



# Lancing Prep Worthing

A Lancing College Preparatory School

## Attendance Policy

### 1. Introduction

Lancing Prep Worthing aspires to high levels of attendance from all pupils. It recognises that good attendance is a vital part of the success of pupils, both in their academic progress, wider life chances and overall wellbeing. Children being absent from school, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. We set high expectations for pupil attendance and punctuality.

### 2. Scope

- 1.1 This policy applies to Lancing College Preparatory School at Worthing or 'the School'.
  - a. This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

### 3. Aim

- i. to develop and maintain a whole school culture that promotes the benefits of good attendance;
- ii. to ensure, so far as possible, that every pupil in at Lancing Prep Worthing is able to benefit from and make their full contribution to the life of the School;
- iii. to prioritise and where possible improve attendance and punctuality across Lancing Prep Worthing, reduce absence and set out the School's approach to the management of absence / non-attendance;
- iv. to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- v. to help to promote a whole school culture of safety, equality and protection.

#### 4. Key School contacts

<b>Francesca Milling, Head and Senior attendance champion</b> • (including EYFS provision)	Email: <a href="mailto:fmilling@lancing.org.uk">fmilling@lancing.org.uk</a> Telephone number: (term time): 01903 201123
<b>Catherine Fauvel, Head's PA, Registrar and Office Manager</b>	Email: <a href="mailto:clf@lancing.org.uk">clf@lancing.org.uk</a> Telephone number: (term time): 01903 201123
<b>Elly Trunfull, Receptionist and Administrative Assistant</b>	Email: <a href="mailto:etrunfull@lancing.org.uk">etrunfull@lancing.org.uk</a> Telephone number: (term time): 01903 201123

## 2 Regulatory framework

2.1 This policy has been prepared to meet Lancing Prep Worthing's responsibilities under:

2.1.1 Education (Independent School Standards) Regulations 2014;

2.1.2 Education and Skills Act 2008;

2.1.3 Children Act 1989;

2.1.4 Childcare Act 2006;

2.1.5 Sponsorship Duties (UKVI, July 2023);

2.1.6 The School Attendance (Pupil Registration) (England) Regulations 2024;

2.1.7 Equality Act 2010; and

2.1.8 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

2.2 This policy has regard to the following guidance and advice:

2.2.1 [Working together to improve school attendance](#) (DfE, August 2024);

2.2.2 [Summary table of responsibilities for school attendance](#) (DfE, August 2024);

2.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);

2.2.4 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);

2.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);

2.2.6 [Keeping children safe in education](#) (DfE, September 2024);<sup>1</sup>

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- 2.2.7 [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
  - 2.2.8 [Children missing education](#) (DfE, September 2016);
  - 2.2.9 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
  - 2.2.10 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
  - 2.2.11 [Mental health and behaviour in schools](#) (DfE, November 2018);
  - 2.2.12 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
  - 2.2.13 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
  - 2.2.14 [Remote education guidance](#) (DfE, updated February 2023); and
  - 2.2.15 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).
- 2.3 The following School policies, procedures and resource materials are relevant to this policy:
- 2.3.1 Child Protection (Safeguarding) Policy
  - 2.3.2 Child missing from education policy
  - 2.3.3 Special Education Needs policy (SENDA policy\_
  - 2.3.4 Positive behaviour policy;
  - 2.3.5 The Lancing College Terms and Conditions
  - 2.3.6 The Admissions Policy

### 3 **Publication and availability**

- 3.1 This policy is published on the School website.
- 3.2 This policy is available in hard copy on request.
- 3.3 A copy of the policy is available for inspection from the Head's PA during the School day.

### 4 **Definitions and interpretation**

- 4.1 Where the following words or phrases are used in this policy:
  - 4.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.
  - 4.1.2 references to the **Proprietor** are references to the board of Governors].

