responsibility for all matters which are the subject of this policy. They recognise that improving attendance is a school leadership issue and have appointed a designated senior leader as School's Attendance Champion (SAC) to have overall responsibility for championing and improving attendance in School.

The SAC's responsibilities:

- to set a clear vision for improving attendance in school;
- to ensure that the School provides appropriate training and professional development for staff consistent with their roles and responsibilities.
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils and parents.

Staff with specific responsibilities for attendance (Infant and Junior School class teachers; Senior School form tutors; Heads of School; and Office Staff):

- have a formal routine for registers being taken accurately each morning and afternoon;
- seek explanations of absences required from pupils on their return to School;
- 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;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

All staff (teaching and non-teaching):

- know the importance of good attendance and are consistent in their communication with pupils and parents about it.
- know that children's absence from education can be a warning sign of safeguarding issues

Children Missing Education

Children missing education are defined within the [Children Missing Education \(Statutory Guidance for Local Authorities\) September 2016](#) as those of compulsory school age who are not on a school roll or receiving suitable education otherwise. Those who are regularly absent or have missed ten school days or more on repeat occasions without permission may be at risk of falling into the category of 'children missing education'.

Children absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. If there are safeguarding concerns linked with a child missing education immediate action must be taken in line with the school's Safeguarding policy and with Appendix 4 of this policy.

The welfare of all the children at Heritage school is our paramount responsibility. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Heritage School cooperates with the Children Missing Education (CME) Team at Cambridgeshire County Council to help ensure that we fulfil the statutory responsibilities to identify children that are missing education and respond appropriately.

The separate Missing Child and Pupil Supervision Policy addresses the procedures for a child who goes missing at any point during the school day.

Admission Register

The School admission register, also known as the school roll, contains specific personal details of every pupil in the school along with the date of admission or re-admission to the School, information regarding parents and carers, and details of the school last attended. The school recognises its duty to ensure that its admission register is accurate and kept up to date and to notify the Local Authority (LA) of particular changes to assist them with fulfilling their duty under section 436A of the Education Act 1996 in respect of CME. More details on the School's admission register can be found in Appendix 2.

It is vital for parents to inform us of any changes to their child's details, especially changes to address or telephone numbers, whenever they occur. This is important for keeping the admission register accurate and up to date.

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School.

If a child does not attend on the first day that they are expected to attend the school, including those pupils who fail to transfer to statutory education from nursery school, or from the first day that a child is absent with no explanation or authorisation the following steps should be taken:

- the School Office will contact the parents/carers to seek reassurance that the child is safe at home and/or their whereabouts is known; and
- the outcome of that contact should be assessed by the Designated Safeguarding Lead (DSL)

If it is not possible to contact the parents and/or to seek the confirmation of the child's whereabouts, the DSL should, together with relevant members of staff, e.g. Heads of School, assess the child's vulnerability and if a pupil is deemed vulnerable then the referral should be made immediately (see the next section for more detail on this).

The school will notify the LA of children who do not attend the first day that they are expected to, or of pupils who are persistently or frequently absent. The channel for referrals to the Attendance Investigation Officer is this online form: [Request for Children Missing from Education Investigation](#)

Attendance Register

The School also has an attendance register which records pupil attendance. The attendance register is taken at the start of each morning session of each school day and once at the start of each afternoon session. On each occasion we will record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

School Management of Admission and Attendance Registers

Registers are legal records. Both the Admission and Attendance registers must be kept electronically. The School will preserve every entry in the attendance or admission register for 6 years from the date of entry. Back-up copies must be made at least once a month (either electronic or printed), and these back-ups must be retained for six years after the end of the year to which they relate

When amendments are made to the registers, the School will ensure that the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

Other details about the School's arrangements can be found in Appendices 1-3.

Monitoring attendance

As patterns of attendance are habitual, early identification and support is essential. 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:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to senior leadership to facilitate discussions with pupils (including the SENDCO and DSL);
- conducting thorough analysis of half-termly, termly, and yearly data to identify trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented.

Pupil responsibilities

School attendance is important to pupil attainment, wellbeing and development. We aim to provide a calm, orderly, safe and supportive environment in which all our pupils can learn and thrive. We expect all our pupils to:

- be present in-person for the duration of each School day;

- consistently arrive on time and attend all timetabled lessons;
- not leave a lesson or the School site without permission or in accordance with School rules;
- engage with the School's arrangements for recording and managing attendance;
- cooperate with the School investigating unexplained absences.

