

# Registration, Attendance and Punctuality Policy

## Senior School

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2024 / 2025



## Ibstock Place

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CO-EDUCATIONAL DAY SCHOOL

# IBSTOCK PLACE SCHOOL

## Registration, Attendance and Punctuality Policy

### Senior School

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#### Introduction

The Keeping Children Safe in Education (KCSiE) 2024 guidance has introduced updated definitions concerning attendance, specifically focusing on Children Missing Education and Children Absent from Education. This policy addresses Children Absent from Education, which refers to pupils who are unable to attend school for their regular education due to various reasons, including illness, school fixtures, or family circumstances. In contrast, Children Missing from Education are defined as those who are not enrolled at any school. This policy aims to ensure that all pupils receive the necessary support and resources to facilitate their education, even in circumstances that prevent regular attendance.

#### Scope

This policy applies to all Senior School pupils and staff at Ibstock Place School (hereinafter 'Ibstock' or 'the School'). The policy has regard to the following guidance and advice:

- Children's Commissioner 'Guide for Attendance Officers (September 2022)
- Children's Commissioner 'Guidance for Parents on School Attendance (September 2023)
- DfE Behaviour in Schools: Advice for Headteachers and School Staff (February 2024)
- DfE Children Missing Education (September 2016)
- DfE Keeping Children Safe in Education (September 2024)
- DfE Mental Health and Behaviour in Schools (November 2018)
- DfE Mental Health Issues Affecting a Pupil's Attendance: Guidance for Schools (February 2023)
- DfE Remote Education Guidance (updated February 2023)
- DfE School Behaviour and Attendance: Parental Responsibility Measures (May 2020)
- DfE Summary Table of Responsibilities for School Attendance (2024)
- DfE Toolkit for Schools: Communicating with Families to Support Attendance (September 2023)
- DfE Working Together to Improve School Attendance (August 2024)
- NHS 'Is my child too ill for school?' (April 2024)

## **Roles and Responsibilities**

The Governing Body has a statutory responsibility to ensure that this policy is ratified and compliant, as set out in the Independent School Standards 2019 (ISS). The Governing Body delegates this responsibility to the Head, who is accountable for the operationalisation of this policy. In turn, the Deputy Head (Pastoral) is delegated responsibility for the consistent application and implementation of this statutory policy across the School. Staff must follow the expectations set out in this policy.

## **Policy**

### **Aims**

Ibstock Place School aspires to high standards of attendance recognising the interplay between attendance and wider school improvement efforts and aims to build it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions or disabilities, safeguarding, wellbeing, and support for disadvantaged students.

This Policy aims to:

- Develop and maintain a school culture which promotes excellent attendance and punctuality.
- Prioritise, and where necessary, improve attendance and set out an approach in how the School will approach matters of low attendance and absence.
- Prioritise, and where necessary, improve punctuality and set out an approach in how the School tackles incidents of lateness.
- Recognise the interplay between attendance, absence and pupil wellbeing, ensuring a consistent approach to safeguarding.

### **Regulatory Framework**

The legal framework governing school attendance is summarised in 'Working Together to Improve School Attendance (August 2024)', published by the Department for Education (DfE) and The School Attendance (Pupil Registration) (England) Regulations 2024. This policy has also been prepared to meet the school's responsibilities under Education (Independent School Standards) Regulations 2014, Education and Skills Act 2008, Equality Act 2010, Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

## School Responsibilities

The School will:

- Acknowledge that attendance is the essential foundation to securing positive outcomes for all pupils including their safeguarding and welfare and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
- Consistently promote the benefits of good attendance, setting high expectations for every pupil, while consistently and clearly communicating those expectations to pupils and parents.
- Work effectively and respectfully with pupils, their families and, where appropriate, the local authority and other local partners to address challenges to attendance.
- 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 and ensure intervention is regularly reviewed.
- 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.
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence.
- Be particularly mindful of pupils absent from school owing to mental or physical ill-health or their special educational needs and/or disabilities, and provide them with additional support.

### Senior Attendance Champion Responsibility

The Senior School's Senior Attendance Champion (SAC) is J-D Price (Deputy Head Pastoral).