4.1.3 references to a **Parent** means:

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

4.1.4 References to a **pupil** includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.<sup>2</sup>

4.1.5 **SAC** means the School's attendance champion

## 5 **Responsibility statement and allocation of tasks**

5.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

5.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

5.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	GB Safeguarding & Pastoral committee	Annually

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<sup>2</sup> This is the definition as set out in section 3 of the Education Act 1996 and referred to in chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

## **6 The importance of good attendance**

6.1 Lancing Prep Worthing 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:

- 6.1.1 the importance of good attendance, alongside good behaviour, as a central part of Lancing Prep Worthing's vision, values, ethos, and day to day life;
- 6.1.2 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;
- 6.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- 6.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 6.1.5 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.

## **7 School responsibilities**

- 7.1 Lancing Prep Worthing 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.
- 7.2 Lancing Prep Worthing will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.
- 7.3 Where there are challenges to attendance, Lancing Prep Worthing will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 7.4 The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- 7.5 The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

## 8 Staff responsibilities

### The SAC

8.1 The Head is the SAC, having overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

8.1.1 The SAC's responsibilities are:

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

### 8.2 Staff with specific responsibilities for attendance<sup>3</sup>:

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

- 8.2.1 have a formal routine for registers being taken accurately each morning and afternoon;
- 8.2.2 seek explanations of absences required from pupils on their return to School;
- 8.2.3 make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- 8.2.4 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- 8.2.5 deal with lateness to lessons consistently and promptly;
- 8.2.6 consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- 8.2.7 discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

### 8.3 All staff

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<sup>3</sup> The 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

8.4 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

8.5 The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

## 9 **School arrangements**

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

## 10 **Monitoring attendance**

10.1 Lancing Prep Worthing 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:

10.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

10.1.2 using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);

10.1.3 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

10.1.4 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

10.1.5 devising specific strategies to address areas of poor attendance identified through data;

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

10.1.7 providing data and reports to the Governing Body to support its work.

## 11 **Pupil responsibilities**

11.1 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.

11.2 Pupils should be aware that:

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

- 11.2.2 they are expected to arrive on time and attend all timetabled lessons;
- 11.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- 11.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- 11.2.5 any unexplained absence will be followed up;
- 11.2.6 persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
  - (a) offers of support to seek to identify and address any barriers to attendance;
  - (b) communication with parents;
  - (c) reporting to other agencies such as children's social care; and
  - (d) sanctions against them or their parents in line with the School's behaviour policies.
- 11.2.7 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 teacher or Mrs Brown , Head of Wellbeing, in the first instance. Pupils are entitled to expect this information to be managed sensitively.

## 12 Additional needs

- 12.1 Lancing Prep Worthing 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.
- 12.2 The School will make reasonable adjustments<sup>4</sup> 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.
- 12.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.<sup>5</sup>

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<sup>4</sup> 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.

<sup>5</sup> 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 EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan.'



- 12.4 Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance<sup>6</sup>.
- 12.5 Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.
- 12.6 The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.<sup>7</sup>

### 13 **Parent / carer responsibilities**

- 13.1 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.
- 13.2 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.
- 13.3 The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.
- 13.4 Expectations the School places on parents can be found in Appendix 1 of this policy
- 13.5 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.

### 14 **Training**

- 14.1 **Staff:** Lancing Prep Worthing 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:

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

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<sup>6</sup> 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

<sup>7</sup> See paragraph 57 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024

- 14.1.2 the School's strategies and procedures for tracking, following up and improving attendance.
- 14.2 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:
  - 14.2.1 the law and requirements of schools including on the keeping of registers;
  - 14.2.2 the process for working with other partners to provide more intensive support to pupils who need it;
  - 14.2.3 the necessary skills to interpret and analyse attendance data; and
  - 14.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- 14.3 The School maintains written records of all staff training.

## 15 **Information sharing**

- 15.1 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.
- 15.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- 15.3 Where appropriate the schools will attend regular targeting support meetings.<sup>8</sup>
- 15.4 The School is legally required to share information from the registers with the local authority. As a minimum this includes:
  - 15.4.1 New pupil and deletion returns;
  - 15.4.2 Attendance returns<sup>9</sup>;
  - 15.4.3 Sickness returns.
- 15.5 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.

