WREKIN

LOVE THE JOURNEY

WREKIN COLLEGE
ATTENDANCE POLICY AND GUIDELINES

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ATTENDANCE POLICY AND GUIDELINES

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This document was created in September 2024, with updates dated below

This policy is available to parents both on the school's website and as a paper copy on request from the Headmaster's PA.

This policy and guidelines need to be read alongside other school documentation including:

- Anti-Bullying and Child-on-Child Abuse Policies
- Behaviour, Rewards and Sanctions Policy
- Complaints Policy
- Data Protection Policy - Confidentiality of Information
- Equality and Diversity Policy

- Health and Safety Policy
- Health and Wellbeing Centre and First Aid Policy
- Mental Health Policy
- Missing Pupil Policy
- Safeguarding and Child Protection Policy and Guidelines

Other relevant documentation/resources:

- Boarding Schools National Minimum Standards - September 2022
- Boarding Mission Statement (available on the school's website, printed in the Parents' and Pupil Handbooks)
- Keeping Children Safe In Education - September 2026
- Parents' Handbook
- Pupil Handbook (accessible via the eLearning Hub (Pupil Homepage)
- The School's Aims and Code of Conduct

Department for Education (DfE) July 2026: **Working together to improve school attendance**

School Attendance (Pupil Registration) (England) Regulations 2024

The person responsible for this policy is the Supervising DSL/Senior Deputy Head (Pastoral) in consultation with key personnel.

Monitoring Attendance

Monitoring attendance is the responsibility of the Senior Deputy Head (Pastoral)/DSL and the Wrekin Safeguarding Team alongside other key personnel, including the relevant Housemasters/Housemistresses and the School Attendance Officer. Monitoring attendance and punctuality will be at least half termly.

Key School Contacts

Senior Attendance Champion (SAC)	Mr David Blackham Senior Deputy Head (Pastoral)/ DSL Email: dblackham@wrekincollege.com Telephone: 01952 265600
Attendance Officer	Ms Sophie Hindson Email: reception@wrekincollege.com Telephone: 01952 265600
Prep Attendance Champion	Mrs Elizabeth Devey Deputy Head / Deputy DSL Email: edevey@wrekincollege.com Telephone: 01952 223117
Attendance Officer	Mrs Irene Kinchley Email: wpoffice@wrekincollege.com Telephone: 01592 223117

The Governor with responsibility for monitoring attendance is:
The Nominated Governor for Safeguarding and Child Protection: Laura Lenander

Document Updates

Date	By	Comments	Location of file	Review on or before
September 2024	SEC, DTu and JSp	NEW POLICY CREATED	School's Google Drive Folder and Website	August 2025
January 2025	SEC and JSp	Changes to the Safeguarding Team made – ref to David Blackham taking over as Senior Deputy Head (Pastoral) and Supervising DSL.	Google Drive and website updated January 2025	January 2026
October 2025	DBM and JSE	KCSIE update to 2025 version, nominated Governor for Safeguarding updated. Persistent Absenteeism update (Page 12)	Google Drive and website updated November 2025	August, 2026
August 2026	DBM	KCSIE updated to September 2026 version, contact details verified, registration window updated (AM 08:30–09:00, PM 13:40–14:10).	Google Drive and website updated August 2026	August 2027
September 2026	DBM/ EDY	Statutory amendments & move to whole school policy	Google Drive and website	August 2026

PART 1: INTRODUCTION

Professionals must combine an open-minded attitude with decisive action, when alleged concerns about a child are clearly indicated.

The safety and protection of all children is of paramount importance to all those involved in Education (Children Act 1989). There can be no greater issue of importance to parents, or to schools, than the safety of their children; safeguarding, therefore, remains a priority across all aspects of Wrekin's work.

Purpose

Attendance at school is underpinned by a range of statutory requirements. Parents and guardians have the primary responsibility for ensuring those children of compulsory school age receive a suitable education, either by compulsory attendance at school or otherwise. (Section 7 of the Education Act 1996)

This school Attendance Policy requires a commitment from all staff within the school, together with governors, parents and pupils to work together and take a shared responsibility for good school attendance for all their pupils.