**Email:** [jdprice@ibstockplaceschool.co.uk](mailto:jdprice@ibstockplaceschool.co.uk)

Responsibilities of the SAC include:

- Setting a clear vision for improving school attendance.
- Establishing and maintaining effective systems for tackling absence and making sure the systems are followed by all staff.
- Regularly monitoring and evaluating progress, including the efficacy of the School's strategies and processes, having oversight and regular analysis of attendance data to identify pupils or cohorts that require support with their attendance, and put effective strategies in place. This includes raising concerns with other agencies like children's social care and early help services which are working with families.
- Communicating clear messages on the importance of attendance to pupils and parents.
- Following up with teachers and/or tutors who occasionally fail to complete registers.

- Considering requests for leave of absence or holiday absence in exceptional circumstances.
- Monitoring the impact of any intervention, making adjustments if necessary and using findings to inform future strategy.
- Making sure that staff receive professional development and support to deploy attendance systems effectively.
- Providing governors with an accurate view of school attendance.
- Engaging governors in escalation procedures where appropriate.
- Establishing and monitoring implementation of rewards for attendance and punctuality and sanctions for absence and lateness.

### **Attendance Staff Responsibilities**

The School's Attendance and Safeguarding Officer coordinates registration procedures and has the responsibility for monitoring attendance of Senior School pupils.

Responsibilities of the Attendance and Safeguarding Officer include:

- Ensuring that registers are taken accurately by all teachers for the morning and afternoon sessions.
- Monitoring attendance at all lessons throughout the course of the day.
- Following up with staff when registers are incomplete.
- Having oversight of all absence and leave requests.
- Looking out for trends or patterns of lateness and absence.
- Making enquires regarding unexplained absence through timely contact with parents.
- Dealing with lateness in a consistent and timely fashion.
- Communicating with parents and pupils when concerns have arisen and emphasising the importance of attendance and or punctuality.
- Issuing appropriate sanctions for lateness.
- Attending weekly safeguarding meetings and sharing concerns in this forum over absence or punctuality.
- Sharing reports on attendance with Senior Pastoral leads.
- Having oversight of Signing In and Signing Out books, supervising any entries made and registering electronically. All pupils arriving after Registration must first report to Reception staff. The time of arrival and reason for lateness is then recorded. The Office Manager will amend *Live Register* at this point and Tutors can check these records online.

## All Teaching Staff Responsibilities

Teaching Staff are expected to:

- Register all lessons in a timely fashion (within 5 minutes of the lesson commencing).
- Reinforce attendance and punctuality expectations regularly.
- Promote quick and safe transition between lessons.
- Attend training on attendance tracking and have an understanding of the School's strategy to improve attendance and punctuality, which includes opportunities to feed into discussions on reviewing strategy.

## Parental Responsibility

Parents with a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude and any special education needs they may have. This is also a requirement under the school's Terms and Conditions 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.

Parents are expected to:

- Ensure their child attends every day 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.
- Notify the School of an unexpected absence or delay as soon as is reasonably possible in accordance with this policy and, when doing so, give an accurate explanation for this (e.g. sickness). Where the pupil is ill, the School should be notified of the nature of the illness.
- Respond proactively to concerns shared by the School regarding punctuality and play a part in ensuring their child is not late to school.
- Inform the School of arrangements should their child not be arriving from home to school (eg. Temporary Guardian).

It is important to remember that it is the School and not the parent who authorises absence. Absence and permission for absence should be communicated to Reception through the Parent Portal. Parents can access these forms through the '*Parent's Forms*' tab. Parents are reminded of how to report absence at the beginning of each academic year and at regular intervals throughout.

Details submitted on the online form will notify School Office and the Attendance and Safeguarding Officer, as well as the child's Tutor, Head of House and Head of Section.

Only exceptional circumstances warrant a leave of absence and require authorisation from the Headmaster. The School will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

As the School publishes term dates twelve months in advance, requests for leave of absence for family holidays during term time will not be authorised.

Parents who fail to provide an adequate explanation for their child's absence will result in an Unauthorised Absence. Where the School has genuine or reasonable doubt about the authenticity of an absence additional information may be requested (eg. Medical letter).

### **Responsibilities of Pupils:**

Pupils are expected to:

- Arrive to school and be punctual to all lessons throughout the school day.
- Attend the Wellbeing Centre or Reception if they are feeling unwell during the school day.
- Ensure that they sign-out at Reception when there has been absence agreed which means they are leaving school early.
- Sign-in at Reception if they are unexpectedly late to school or arrive at school following an agreed absence.