Where pupils are late, teachers will deal with lateness consistently and promptly, and consider appropriate sanctions in line with the school's Behaviour Policy. The school will contact the parents of pupils who are regularly late, so as to ensure their child's punctuality improves.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, we would encourage them to speak to their Class Teacher/Form Tutor or Head of School in the first instance. Pupils are entitled to expect this information to be managed sensitively.

Parent responsibilities

Where the term "parent" is used, this includes:

- all natural parents of a pupil, whether they are married or not;
- any person who has parental responsibility for a pupil; and
- any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

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. This means pupils must arrive on time and 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.

As school attendance is so important to each child's attainment, wellbeing, and wider development the School expects parents to partner with them in prioritising their child's punctuality and attendance at school. Expectations the School places on parents can be found in Appendix 1 of this policy.

Persistent lateness or non-attendance will be investigated by the school to seek to identify and address any barriers either within or outside of school. In some cases external agencies such as the local authority will be involved. Wherever possible we aim to work together with families, however if pupils and/or parents do not engage with measures set up to improve persistent lateness /non-attendance, sanctions may be carried out in line with the School's Behaviour policy and the School Terms and Conditions.

Additional Needs

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.

Where a pattern of absence is at risk of becoming, or becomes, problematic, schools should draw on these relationships and listen to and understand the barriers to attendance that the pupil or family is experiencing. In doing so, schools should take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support, working closely with external agencies as appropriate, to reduce barriers to accessing education.

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 school attendance. 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.

The School recognises that there can be attendance challenges where a child has a social, emotional or mental health issues. Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods. It is important to note that these pupils are still expected to attend school regularly. The School will seek to work together with these pupils and their parents to understand the barriers to

their attendance and, where possible, make reasonable adjustments to overcoming specific barriers. Parents should engage with the support offered by the School and be reminded of the importance of regular attendance and the emotional and mental wellbeing benefits of attending school.

Where barriers to attendance go beyond the classroom, this requires the school, local authority and other partners to work together to put joint support in place as quickly as possible.

If a pupil is unable to attend school, or is expected to be unable to attend school, for 15 days in the school year because of sickness (whether consecutive or not), the first step the School will take is to discuss with the parents the details of the illness. The School is also required to make a sickness return to Cambridgeshire County Council as soon as possible. The School is not required to make a sickness return for a pupil if it has already made a sickness return for that pupil in the same school year and relating to the same continuous period of absence. Where a health condition prevents a child from attending school, local authorities may have a duty to arrange 'education otherwise than at school'

Training

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

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up and improving attendance.
- that children's absence from education can be a warning sign of safeguarding issues

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

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

Information sharing and external support

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

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).

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

- New pupil and deletion returns;
- Attendance returns;
- Sickness returns.

The local authority has a statutory responsibility to identify, as far as it is possible to do so, children missing education (CME), and as part of that provision allocates the School a named Attendance Improvement Officer (AIO). The AIO will meet with the School's attendance lead (SAC) for virtual Target Support Meetings to provide guidance on recording the school register, accessing services, school policies, analysing data and the wider area of attendance approach. AIO's will also provide support concerning complex cases and pupils who are severely absent, by discussing approaches already taken and aiding the school to identify support from within the LA, statutory and voluntary services. The School also has access to a non-school attendance Helpline

(nsa.helpline@cambridgeshire.gov.uk), Monday to Friday 9.00 – 16.00 during term time, which is monitored by AIOs who can provide information and advice on general attendance issues.

The School will inform the Attendance Investigation Officer at Cambridgeshire County Council of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. Prior to doing so, the school should have made reasonable enquiries to ascertain the whereabouts of the child.

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. The School must provide specific pupil information on request to the Secretary of State. Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

Prolonged and persistent absence

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the LA, may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

Where a pupil has not returned to the school for ten days after an authorised absence or is absent from the school without authorisation for twenty consecutive school days, the school can remove the pupil from its admission register when, in conjunction with the LA, reasonable enquiries have been made to establish the whereabouts of the child and there is no other reasonable explanation as to why the pupil is not in attendance at the school (i.e. the child is unwell or unable to attend because of any unavoidable cause). The school will inform the LA of such a deletion no later than the same day on which the deletion is made.

In addition, the School recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

The School also recognises that children who are absent from education particularly on repeat occasions and/or for prolonged periods can act as a vital warning sign to a range of safeguarding issues. The School's response to persistently absent pupils supports identifying such abuse, and helps prevent the risk of them becoming a child missing education in the future.

Record keeping and confidentiality

The information created in connection with this policy may contain personal data. The School's use of this personal data is outlined in the Data Protection Policy on its website.

Authorised by	Mr Matthew Fox
Date	November 2024
Effective date of the policy	August 2024
Review date	November 2025
Circulation	Staff and parents via website. Parents should be sent this policy with any initial information when pupils join the school and reminded of it at the beginning of each school year.