The school will have regard for the statutory guidance from the Department for Education (DfE) July 2026: **Working together to improve school attendance**

Introduction and Background

Wrekin recognises that positive behaviour and good attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances.

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 either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child 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.

Members of the Sixth Form who do not have a lesson scheduled during a session are still expected to be in school for independent study.

Our School Attendance Policy reflects the requirements and principles of the statutory guidance from the DfE July 2026: Working together to improve school attendance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- Promote children's welfare and safeguarding;
- Ensure every pupil has access to the full-time education to which they are entitled;
- Ensure that pupils succeed whilst at school;
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

This policy details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education September 2026, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

Aims

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued;
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances, and it is only the Headmaster who can authorise the absence.

Promoting Regular Attendance

At Wrekin we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils.

We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Have necessary information to return to the Department of Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Give parents and guardians details on attendance in our correspondence;
- Promote the benefits of high attendance;
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence as required by law;
- Report to parents and guardians regularly on their child's attendance and the impact on their progress;
- Contact parents and guardians should their child's attendance fall below the school's target for attendance.

Registers are stored electronically.

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PART 2: THE ATTENDANCE REGISTER AND RECORDING ABSENCE

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

Our official registration times are as follows:

AM REGISTRATION: 8.30am to 9.00am

PM REGISTRATION: 1.40pm to 2.10pm

Please Note: Pupils should be in school for 8.30am.

Attendance Register

1. The school records and monitors the attendance of all pupils (Day and Boarding) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024;
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. See Appendix 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 copy;
4. The school also uses 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.
5. **On each occasion it will be recorded whether every pupil is:**
    - Physically present in school when the attendance register begins to be taken; or
    - Absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
    - Attending a place other than the school; or
    - Absent.
6. The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
    - Attending educational provision arranged by a local authority;

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

Recording Absence

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

- Leaves of absence;
- Other authorised reasons;
- Unable to attend school because of unavoidable cause;
- Unauthorised absence.

For Registration codes: See Appendix 3.
See Part 3: Understanding Types of Absence.

Monitoring Attendance

Monitoring attendance is the responsibility of the Senior Attendance Champion (the Pastoral Deputy Head /DSL) and the Wrekin Safeguarding Team alongside other key personnel, including the School Attendance Officer and relevant Housemasters/Housemistresses.

The Attendance Register will be reviewed on at least a half termly basis in order to ascertain whether there are any patterns of children missing education on a repeated basis and/or for extended periods. These will then be followed up and reported to the Local Authority as necessary: see Part 5 of this document.

Attendance Data Analysis

The school will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them.

Such analysis may include:

1. Monitoring and analysing weekly attendance patterns and trends and provide support and early help in a targeted way to pupils and families;
2. Using this analysis to provide regular attendance reports to HsMs and Tutors to facilitate discussions with pupils and to other key personnel (including the Special Educational Needs Coordinator and Designated Safeguarding Lead);
3. Conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
4. Benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

5. Devising specific strategies to address areas of poor attendance identified through data;
6. Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
7. Providing data and reports , including support offered, to the Headmaster for termly governor meetings.

Attendance Concerns Follow Up Procedure – see Part 4 of this document.

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PART 3: UNDERSTANDING TYPES OF ABSENCE

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised Absences

Authorised absence means that the school has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Authorised absences are for morning and/or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Granting Leave of Absence

All schools can grant a leave of absence when a pupil needs to be absent from school with permission.

All schools are expected to restrict leaves of absence to specific circumstances set out in regulation 11 of the **School Attendance (Pupil Registration) (England) Regulations 2024**

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purposes of leisure and recreation to be an exceptional circumstance.

Schools are instructed not to grant leave of absence for a pupil to take part in a protest activity during school hours.

Applications for an authorised leave of absence

1. Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Headmaster at headmaster@wrekincollege.com
2. The school 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;
3. Apart from illness, no pupil should be away from school without prior permission from the Headmaster;
4. Dental or medical appointments should be made during school holidays except in cases of emergency when the pupil's Housemaster/Housemistress should be informed;
5. If a leave of absence is granted, it is for the Headmaster to determine the length of the time the pupil is permitted to be away from school. It will be recorded as an authorised absence;
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.