Pupils should be aware that failure to attend school regularly or punctually or failing to attend registration without good reason or leaving school without permission constitute breaches of the School's Behaviour Policy and are likely to result in disciplinary action being taken.

If a pupil is struggling with School attendance, or punctuality is a concern then the School may seek to put measures in place, agreed with parents and, if necessary, children's social care in order to boost attendance/punctuality. Pupils are encouraged to share concerns over attending school with a trusted adult within the School; this is likely to be their Tutor or Head of House, and disclosures of this nature will be treated sensitively.

## **Registration Procedures**

### **Morning and Afternoon (Period 1 and 5)**

1. The Senior School day commences at 8.30am. All pupils are required to be in School by this time. The Morning Register is taken by teachers of period 1. The Attendance and Safeguarding Officer monitors these Registers particularly carefully for anomalies or any teacher who has failed to complete their Period 1 register on Live Register. Teams is used as communication method with staff, and if necessary, a visit will be made to the classroom.
2. Afternoon registration is taken at 2.15pm. Sixth Form pupils in ISP (Independent Study Period) must register with the member of staff on the Mezzanine. The Attendance and Safeguarding Officer monitors these Registers particularly carefully for anomalies or any teacher who has failed to complete their Period 5 register on Live Register. Teams

is used as communication method with staff, and if necessary, a visit will be made to the classroom.

3. Times of the school day are shared with pupils and parents at the start of the academic year, along with clear expectations on attendance and lateness. Regular detailed advice is given to parents and pupils about matters to do with attendance and registration.
4. Teaching staff maintain Registers each lesson, on Live Register, to ensure all pupils are present. Should a member of staff be concerned about the whereabouts of an individual pupil, the teacher must notify Reception, SMT and the Attendance and Safeguarding Officer (missingpupil@ibstockplaceschool.co.uk). At this time checks are made with the register that is completed for pupils outside of lessons (Peripatetic Music/Nurse/ Counselling); if the child remains unaccounted for, the Attendance and Safeguarding Officer will enact a widespread search of grounds and buildings with the support from members of SMT and the School's Maintenance Team further details of procedure in this eventuality can be found in the *Lost, Missing and Failure to collect children policy*.
5. Concerns regarding the attendance of pupils should be discussed in a timely manner initially with the child's Head of House, in turn this may be shared with the Head of section (Lower/Middle/VI) and, where necessary with the DSL/DDSL.

### **Pupils Arriving Late to School or Afternoon Registration**

6. Registration must be completed within 5 minutes of the lesson beginning. Issues with registration must be reported immediately to Reception, via email/phone, or in extremis via a pupil messenger.
7. All Pupils arriving between 0830-0835 should be registered in class as 'L'. The teacher must check with those arriving past 0835 that they have signed in at Reception and should not register a code- this will have already been assigned at Reception.
8. Pupils who arrive to School later than 0835 must go to Reception in the Main House as soon as they arrive at School and sign in the Late Book . Registers are kept open for 30 mins and close at 0900. Pupils arriving after this time will be marked with a U code. Pupils who are unaccounted for are flagged by administration staff and if necessary, calls are made home.
9. Pupils must arrive promptly for afternoon lessons and registration. Pupils late to Registration at this time will be recorded as arriving late. Again, registers are kept open for 30 mins and close at 1445, at which time the pupil will be marked as a U code. The Heads of section monitor attendance patterns and liaise closely with the Attendance and Safeguarding Officer.
10. Pupils who fail to follow the correct signing in and out procedures will serve an after-school sanction and repeated absence or frequent lateness may result in a parent meeting.



