

Attendance and Registration Policy

Date Reviewed	09.2025
Reviewed By	MS
Date Of Next Review	09.2026
Version	12.1



This policy complies with The School Attendance (Pupil registration) (England) Regulations 2024.

Introduction

Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise. (Education Act 1996)

Under the provisions of the **Education Act 1996 (s434)** and the **Pupil Registration Regulations 1995** the school must keep an attendance register. The school is registered with the Information Commissioner under the **Data Protection Act 1998 and GDPR 2018**. This policy is also based on the School Attendance, Departmental Advice for maintained schools, independent schools and local authorities, October 2014 DfE. And Working Together to Improve School Attendance August 2024 DfE.

The purpose of this Attendance Policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the school have registered twice daily, or a reason for non-attendance is known to the school.

Procedures

All Form registers will be closed 30 minutes after the start of the morning and afternoon sessions.

Office staff collate absence details between 9.00 and 9.30 each morning, and a follow-up telephone call is made to parents from whom no communication has been received. **If there is no answer, an email will be sent to parents and follow up calls are made. Once a reason for absence has been given, the attendance register on iSAMS will be updated with the appropriate code.**

The **Head & DSL** will:

- ensure that strategies are in place to promote and implement the policy throughout the school
- determine (in collaboration with the Deputy Heads and Form Teacher) whether to authorise any proposed absences requested in writing, or absences which have taken place for which no request was made
- notify parents as appropriate if a pupil of compulsory school age fails to attend regularly his/her parents commit an offence
- initiate with appropriate staff strategies to improve attendance
- oversee the attendance arrangements
- work with Form Teachers to ensure the efficient running of the system
- make periodic checks of the registers to monitor pupil absence
- make regular checks on absence notes and the reasons for absence
- ensure that unaccounted for absences are followed up

- deal with issues of inadequate registering
- clarify with Form Teachers the recording of absences on school reports providing the local authority with the full name and address of all 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

Form Teachers will:

- contact parents over pupil absences where appropriate
- ensure that pupils are registered accurately
- ensure that absence notes or emails are sent to the school office if no telephone notification has been received and pass these to the School Secretary for filing
- follow up cases of unaccounted for absence or unacceptable notes

Classroom Teachers will:

- check the attendance of pupils at their lessons
- inform the office and the DSL of the names of pupils who are absent without notification

Inspection

The Head will ensure that the School Admission and Attendance Registers are available for inspection by registered inspectors.

Leave of Absence

Leave can be granted only by the Head. Parents will be expected to make a request in writing. Parents of boarders leaving early because of difficulties obtaining flights must also make a request in writing.

Short Term Leave

The School can legally grant short term leave for family reasons (usually holiday). It is for the Head to determine the reasonableness. Where a pupil becomes pregnant leave will be given of no more than 18 weeks after which the absence would be unauthorised. The school will do all it can to support the pupil remaining in school as long as possible. Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering no absence needs to be recorded but the pupil must sign out in case of fire.

Religious Observance

There is no legislation or regulation or DfE guidance on this matter. The Head will review each application reasonably. The School expects advance notice, since religious festivals are likely to be fixed well ahead.

Pupils missing register due to lessons

- The deadlines for registration are as follows: 8.30am and 13:50pm. Where possible, staff should release pupils to get to registration by these times.

Where it is not possible for pupils to arrive at registration by the above times the procedure will be as follows:

- For **regular** early or lunchtime lessons:
 - a. The staff member should have a list of names of those expected to attend the lesson and should take a register in iSAMS each lesson.
 - b. The register lists should reach the school office by 9.10am or 2.10pm **at the latest**.
 - c. Where it is not possible to get the register list to the office in time the staff member should telephone the office, or let them know by some other means (ideally in advance).
- For **occasional/rotating** lessons (usually one to one) the individual pupil **must** go to the office and sign in and give an explanation for why they have missed registration. Staff should allow a few minutes at the end of a lesson for her to do this.

As Form Teachers begin to know the pattern for their form it would be acceptable to leave the space in the register blank in the first instance and the office will fill it in as appropriate and before the end of the registration period.

Taking the register

This section applies to the taking of the pupil registers at Wychwood, Oxford. Wychwood, Oxford, having both day pupils and boarders, is required to register the day pupils at the start of the first session of each school day and once during the second session. We choose to register the boarding pupils at the same times.

Pupils should be marked as

- Present
- Absent according to the registration codes in use from the DfE

When a pupil is absent the school must follow up the absence to ascertain the reasons for absence and

- Ensure proper safeguarding action is taken, if appropriate;
- Identify whether the absence is approved or not
- Identify the correct code to enter on the school's electronic registration system.

Presence and Absence

Pupils MUST NOT BE MARKED PRESENT IF THEY ARE NOT IN SCHOOL DURING REGISTRATION.