PLEASE NOTE: leave of absence cannot be granted retrospectively except in the case of illness and emergency medical appointments.

Unauthorised Absences

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school liaising with the Local Authority.

Unauthorised absence includes, (however this list is not exhaustive):

- Parents/guardians keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained;
- A child who arrives at school after the close of registration without valid reason is marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session;
- Shopping trips;
- Looking after other children or children accompanying siblings or parents to medical appointments;
- Their own or family birthdays;
- Holidays taken during term time, not deemed 'for exceptional purposes' by the Headmaster, including any arranged by other family members or friends;
- Day trips;
- Other leave of absence in term time which has not been agreed.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a **'persistent absentee'** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

All pupils who have attendance levels of 90% or below are considered to be persistent absentees.

Exception for boarders: to reflect travel requirements for International and long distance boarders, the School will record an International boarder as a persistent absentee where their attendance falls below 80%; such cases will follow the School's boarder specific attendance procedure. It is expected that sponsored student's attendance will not drop below 80% or miss 10 consecutive days of unauthorised absence. If any of the above occurs the school will assess the reasons behind this and if necessary, the school will report this on the SMS as per the sponsor guidance.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent'**. Pupils within this cohort 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.

Registration Times

DfE Guidance states:

- The school's attendance policy should state the length of time the register will be open, after which a pupil will be recorded as absent;
- This should be the same for every session and not longer than 30 minutes.

AM REGISTRATION: 8.30am to 9.00am

PM REGISTRATION: 1.40pm to 2.10pm

Arriving in school after the registration has closed: pupils MUST SIGN IN at the Headmaster's Office (or Lancaster House for First and Second Form) : see Page 12 of this document.

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for the school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs.

The part-time timetable will:

- Have the agreement of both the school and the parent the pupil normally lives with;
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan;
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary;
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.

In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record the absence accordingly – if the pupil is absent

from school for a scheduled lesson they will be recorded as absent with the appropriate code (for those sessions it has been agreed that the pupil does not need to come into school code C2 will be used).

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PART 4: ABSENCE AND PUNCTUALITY PROCEDURES

Parents need to be aware of the following registration times:

Registration Times

DfE Guidance states:

- The school's attendance policy should state the length of time the register will be open, after which a pupil will be recorded as absent;
- This should be the same for every session and not longer than 30 minutes.

AM REGISTRATION: 8.30am to 9.00am

PM REGISTRATION: 1.40pm to 2.10pm

Parents communicating with the school if their child is absent:

Parents should contact their child's Housemaster/Housemistress (HsM) about attendance on a day-to-day basis.

We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from school the parent must follow these procedures:

- Contact the pupil's HsM by phone or email on the first day of absence before 9am, when our register closes;
- There is an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to a member of staff in the Headmaster's office. Please be aware that, if a parent leaves a voicemail to report their child's absence, they may receive a call from the school so that the school may discuss the absence before making a decision as to whether the absence is to be recorded as authorised;
- Contact the school on every further day of absence, again before 8.55am;
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being owing to medical reasons.

If a child is absent the school will:

- Telephone or email the parent on the first, and every subsequent day of absence, if the school has not heard from the parent. However, it is the responsibility of the parent to contact the school;
- If the school is unable to make contact with parents by telephone, the school will telephone emergency contact numbers and if there is still no reply an email will be sent. If the Attendance Officer is unable to make contact with the parent by 10.30am the school's Safeguarding Team will be notified;
- In certain circumstances the DSL will make every effort to make contact. Distance permitting a home visit may be made in the interests of safeguarding.

Punctuality – Lateness

Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

Pupils Arriving After The Register Has Closed (or needing to leave before the end of a session) – Signing IN and OUT

Pupils arriving in school following the closure of the register will receive a late mark – the reason for lateness should be supplied by the parent/guardian to avoid the use of code 'U'. Note the following:

- If the pupil arrives after the register has closed they MUST sign in at the Headmaster's Office/ Lancaster House for First and Second Form Pupils;
- Similarly, if a pupil needs to leave school early they MUST sign out at the Headmaster's Office/ Lancaster House for First and Second Form Pupils;
- If a child needs to leave early for an appointment and they will return before the end of a session they MUST sign out and back in at the Headmaster's Office/ Lancaster House for First and Second Form Pupils.