## Pupils Leaving School During the Day

11. Pupils in S7 – S11 are not allowed to leave the School premises during the school day without the permission of their Tutor, School Nurse, Head of House, Head of Lower/Middle School or member of SMT. If pupils have permission to leave school they must report to Reception who will check the permission to leave against record of requested absence on the School portal, signed-off by one of the aforementioned members of staff. A call, to seek clarity, will be made to the parent if there is any discrepancy.
12. All Requests for leave of absence are dealt with through the Attendance and Safeguarding Officer who may revert to the Deputy Head (Pastoral) or the Director of Safeguarding if necessary.
13. Pupils who have permission to leave must sign-out at Reception before leaving the premises (pupils who are leaving school premises with a member of staff e.g., sports fixtures, trips etc, do not have to sign out).
14. Where a pupil returns to School later the same day, he or she must report to Reception and sign the sign in, stating the time of return.
15. Staff organising activities which will mean pupils are not present for Registration, must give all teachers concerned (including the Attendance and Safeguarding Officer) advance notice, stating:
  - brief details of the event (e.g., U14 Football Match)
  - times pupils are not in normal lessons (e.g., from 2pm onwards)
  - a list of pupils concerned
16. Registration must be carried out for all pupils attending on or off-site activities which takes them out of normal lessons. Absentees from the published list/team sheet must be reported to the Safeguarding and Attendance Officer
17. Pupils in Sixth Form must sign-in and out at Reception if they wish to leave and return to the School campus. Sixth Form attendance is monitored by the Attendance and Safeguarding Officer, Tutors and Head of VI. Although VI pupils are directly responsible for their attendance, parents will be involved should the response from a pupil be unsatisfactory.
18. Pupils failing to follow correct procedure with regarding to signing in and out maybe issued with a School sanction.

## Maintaining and Monitoring Registers

19. The School should be informed of all absence through the Parent Portal forms. Parents can view their child's attendance record via the Parent Portal and this serves as a further check on our records.

## Monitoring Pupils' Attendance

20. To guard against truancy and in the interests of pupils' safety, the Attendance and Safeguarding Officer aims to contact parents of any unaccounted pupil by 9.15am (earlier if the child is recognised as a vulnerable pupil).
21. If a S7 – Sixth Form pupil arrives late to any lesson four or more times in one week they will receive a punctuality sanction and a letter home to confirm this via iSAMS. Regular lateness will be monitored and any concerns shared by Heads of Section and communications will be sent home via Tutors and/or Heads of House.
22. The Heads of Lower and Middle Schools should be informed by Head of Houses or the Nurse of any concerns regarding attendance of pupils in S7 – S11.
23. Tutors concerned about the attendance of a Sixth Form pupil should discuss the matter with the Deputy Head of Sixth Form and Head of Senior 11.
24. The Nurse liaises with Tutors, Head of Houses, Heads of Lower and Middle Schools and Deputy Head of Sixth Form and Head of Senior 11 over pupil attendance due to illness.

## Reporting

25. The data within *Live Register* is used to calculate attendance when reporting to parents, and by the Registrar to respond to requests for information on attendance by the DfE. The Safeguarding and Attendance Officer will run regular reports to monitor pupil attendance. An email will be sent to parents if the attendance percentage does not meet expectations (below 90% with expected attendance expected to be in excess of 95%). If attendance continues to fall, parents will be invited to attend a meeting with a view to providing support to the child and family.
26. Parents of pupils in S7-S11 receive written reports which include details of unauthorised absence. As mentioned earlier, parents may also view attendance data (AM/PM registration) through the parent portal

## Procedures when Pupils are Struggling with Attendance

27. The School recognises that some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with Schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in School, the trust or governing body,

the local authority, and other local partners. Good attendance requires schools and local partners to work collaboratively with, not against families.

28. The School works closely with Children's Services and local authorities to support those pupils (and their families) where attendance is an issue. The School will be guided by the flow chart (Appendix B) to successfully identify and treat the root causes of absence and remove barriers to attendance, at home or in school. In matters regarding attendance, the School is likely to seek the advice of Nancy Ramirez (SPOC Education Welfare Officer) at Wandsworth.
29. A common approach to resolving issues with attendance is to implement a part-time timetable and whilst all pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.
30. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a parttime timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore will treat the absence as authorised.

### **Persistent or Severe Absence**

31. Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), the School may seek advice from local authority in order to put additional targeted support in place to remove any barriers to attendance and reengage the pupil. In doing so, the School sensitively consider the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.
32. Particular focus will be given to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. A concerted effort is therefore needed across all relevant services to prioritise them.
33. The School will be especially conscious of any potential safeguarding issues in cases of a pupil's failure to attend school and consider the potential for neglect as outlined in Keeping Children Safe in Education (2024). Further information is contained within the School's Child Protection and Safeguarding Policy.