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<sup>8</sup> Targeting 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: applies from 19 August 2024.

<sup>9</sup> 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 ten 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: applies from 19 August 2024.

15.6 The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE<sup>10</sup>. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

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

## 16 **Record keeping and confidentiality**

16.1 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.

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

## 17 **Version control**

Date of adoption of this policy	1 September 2024
Date of last review of this policy	N/A
Date for next review of this policy	1 September 2025
Policy owner (SLT)	Head
Policy owner (Proprietor)	Governing Body

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<sup>10</sup> The DfE has stated that the easiest way to meet the requirement to share the data is to have an electronic management information system containing the required information that can be accessed by the DfE. Once the school has granted permission the flow of data is completely automated and does not place any further burden on schools or local authorities.

## Appendix 1 School arrangements<sup>11</sup>

### 1 Managing attendance

- 1.1 Lancing Prep Worthing 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<sup>12</sup> 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 [6 years].
- 1.2 Lancing Prep Worthing expects all pupils to be present at School for the whole of the School day, usually from the statutory morning registration which takes place between 8.30-9.00am until the school day ends at 4.00pm. Attendance will be extended beyond this, optionally, for the purposes of out of school clubs, sports fixtures or school trips etc.

### 2 The role of parents / carers

- 2.1 The School expects all Parents to:
  - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity, ideally in writing, and at least 24 hours ahead of the planned absence;
  - 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 should ensure their child attends School for morning registration;

### 3 Registration and attendance checks

- 3.1 Morning registration is between 8.30am and 8.40am for Prep pupils (Years 3-8), between 8.45 and 9am for Pre-Prep pupils (Reception-Year 2) and at 9am for Nursery and Pre-School children.
- 3.2 Afternoon registration will be taken 1.15pm and 2pm, depending on year group.

### 4 Reporting and managing absence

- 4.1 If a pupil is absent from morning registration, the reception staff will in the first instance send an email to all that teach the pupil in the immediate

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<sup>11</sup> The School should tailor this section to ensure that its arrangements are set out clearly

<sup>12</sup> Boarding schools without day pupils are not required to keep an attendance register. Schools with a mixture of day pupils and boarders must keep an attendance register for the day pupils.

lessons for the day and the form teacher in order to locate the pupil. If the pupil is not located, the reception staff will make contact with parents to account for the whereabouts of the pupil.

- 4.2 If a pupil is to be absent from School for unexpected reasons (e.g. illness or transport problems), the parent / carer should contact the school office by 8.30am on first morning of absence;
- 4.3 Where a pupil is ill, the School should be notified of the nature of the illness.
- 4.4 In the event that school transport is delayed, the school will be contacted and this information passed to form teachers; and the delayed pupils will sign in at Reception upon arrival.

## 5 **Arrangements for reporting subsequent absence**

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

## 6 **Authorised absences**

- 6.1 **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.**

## 7 **Applications for an authorised leave of absence**

- 7.1 Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and should be made in writing to the Head.
- 7.2 The Head 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.
- 7.3 Apart from illness therefore, no pupil should be away from School without prior permission from the Head.
- 7.4 Dental or medical appointments should be made as far as is possible during School holidays except in cases of emergency or by medical requirement when the Form tutor should be informed.
- 7.5 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.
- 7.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

## 8 **Reporting duties**

- 8.1 The School has statutory reporting obligations if a pupil fails to regularly attend their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- 8.2 In the event that a pupil holding a Child Student visa sponsored by the School under the Points Based System goes missing<sup>13</sup>, the School will report to UKVI if the pupil misses ten consecutive expected contact points.
- 8.3 Each time the School's attendance register is completed it is treated as a contact point for these purposes.<sup>14</sup>
- 8.4 The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance
- 8.5 Action will also be taken in accordance with the Missing child policy and safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

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<sup>13</sup> Children being absent from school, particularly repeatedly and / or for prolonged periods and children missing education, can act as a vital warning sign of a range of safeguarding issues, including exploitation. Exploitation can affect any child, however international students may be at greater risk than other children. UKVI's Student Sponsor Guidance states that a school must have appropriate policies and procedures in place to ensure the safety, wellbeing and protection from exploitation of the children whom it sponsors to study in the UK under the Child Student route.