In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will **not** count as a present mark and it will mean that they have an unauthorised absence. A reasonable reason for lateness MUST be given by the parent to the school in order to adjust the code in the register and so avoid the code 'U' against their child's name.

If a child has a persistent lateness record, the parent(s) may be asked to meet with the Senior Deputy Head (Pastoral)/DSL, but a parent can approach the school at any time if they are having difficulties getting their child to school on time. The school expects parents and staff to encourage good punctuality by being good role models to our children.

Absence and Punctuality Concerns

Procedure followed for absence and/or punctuality – early concerns

Stage 1

1. The first step will be made by the pupil's Tutor who will have a discussion with the pupil to see if there are any reasons for the absences or not. This will be recorded on CPOMS.
2. The second step will be made by the pupil's Housemaster/Housemistress who will have a discussion with the parents to see if there are any reasons for the absences or not. This should be recorded on CPOMS.

The procedure followed for absence and/or poor punctuality – persistent concerns
Stage 2

1. The Deputy Head (Pastoral)/DSL will write to the parent if their child's attendance is nearing 90% (causing concern) commencing after the first half term;
2. The Deputy Head (Pastoral)/DSL will write to the parent if their child's punctuality continues to be a concern;

Stage 3

1. A meeting will be arranged with the parent(s) to discuss the situation with the Senior Deputy Head/DSL
2. A personalised action/support plan will be drawn up, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of the child concerned;
3. Support will be offered including signposting support to other agencies or services, if appropriate;

The school may need to liaise with the Local Authority if attendance deteriorates following the above actions.

Failure to Register and Lateness - Sanctions

In some instances a failure to register and persistent lateness may result in a pupil incurring a sanction.

Understanding Barriers to Attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then the school will work with that family to understand the root problem and provide any necessary support. The school can use outside agencies to help with this, such as the relevant Local Authority team(s).

Some pupils face greater barriers to attendance than their peers. These can include pupils who live with long-term medical conditions, who have special educational needs and disabilities, or have other vulnerabilities. High expectations of attendance remain in place for these pupils, however the school will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. The school will discuss reasonable adjustments and additional support advice from external partners, where appropriate.

Additional Needs and Support for Pupils

- The school recognises some pupils may find it harder than others to attend school, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place;

- The school will endeavour to make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance;
- The school 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;
- Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance;
- 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;
- 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.

For a pupil who has had an extended period of absence the pastoral and safeguarding teams will work with the pupil and their parents to draw up a bespoke support plan, this may involve adjustments to the pupil's timetable and length of day. Depending on the reasons for absence other support may be sought for the School Counsellor or external agencies. The focus will be on reintegration into school and not just academic 'catching up'.

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PART 5: ATTENDANCE DATA AND REPORTING

ALL Attendance and Admissions registers are retained for six years from the date of entries.

The School Roll

Under Pupil Regulations, all schools are **legally required** to notify their Local Authority of **every new entry** to the Admission Register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Absence Data

The school uses data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024.

Persistently and severely absent pupils are tracked and monitored carefully. The school also combine this with academic tracking, as increased absence affects attainment.

The school shares information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

Sharing Information

ALL schools are legally required to share information with the Local Authority. This includes:
New Pupil and Deletion returns: notifying the Local Authority when a pupil's name is added or deleted from the school's Admissions Register outside of standard transition times.

- **ATTENDANCE RETURNS:** providing the Local Authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a

continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorized (G, N, O and/or U);

- **SICKNESS RETURNS:** providing the Local Authority with the full name and address of all pupils of compulsory school age who have been recorded with code (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

WREKIN PREP
PART 2.2: THE ATTENDANCE REGISTER AND RECORDING ABSENCE

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

Our official registration times are as follows:

AM REGISTRATION: 8.30am to 9.00am

PM REGISTRATION: 1.40pm to 2.10pm

Please Note: Pupils should be in school for 8.25am

Arriving in school after registration has closed: pupils MUST SIGN IN at the Prep School Office.