## Child Missing Education (CME) and Children Absent from Education

34. A child going missing from education (not registered on roll nor declared to an authority) or a child absent from education (missing school frequently) is a potential indicator of abuse or neglect and the School has in place procedures to follow up on unauthorised absences. Tutors and Heads of House monitor pupil attendance and punctuality and correspond with parents when there is a concern. Where a child is deemed to be missing from education or absent, particularly on repeat occasions, the DSL will take advice from Children's Services. The aim will always be to identify the risk of abuse or neglect and to help prevent the risks of the child going missing in the future. Staff should be alert to the potential risks of poor or non- attendance and cessation of attendance, including the signs to look out for and triggers to be aware of when considering the risks of potential concerns such as travelling to war zones, FGM and forced marriage.
35. In order to help ascertain the whereabouts of a child in their absence, it is the School's policy to hold at least two emergency contact numbers for each child.
36. The School has a duty to report any pupil who has been absent without the School's permission for a continuous period of 10 days or more.
37. The School abides by the legal framework governing school attendance [School attendance; Departmental advice for maintained schools, academies and independent schools and local authorities \(2022\)](#), published by the DfE.

### Queries

Queries on this policy should be directed to the Deputy Head (Pastoral).

### Review and Verification

This policy is reviewed annually by the Deputy Head (Pastoral).

### Appendices

Please see overleaf for Appendices A, B, C and D.

## Appendix A

### Children Missing Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Local Authorities (LA) have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. This requires a co-ordinated approach across schools, relevant LA sections and other agencies to ensure good monitoring systems are in place.

A child going missing from education is a potential indicator of abuse or neglect. The School will follow their established procedure for unauthorised absence and for following up children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and to help prevent the risks of them going missing in future.

The School has both an admissions register and an attendance register, and all pupils are placed on both registers. Pupils must be entered on the admissions register at the beginning of the first day on which the School has agreed or been notified that the pupil will attend the School. If the pupil fails to attend, the School will undertake reasonable enquiries to establish their whereabouts.

The School will make reasonable enquiries (jointly with the LA) to establish the whereabouts of a pupil who ceases to attend, before deleting the child from roll if the deletion is under regulation 8(1), sub paragraphs (f)(iii) and (h)(iii) (see table below).

The School will always inform the LA of any pupil who is going to be removed from the admission register under any of the grounds listed in the regulations (see table below).

The notification will include:

- The full name of the pupil
- The full name and address of any parent with whom the child usually resides
- At least one telephone number of the parent
- The pupil's future address and destination school (if applicable)
- The ground in regulation 8 under which the pupil's name is to be removed

The notification should be made as soon as the grounds above are met and prior to removal. This is essential so that the LA can take appropriate follow up action when required.

The School will also notify the LA within 5 days of adding a pupil's name to the admission register at a non-standard transition point. The notification will include all the details included in the admissions register. The School will also provide information about pupil admissions at standard transition points if requested to do so by the LA.

In line with the safeguarding duties of the School, all unexplained pupil absences will be investigated. The School must inform the LA of any pupil who fails to attend school, or has been absent without permission for a continuous period of 10 school days or more.

Established procedures will be followed, but each case needs to be treated on its own merits, taking into account all the facts of the case. Some children are at particular risk, and may also need referral to social care.