<sup>14</sup> The School may wish to insert its own definition of contact points e.g. just morning registration

## Appendix 2 Admission register

### 1 Admission register

- 1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:
  - 1.1.1 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
  - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
- 1.2 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.
- 1.3 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.
- 1.4 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.<sup>15</sup>
- 1.5 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 deleted.<sup>16</sup>
- 1.6 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:
  - 1.6.1 the full name of the pupil;
  - 1.6.2 the address of the pupil;
  - 1.6.3 the full name and address of any parent the pupil normally lives with;
  - 1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;

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<sup>15</sup> Regulation 8 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the admissions register. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

<sup>16</sup> 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. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

- 1.6.5 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;
- 1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- 1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.



## Appendix 3 Attendance register

### 1 Attendance register

- 1.1 Lancing Prep Worthing 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<sup>17</sup>
- 1.2 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.
- 1.3 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 copy.<sup>18</sup>
- 1.4 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.
- 1.5 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.
- 1.6 On each occasion it will be recorded whether every pupil is:
  - 1.6.1 physically present in school when the attendance register begins to be taken; or
  - 1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
  - 1.6.3 attending a place other than the school; or
  - 1.6.4 absent.
- 1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
  - 1.7.1 Attending educational provision arranged by a local authority;
  - 1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
  - 1.7.3 Attending a place for an approved educational activity that is a sporting activity;

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<sup>17</sup> 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: applies from 19 August 2024.

<sup>18</sup> Registers are legal records and the School must preserve every entry in the attendance or admission register for 6 years from the date that the data was entered.

1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;

1.7.5 Attending a place for any other approved educational activity.

## **2 Recording absence**

2.1 All attendance and absence will be recorded using Lancing Prep Worthing's MIS (iSAMS).

2.2 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:

2.2.1 leaves of absence;

2.2.2 other authorised reasons;

2.2.3 unable to attend school because of unavoidable cause;

2.2.4 unauthorised absence.<sup>19</sup>

## **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 Education, Health and Care plan 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

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<sup>19</sup> 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 attendance: applies from 19 August 2024.

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.
- 3.6 The School will maintain pages on its website that provides information and guidance about the remote education provision and links to any trusted external education websites.
- 3.7 The School has an established remote education plan in place which is reviewed at least annually in consultation with staff.<sup>20</sup>

#### 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 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 Head;
  - 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.

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<sup>20</sup> The DfE's non-statutory guidance on providing remote education recommends (if a plan is in place) it should demonstrate a consideration of any additional burdens that providing remote education may place on staff and families.

## **Appendix 4 – Working practicalities for Lancing Prep Worthing**

### **REGISTRATION PROCEDURE**

For all pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session. It must be completed using the designated symbols in iSAMS.

An additional back-up copy must be made either electronically and as a printed copy, not less than once a month. These backups must be retained for six years after the end of the school year in question.

### **PREP**

Online registration through iSAMS takes place between 8.30 and 8.40 when registration closes. Pupils who arrive after registration has closed must sign in on the iPad in the office. The designated symbol is used for pupils arriving after registration has closed. In the afternoon, registration takes place at 14.00. Staff should formally call the register so that children get used to where their name is on this list and are able to line up in register order during emergency drills.

### **PRE-PREP**

Online registration through iSAMS takes place between 8.45 and 9.00 when registration closes. Pupils who arrive after registration has closed must sign in at the office. The designated symbol is used for pupils arriving after registration has closed. In the afternoon, registration takes place at 13.15. Staff should formally call the register so that children get used to where their name is on this list and are able to line up in register order during emergency drills.