If a pupil leaves the school premises AFTER registration then they are still counted as present for statistical purposes.

If a pupil arrives after the register has closed, then they are marked late.

At Wychwood, Oxford, pupils will be marked as present by the Form Teacher if they are in their form rooms during the registration periods of 08.30 to 08.40 and 13.50 to 14:00.

If a pupil is NOT present in their form room during these times, if the Form Teacher has been formally notified in advance the whereabouts of the child, they enter the appropriate code.

If the Form Teacher does not know the whereabouts of the child they will leave the register blank.

If a pupil arrives in school **after** 08.40 or 14:00 they must sign in at the school office. They will be marked as late in the register by the school office.

The register for the morning session will remain open until 09.00 to allow for follow up by the school office on unexplained absences.

The register for the afternoon session will remain open until 14.20 to allow for follow up by the school office on unexplained absences.

A pupil arriving after the register closes should be marked absent at 9.30 or 14.20 with the code U, or with another absence code if that is more appropriate.

In accordance with Working Together to Improve School Attendance (2024), attendance is everyone's business. The barriers to accessing education are wide-ranging and can be complex, both within and beyond the school gates. They are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.

Wychwood School, Oxford, is committed to successfully treating the root causes of absence and removing barriers to attendance, at home and in school and will actively seek to work in partnership with, not against families.

Registration Codes

Code	Meaning	Notes
/	Present in school am	Between 08.30 and 08.40 - Form Teacher
\	Present in school pm	Between 13:50 and 14:00 - Form Teacher
L	Present after registration but before register closes	Between 08.40 and 09.00 - School office Between 14:00 and 14.20 - School office
B	Off-site educational activity	RARE - only used if a child is registered at another school as well as Wychwood
D	At another educational establishment	RARE - e.g. if a child was at a hospital school
J	At Interview	University or job INTERVIEWS
J1	Employment or education interview	Pupil attending an interview for employment or for admission to another educational institution
P	Supervised sporting activity	Pupil is attending e.g. an athletics tournament
V	Educational Visit or trip	Any school trip or visit including residential ones.
W	Work Experience	Only applies to Shell, Study I and Study II. Work Experience.
C	Leave of absence	This is for exceptional circumstances and only the head may authorise
C1	Regulated performance	
C2	Temporary reduced timetable	Where a pupil is of compulsory school age but for exceptional circumstances, a part-time timetable is agreed.
E	Excluded	If child is excluded or suspended from Wychwood
H	Holiday	Parents should have asked the Head who will tell the Form Teacher
I	Illness	NOT medical or dental appointments
M	Medical or dental appointment	Parents should have asked Form Teacher who needs to tell the Head and the School office.

R	Religious Observance	If a pupil is out, for example, to celebrate Eid. Parent should ask permission from the Head.
S	Study Leave	Study leave for Shell (Yr 11) pupils prior to public examinations.
T	Gypsy, Roma and Traveller absence	Only if the family is travelling for occupational purposes and have previously agreed this with the School.
G	Holiday NOT authorised by the head or in excess of the time agreed	E.g. if a child returned late from an agreed holiday or the parents take the child without asking first
K	Attending education provided by the LA	e.g. A college course or alternative provision that has been arranged by the LA, NOT school.
N	Reason for absence not yet provided	If at 09.30 or 14.20 the school office has been unable to ascertain where the child is. N is used to allow the registers to be closed. However, this should be amended once the reason is known. If no reason is given after 1 week then it should be replaced with O.
O	Absent without authorisation	If the school is unsatisfied with the reason given for absence
U	Arrived in school after registration closed	Arrived between 09.00 and 13.50 or between 14:00 and 15.50.
X	Not required to be in school	Applies to Study leave for Study I and II (Yrs 12 and 13) who are beyond the compulsory school age.
Y	Unable to attend due to exceptional circumstances	E.g. because school is closed; transport unavailable; local or national emergency leading to travel disruption; pupil is in custody (although if they being educated in custody this is code B)
Y2	Unable to attend due to widespread disruption to travel	Disruption due to local, national or international emergency and so attendance is not possible.
Y3	Part of the school is out of use	Part of the school is out of use and the pupil cannot be practically accommodated elsewhere.
Y4	Whole site closure	
Y5	Subject to sentence of detention	Pupil is in the criminal justice system
Y6	Infection or disease	Only used where government guidelines or rules state that they should not attend to limit the spread of infection or disease.
Y7	Unavoidable cause	Only used where pupil is unable to attend and other codes do not apply. The cause must affect the pupil, not the parent.
Z	Pupil is not on admission register	This should only EVER be used on the pupil's first day IF they are not on the admission register. Form teachers will be told
#	Planned School closure	E.g. between terms, half days at half term, use of the school as a polling station etc.

Related documents:

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](#)
[\(publishing.service.gov.uk\)](#)