Attendance Register

A register is taken at the start of each morning and afternoon session by the teacher responsible for the class for that teaching session. Morning registers open at 8.30am and close at 9am. Afternoon registers are taken in the first lesson after lunch between 1.40pm and 2.10pm.

All attendances and codes will be monitored during the day by the Head's PA (Mrs Irene Kinchley), who will publish all absences around the school after every registration period. They will also be responsible for amending any errors in codes or adjustments within 5 working days in consultation with the Deputy Head.

The register is taken on ISAMS so it is saved directly to the central school data management system, ensuring that we can monitor the attendance of pupils quickly and address any missing marks for pupils.

1. The school records and monitors the attendance of all pupils in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024;
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.
3. The school also uses 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.
4. On each occasion it will be recorded whether every pupil is:

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

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

7. Attending educational provision arranged by a local authority;
8. For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
9. Attending a place for an approved educational activity that is a sporting activity;
10. Attending a place for any other approved educational activity.

6. Lateness is also recorded. We expect all students to be at registration for 8.30am.

- If a child arrives after 8.40am but before registration closes at 9am then they will be noted down as late and by how many minutes from 8.40am.
- This will be recorded by the Head's PA on arrival at the school reception.
- The 'L' code will be used and this can then be tracked for any persistent lateness.

WREKIN PREP
PART 3.2: UNDERSTANDING TYPES OF ABSENCE

Applications for an authorised leave of absence

1. Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances* and will only be permitted if the 'Absence Request Permission Form' has been completed and submitted, this can be found on the school website Wrekin College or in Appendix 2.
2. The school 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.

3. Where requests are received from only one parent the school reserves the right to contact the other parent to ensure that both parents are fully aware of the intended absence and the possible consequences of taking unauthorised leave during term time.
4. Apart from illness, no pupil should be away from school without prior permission from the Head.
5. Dental or medical appointments should be made during school holidays except in cases of emergency.
6. 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.

*Funerals, Religious observance, Interviews, Out of School Sporting Activities e.g. county matches, etc and any other exceptional circumstance.

Registration Times

DfE Guidance states:

- The school's attendance policy should state the length of time the register will be open, after which a pupil will be recorded as absent;
- This should be the same for every session and not longer than 30 minutes.

AM REGISTRATION: 8.30am to 9.00am

PM REGISTRATION: 1.40pm to 2.10pm

Arriving in school after the registration has closed, pupils MUST SIGN IN at the Prep School Office and provide a reason for the lateness.

Monitoring of Attendance

The following systems are in place for addressing attendance:

- Each week an attendance report is produced which indicates every child's percentage attendance for the academic year.
- The Safeguarding and Pastoral Team will monitor children's attendance with a particular focus on those under 90% (the figure classed as persistent absence).
- The school will also follow up with all cases where attendance is below 50% (classed as severe absence).
- The local authority will be involved following a referral if parents are unable to show an increase in attendance following severe absences from school.
- Parents may be contacted informing them that their child's attendance is lower than expected and a meeting may be requested.

  (See Flowcharts in Appendix 1.2)

The purpose of these meetings are to:

- Make parents aware of their child's attendance and/or punctuality.
- Discuss reasons for absence.

- Look at additional support that may be available, e.g. Family Help, Matron support.
- Raise awareness of the impact of good attendance on pupil outcomes.
- Ensure that parents understand the impact and possible consequences of further absence.
- If a child has not been at school and no contact has been made with parents, then a home visit by a member of the Safeguarding Team and/or Headteacher may be requested by the school, particularly if there are any additional safeguarding concerns.
- If a child is absent from school and cannot be located, then the child may be reported to the local authority as CME – a Child Missing in Education.