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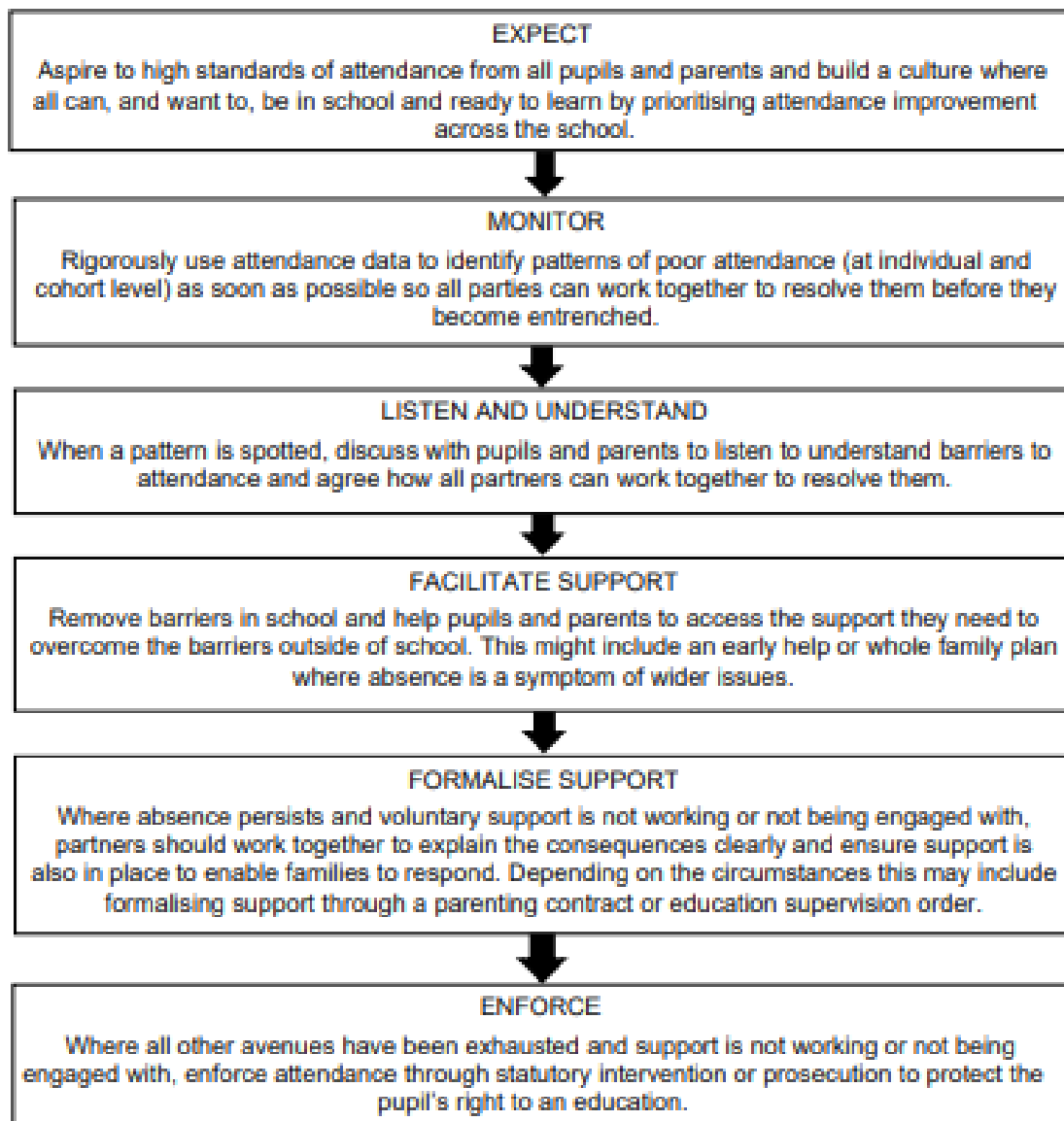
Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended.

- 1 8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
- 2 8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
- 3 8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
- 4 8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
- 5 8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
- 6 8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that:-
  - (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
  - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
  - (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
- 7 8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

- 8 8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and
- (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
  - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
  - (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
- 9 8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
- 10 8(1)(j) - that the pupil has died
- 11 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and
- (i) the relevant person has indicated that the pupil will cease to attend the school; or
  - (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form
- 12 8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school
- 13 8(1)(m) - that he has been permanently excluded from the school
- 14 8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school
- 15 8(1)(o) where—
- (i) the pupil is a boarder at a maintained school or an Academy;
  - (ii) charges for board and lodging are payable by the parent of the pupil; and
  - (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate



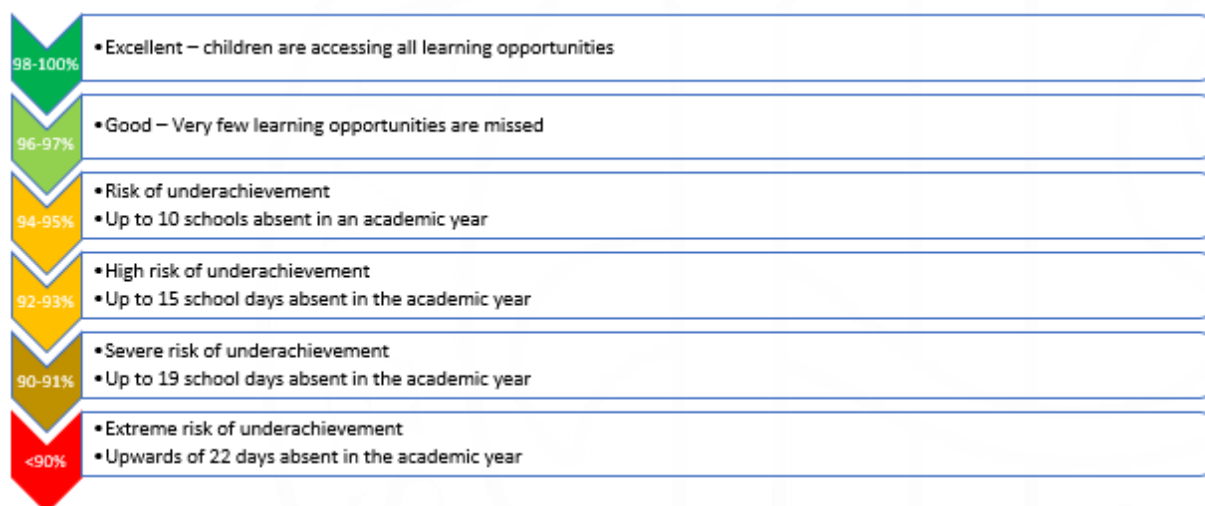
## Appendix B



## Appendix C

At Ibstock we strive to reach the targets of attendance laid out by the local authority, we aspire for all our pupils to have 'excellent' attendance this can be gained by pupils missing 10 days, or fewer each academic year. Persistent absence is reached when attendance falls below 90% (upwards of 22 days absent in the academic year) there is a likely to impact on academic performance which may lead to extreme risk of underachievement.

The School recognises that managing the Social and Emotional needs of pupils is a priority and that in some instances these targets of attendance are not realistic. The School will work closely with these families, and if necessary, the local authority to promote attendance whilst managing the challenges that exist.



## Appendix D

### Ibstock Place School Registration Codes

<b>/</b>	<b>Present</b>
<b>B</b>	<b>Approved educational activity (arranged by the School)</b>
<b>C</b>	<b>Authorised absence, e.g. compassionate leave / exceptional circumstances</b>
<b>C1</b>	<b>Authorised absence for employment abroad or regulated performance</b>
<b>C2</b>	<b>Authorised Absence for a pupil subject to a part-time timetable</b>
<b>D</b>	<b>Dual Registration – registration at another school</b>
<b>E</b>	<b>Exclusion</b>
<b>G</b>	<b>Family holiday not agreed</b>
<b>I</b>	<b>Illness related absence – not medical or dental appointments</b>
<b>J</b>	<b>Interview for employment or admission to another educational institution</b>
<b>K</b>	<b>Attending education provision arranged by the LA</b>
<b>L</b>	<b>Late, before the AM / PM registration has closed.</b>
<b>M</b>	<b>Medical appointment. Hospital, GP or Dental.</b>
<b>N</b>	<b>No reason provided as yet for absence</b>
<b>O</b>	<b>Unauthorised absence</b>
<b>P</b>	<b>Approved sporting activity off-site</b>
<b>Q</b>	<b>Unable to attend because of lack of access arrangements</b>
<b>R</b>	<b>Religious observance</b>
<b>S</b>	<b>Study leave</b>
<b>T</b>	<b>Parent travelling for occupational purposes</b>
<b>U</b>	<b>Late, after the AM / PM registration has closed.</b>
<b>V</b>	<b>Educational visit or trip</b>
<b>W</b>	<b>Work experience</b>
<b>X</b>	<b>Non-compulsory school age pupil not required to attend school</b>
<b>Y</b>	<b>Exceptional circumstances</b>

- Y1** Unable to attend due to transport normally provided not being available
- Y2** Unable to attend due to widespread disruption to travel
- Y3** Unable to attend due to part of the School premises being closed
- Y4** Unable to attend due to the whole school site being unexpectedly closed
- Y5** Unable to attend as pupil is in criminal justice system
- Y6** Unable to attend in accordance with public health guidance or law
- Y7** Unable to attend because of any other unavoidable cause
- Z** Pupil not yet on roll
- #** School closed to pupils