### **NURSERY AND PRE-SCHOOL**

Online registration through iSAMS takes place at 9.00 and 13.15. Nursery education is not compulsory, but we do ask parents to telephone the school office on the first day of absence and inform us of the reason for their child's absence. The school office will contact parents on the third day of any unexplained absence.

### **RECOMMENDED SYMBOLS FOR REGISTRATION**

Staff should insert the correct symbol from those offered in the drop-down box menu in the iSAMS registration module. If no reason for absence has been received by the person

completing the register, they should insert the designated symbol (N). As form teachers or office staff are notified of the reasons for absence, and at the latest by 9.30am, the correct symbol should be inserted. If after five school days a reason for absence is not established, then the unauthorised absence symbol should be inserted.

## **PUPILS WHO MISS FORMAL REGISTRATION DUE TO AN IN-SCHOOL ACTIVITY**

### **ORCHESTRA / CLUB/ PERIPATETIC LESSON**

The teacher taking the register in the form room should insert an N for these children and the office staff will replace this with the correct symbol as appropriate after checking the club/lesson register with the relevant member of staff.

### **HOME SPORTING FIXTURE**

The member of staff supervising the team must complete a paper register and send this to the school office. Office staff will enter these details onto iSAMS.

### **AWAY SPORTING FIXTURES AND TRIPS**

Where pupils are taken out of school by staff, the office must be notified. All staff must complete a paper register and hand it to office staff, along with an information sheet which details a list of pupils, location of activity, time of departure and return and name of supervising teacher. Any updates or changes to this list need to be given to the office before leaving school.

Office staff will enter these details onto iSAMS.

## **ABSENCES**

- If a child is going to be absent for an appointment outside school, or for any other reason, the parents should email the form teacher and/or the school office beforehand explaining the reason for absence. This absence can be recorded in advance but must be checked at the appropriate registration period.
- If a child is ill, or is going to arrive late for school, parents are asked to contact the office or form teacher by 8.30am on that day explaining the reason for absence.
- All emails regarding absence should be stored for future reference. Emails should be stored in iSAMS under the 'Medical' or 'Absence' note type depending on the reason for the absence.
- If there is no communication from the parents, the office will contact them to ascertain the reason for absence (calling the parents of any child who walks to school on their own promptly).
- In some cases, a pupil may frequently miss occasional days for various reasons, authorised by the parents. The following guidelines will be followed:

- a) If an ongoing medical reason is the cause of the absences, then a note from an appropriate health care practitioner should be sought outlining the necessity of continued frequent absences.
- b) If this is not the case the school, parents and pupil should agree on a strategy to increase attendance, treating each case on its merits.
- c) If no progress is made in this area over the next half term the school will engage the relevant LA services.

### **LONG TERM ABSENCE – PUPILS UNABLE TO ATTEND SCHOOL**

If a pupil is unable to attend school for a period of more than 5 consecutive school days, or if a pattern of concern develops or their attendance percentage is well below the expected 90% minimum, the class teacher will contact their parents to discuss the absence and provide support. After 10 working days of continuous absence or concern regarding a pattern of low attendance, the class teacher will liaise with other staff and the parents to discuss the pupil's situation. A member of SLT will inform the parents that a note from an appropriate health care practitioner will be required to authorise the absence if the pupil is going to be absent for more than 15 days, whether this is consecutive or regularly as part of a continuing ongoing illness. After 15 days a note from an appropriate health care practitioner will be required stating how long the pupil is likely to be absent and suggesting a date or strategy for returning to school. If the pupil is likely to be absent for longer than 20 working days or if the school has serious concerns regarding a pattern of low attendance, the school will contact the Education Welfare Officer (EWO) or relevant LA services as appropriate.

### **SCHOOL REFUSAL**

If a pupil refuses to attend school, the procedure outlined at Appendix 5 will be followed.