WREKIN PREP
PART 4.2: ABSENCE AND PUNCTUALITY PROCEDURES

Absence and Punctuality Concerns

Procedure followed for absence and/or punctuality – early concerns

Stage 1

1. The first step will be made by the pupil's Class Teacher, who will have a discussion with the parents to see if there are any reasons for the absences or not. This should be recorded on CPOMS.

The procedure followed for absence and/or poor punctuality – persistent concerns

Stage 2

1. The Deputy Head/DDSL will speak to the parent if their child's attendance is nearing / below 90% (causing concern) commencing after the first half term;
2. The Deputy Head/DDSL will write to the parent if their child's punctuality continues to be a concern.

Stage 3

1. A meeting will be arranged with the parent(s) to discuss the situation with the Deputy Head/Head.
2. A personalised action/support plan will be drawn up, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of the child concerned;
3. Support will be offered including signposting support to other agencies or services, if appropriate;

The school may need to liaise with the Local Authority if attendance deteriorates following the above actions.

Reception Age Children

Children must receive an education in the school term when they have their 5th birthday.

Please see the following websites for more information:

Government School attendance and absence website

Telford and Wrekin Attendance Support

Appendix 1

WREKIN
LOVE THE JOURNEY

PROCEDURES FOR ABSENCE

Illness / Emergency medical appointment

My child is unable to attend school (unplanned)

Parent or guardian should email the child's Housemaster / Housemistress, copying in reception@wrekincollege.com before 8.30am on the first day of absence.

If the absence continues for more than one day, the parent / guardian must email on each day of the absence.

If the illness is expected to last for an extended period of time e.g., the child has a medical note, this can be submitted to the school and further emails about the absence will not be required.

Please note that following an extended absence, parents / guardians are asked to contact the school ahead of the child returning to school to ensure that any support measures can be put in place.

If no reason for absence is given, the school will make contact with the parents / guardians via telephone or email.

The absence will recorded as 'N' (reason for absence not yet provided) until the reason has been established.

Planned absence

My child has a planned medical / dental appointment.

Parent or guardian should email the Housemaster / Housemistress in advance stating the date and time of the appointment.

This will be recorded on the register as 'M' (Medical) – Authorised leave. The child should sign in / out of school (as appropriate) at the Headmaster's Office. Children should be collected from / dropped off here.

I would like to request a leave of absence for my child (exceptional circumstances).
This does not relate to a medical appointment.

Parent or guardian must complete an absence request form (to be submitted to the Headmaster). The reason for the absence must be given.
These are available from the Headmaster's PA
headmasterspa@wrekincollege.com
and are also on the school'swebsite

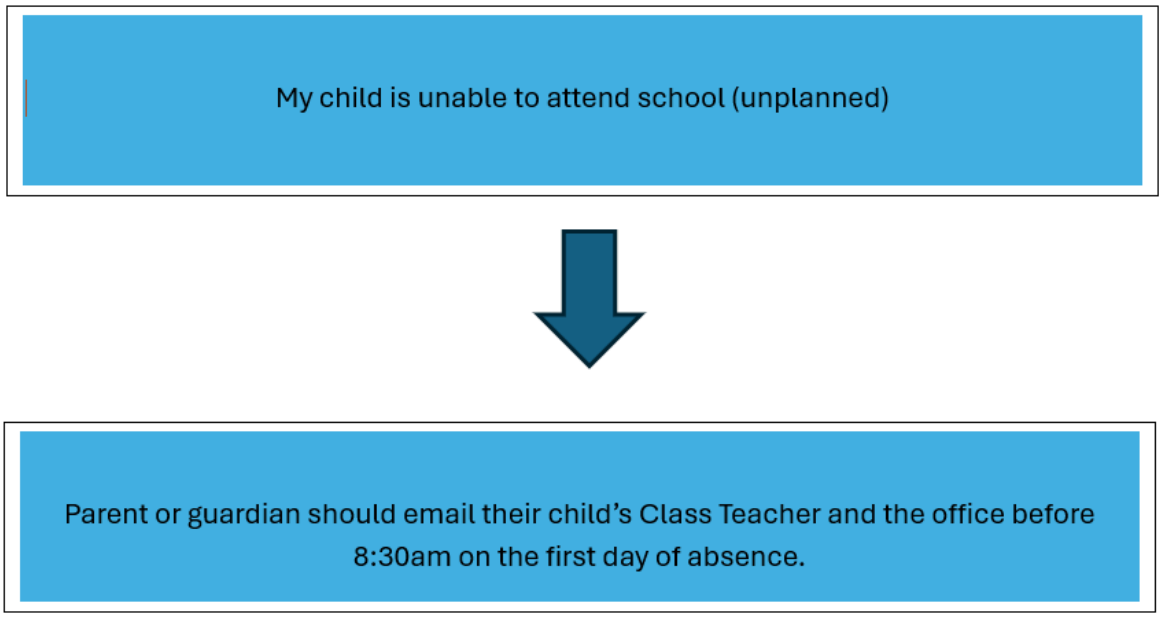
The absence will be approved by the Headmaster and this will be recorded on the register as 'C' (authorised leave for exceptional purposes).