Appendix 1: School Arrangements

Managing attendance

The School monitors, records and shares data about pupil attendance as part of its duty to safeguard and protect pupils and to promote attendance. The school accurately completes Admission and Attendance registers as required by law and set out in Appendix 2 and 3 respectively. The admission and attendance registers must be kept electronically, backed-up monthly and retained by the School for 6 years as stated by law.

The attendance register each school day works as follows:

- The attendance register must be taken twice per day, at the start of each morning session and at the start of each afternoon session.
- It is expected Infants and Juniors are in registration by 8.40am and Seniors by 8.35am, whilst the the timings for the end of the school day for all year groups can be found on the school website: [The School Day | Heritage \(heritageschool.org.uk\)](http://The School Day | Heritage (heritageschool.org.uk))
- Morning registers are to be completed by 8.50am daily, after which any unexplained absences are followed up with the parents by the Office. Arrival after 9.30am will be marked as an unauthorised absence.
- Where pupils are late, teachers deal with lateness consistently and promptly, and consider appropriate sanctions in line with the school's Behaviour Policy. The school will contact the parents of pupils who are regularly late, so as to ensure their child's punctuality improves.
- In a small number of allowable circumstances such as being too ill to attend, parents are responsible for notifying the School Office by 8.50am via telephone, email or the absence form on the School Portal on our website, and explain the reason for absence. When a pupil is off for more than 5 days in a row, parents can expect the Head of School (or tutor in the Senior School) to get in contact with the parents.
- Absence will be recorded on the Attendance Register as set out in Appendix 3.

The role of parents / carers

The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity;
- 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
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Authorised absences

Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence).

Applications for an authorised leave of absence

Pupils have 17 weeks off school to spend time together with family, including weekends and school holidays. Therefore term time is for education, so pupils are expected to attend every day the school is open.

In exceptional circumstances permission for an absence in advance may be sought from the school. This should be done in writing to the Deputy Head, who will then consider each case individually and decide if the absence is authorised or unauthorised, and the length of time the pupil can be away from school. An authorised absence is granted entirely at the Deputy Head's discretion. Parents or guardians do not have this authority. Any absence without the permission of the school will be unauthorised.

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

Dental or medical appointments should be made outside of school hours except in cases of emergency when the School Office should be informed.

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.

Managing absence

Attendance data is shared on reports to parents. DfE guidance sets out the expectation that every pupil attains attendance of **at least 95% across a year**. Ensuring a child's regular attendance at school is a parental responsibility and the 2024 statutory guidance from the DfE (Working together to improve school attendance) ensures there is consistency in approach across the country regardless of the school type.

Attendance will be monitored by the SAC and whilst there is room for differing approaches regarding individual circumstances, parents can expect the following series of actions to take place.

1. Should attendance drop **below 95%** for the academic year, the school will make contact with parents to advise that the pupil's attendance is becoming a cause for concern. Discretion might be applied depending on the situation (e.g. a discrete period of specific illness). However, a pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason (this includes both authorised and unauthorised absence). Absence at this level will damage any pupil's education and therefore the school needs the full support and co-operation of parents to avoid this level of absence.
2. Should attendance drop **below 91%** for the academic year, pupils are considered **persistently absent**, a senior member of staff will contact the family (including, where appropriate, the child) to discuss their child's persistent absence. The aim of this conversation is to identify what barriers exist to the child's attending school and to seek to find collaborative solutions to improving attendance. If there is a medical reason for persistent absence parents/guardians should seek a medical letter from a medical professional explaining this.

Should there be no improvement within the following 2-4 weeks, parents will be invited to meet with a senior member of staff to discuss matters further and review support in place for the child. If out of school barriers are identified, the school will seek to signpost and support access to any required services (e.g. GP, Local Authority Attendance Improvement Officer, mental health services, Early Help as appropriate). Attendance targets and an improvement plan will be put in place.

If the absence of a pupil from the School gives rise to a concern about their welfare, in addition to the steps outlined, action will also be taken in accordance with the Safeguarding policy.

3. Should attendance drop **below 50%** for the academic year, pupils are considered **severely absent**. In addition to the measures carried out for persistently absent pupils, a formal review will take place with the SAC. The school would expect to have considerable input regarding the pupil from the Local Authority's Attendance Improvement Officer.

Parents are bound by the Schools Terms and Conditions and failure to ensure a child's attendance or to engage with the School regarding attendance could amount to a breach of contract. It may be necessary to discuss alternative schooling arrangements in situations where the pupil's needs will be better catered for in a different environment. Decisions will be made in the child's best interests.