### **EARLY DEPARTURES**

If a child needs to leave the school before the end of the school day, parents must contact the office or form tutor in writing and give reasons. All pupils leaving early must report to the office before leaving to sign out on the iPad.

### **CLUBS & ACTIVITIES**

Staff supervising clubs and Homework Room register the children attending; this register is used to check children out at 5:15 and can also be used as a roll call in the case of an emergency evacuation. A copy of club registers are also provided to the office.

### **HOLIDAYS**

Parents need to request permission in writing, and in advance, from the Head for the purpose of a holiday. Absence for holidays is only given in exceptional circumstances. Any holiday for which permission has not been requested and authorised will be marked in the register using the unauthorised absence symbol.

## **STAFF**

Staff should sign in and sign out using the e-reception book located in the school office. The same procedure should be followed if they leave the site and return for lunch breaks or personal reasons during the school day.

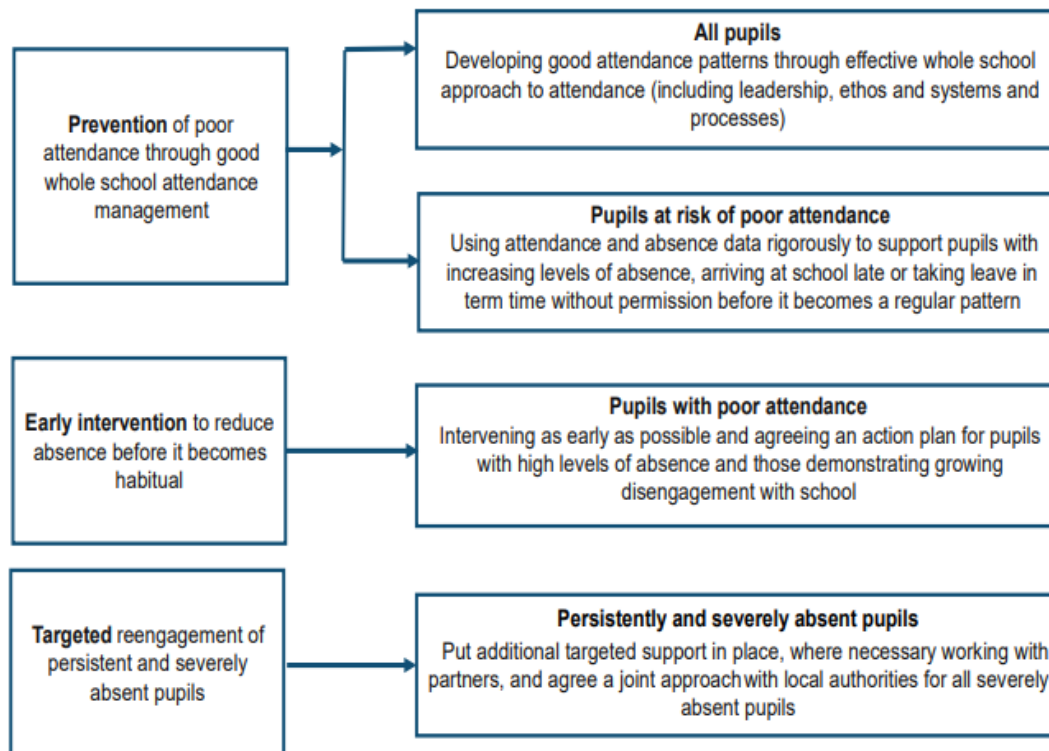
## **EMERGENCY DRILL**

In the event of the emergency alarm sounding, the following are to be taken to the Emergency Assembly Point by the office staff.

- 1. Print outs of morning registration**
- 2. A printout from the e-reception book of staff, pupils and visitors on site**
- 3. The hard copy of the pupil roll book, with all emergency contact details on.**

## Appendix 5

### Effective school attendance improvement and management



### Providing support first before attendance legal intervention