Prolonged or Frequent Illness

If a pupil is unable to attend school, or is expected to be unable to attend school, for 15 days in the school year because of sickness (whether consecutive or not), the first step the School will take is to

discuss with the parents the details of the illness. The School is also required to make a sickness return to the LA as soon as possible. The School is not required to make a sickness return for a pupil if it has already made a sickness return for that pupil in the same school year and relating to the same continuous period of absence. Where a health condition prevents a child from attending school, local authorities may have a duty to arrange 'education otherwise than at school'

Unauthorised absence

The School will inform the LA's AIO of any pupil who has been absent without the school's permission for a continuous period of 10 school days (codes G, N, O, and/or U). Prior to doing so, the School will have made reasonable enquiries to ascertain the whereabouts of the child.

Where a pupil has not returned to the school for 10 days after an authorised absence or is absent from the school without authorisation for 20 consecutive school days, the school can remove the pupil from its admission register when, in conjunction with the LA, reasonable enquiries have been made to establish the whereabouts of the child and there is no other reasonable explanation as to why the pupil is not in attendance at the school (i.e. the child is unwell or unable to attend because of any unavoidable cause). The school will inform the LA of such a deletion no later than the same day on which the deletion is made.

Appendix 2: Admission Register (School Roll)

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

- 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
- 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.

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. 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.

The School must ensure that the name of each pupil at the school is entered in the school's admission register on the pupil's starting day, before or at the beginning of the first school session on that day.

The School must ensure that the admission register contains the following information about each registered pupil—

- (a) full name;
- (b) name that the pupil uses at school;
- (c) sex;
- (d) address;
- (e) the full name and address of each of the pupil's parents;
- (f) which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency;
- (g) day, month and year of the pupil's birth;
- (h) day, month and year of the pupil's starting day at the school;
- (i) name and address of the last school the pupil attended, if any.

If a parent of a registered pupil has told the proprietor that the pupil will in the future normally live with a parent at a specified address (in addition to or instead of any address where the pupil currently normally lives) the proprietor must ensure that the admission register contains—

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

Sharing information with the Local Authority

The school will notify the LA within five days when a pupil's name is added to the admission register at a non-standard transition point. The local channel for this is to email cme@cambridgeshire.gov.uk with the following details:

- the name in full;
- birth sex;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school.

The school will also notify the LA of September Lower Prep admissions (a standard transition point) as Cambridgeshire County Council has requested this.

Amendments to the Admission Register

If any of the details of a registered pupil changes the School must ensure that the admission register is amended accordingly as soon as reasonably possible. School must ensure that whenever an entry in the school's admission register or attendance register is amended, the register contains—

- (a) the original entry;
- (b) the amended entry;
- (c) the reason for the amendment;
- (d) the date on which the amendment was made; and
- (e) the name of the person who made the amendment

Deletions from the Admission Register

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 deleted.

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:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- 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;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

The local channel for reporting the above to Cambridgeshire County Council is this online form:

- [Deletion from Register - Destination Confirmed Form](#)

Where a parent elects to home educate the school has a legal duty to notify the LA using this online form:

- [Cambridgeshire Elective Home Education - Learn Together \(cambslearntogether.co.uk\)](#)

Appendix 3: Attendance register

Attendance register

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

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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#).

The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

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.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

On each occasion it will be recorded whether every pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

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

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

Recording absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

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

Unauthorised absence

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

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

Appendix 4: Children Missing Education where there are Safeguarding Concerns

Children Missing Education where there are Safeguarding Concerns

If there are any safeguarding concerns, then a consultation with the Designated Safeguarding Lead, should take place immediately to consider the child's vulnerability in keeping with the Safeguarding Policy.

If there is a need for a referral to be made to Children's Social Care and/or the police this should be done immediately in keeping with the Safeguarding Policy.

If the judgement reached is that there is no reason to believe that a child is suffering, or likely to suffer, significant harm, then the school should delay making a referral to allow them to make further reasonable enquiries in conjunction with the local authority. The timeliness at which these reasonable enquiries are made will depend upon any known or concerning factors that may arise through the process. Home visits can be made by school staff in agreement with the local authority.

If the above response is unsuccessful and/or in accordance with the requirements detailed in the section above, the school should contact the Attendance Investigation Officer, referring the child as missing from education and providing details of the completed enquiries made by the school.

The Attendance Investigation Officer will check databases within the LA using the agreed protocols (e.g. housing, health, and police); check with agencies known to be involved with the family; with any LA the child may have moved from originally. The child's circumstances and vulnerability will be reviewed as necessary and reassessed regularly and jointly with the Attendance Investigation Officer in consultation with the appropriate authorities.