The absence request will not be approved (deemed not to be exceptional circumstances e.g. general holiday request).
This will be recorded as an unauthosrised absence

Appendix 1.2

PREP SCHOOL PROCEDURES FOR ABSENCE

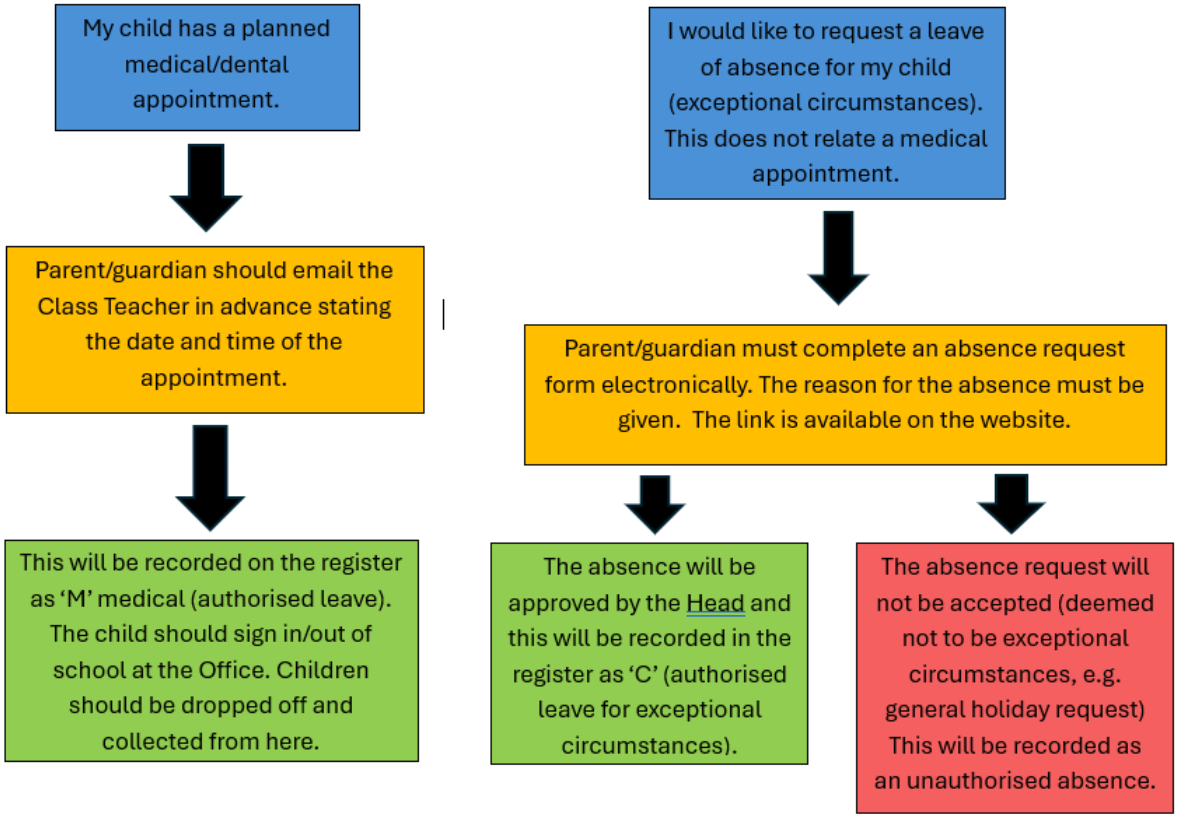
Illness / Emergency medical appointment:



If the absence continues for more than one day, the parent / guardian must email / phone on each day of the absence. If the illness is expected to last for an extended period of time e.g., the child has a medical note, this can be submitted to the school and further emails about the absence will not be required. Please note that following an extended absence, parents / guardians are asked to contact the school ahead of the child returning to school to ensure that any support measures can be put in place.

If no reason for absence is given, the school will make contact with the parents / guardians via telephone or email. The absence will recorded as 'N' (reason for absence not yet provided) until the reason has been established. This must be updated within 5 days. If no reason has been established then it will be changed to unauthorised 'O'.

Planned Absence:



Appendix 2

WREKIN
LOVE THE JOURNEY

ABSENCE REQUEST FORM

Senior School: Senior School Absence Request Form

Prep School: Prep School Absence Request Form

Appendix 3

WREKIN
LOVE THE JOURNEY

ATTENDANCE AND REGISTRATION CODES

Note: this version has been updated in-line with The School Attendance (Pupil Registration) (England) Regulations 2024 coming into force 19th August 2024.
DfE Working Together To Improve School Attendance Link
All registers (attendance and admissions) must be kept electronically.
A back-up copy of the register must be made at least once a month in the form of an electronic or printed copy.
Registers must be retained for 6 years (previously 3 years).

Pupils arriving late MUST sign in at the Headmaster's Office

KEY: Main Codes Used | Frequently Used | Sometimes Used | Rarely Used

Code	Explanation
TABLE 1 - ATTENDANCE	
/	Present in morning registration when the register begins to be taken.
\	Present in afternoon registration when the register begins to be taken.
L	Late arrival before the register has closed - closes at 9am and 2.10pm. If the register has closed, mark absent with code U or another code below if more appropriate. Attendance registers should not be 'open' for more than 30 minutes for each session.
TABLE 2 - ATTENDANCE	
K	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for education provision arranged by the local authority under s19(1) of the 1996 Act or s42(2) or 61(1) of the 2014 Act. **School must record the nature of the provision** e.g. college course.
V	The pupil is attending an educational visit or trip (including residential trips) arranged by the school and supervised by a member of school staff e.g. Geography trip, Art trip.
P	The pupil is participating in a supervised sporting activity that has been approved by the school and supervised by a member of school staff: e.g. hockey match.

W	Work experience provided under arrangements made by the local authority or the school as part of the pupil's education.
B	The pupil is attending a place for an approved (by the school) educational activity which is not the school or any other school at which the pupil is registered. The activity is educational but not educational provision arranged by the local authority or an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff – our staff are NOT present . (Not to be used if pupil is at home doing school work).
D	Dual registered at another school – pupil is registered at more than one school.
TABLE 3 – ABSENT: LEAVE OF ABSENCE For statistical purposes the following codes are classed as AUTHORISED ABSENCE	
C1	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending medical or dental appointments.
J1	Interview with prospective employer or another educational establishment.
S	The pupil is absent with leave for the purpose of studying for a public examination.
X	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.
C2	The pupil is of compulsory school age and is absent with leave, as agreed with the parent they normally live with and the school that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend. Used very rarely – exceptional circumstances.
D	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil – i.e. dual registered at more than one school
C	The pupil is absent with leave for any other purpose e.g. pupil to attend a snowboarding competition – exceptional circumstances. *Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.*
T	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.
R	The day is exclusively set apart for religious observance by the religious body to which a parent of a pupil belongs.
I	The pupil is unable to attend owing to illness (not medical or dental appointments).
E	The pupil is excluded from the school for any other reason.
TABLE 4 – ABSENT: unable to attend school because of unavoidable cause For statistical purposes the following codes are classed as NOT A POSSIBLE ATTENDANCE	
Q	The pupil is unable to attend because of a lack of access arrangements for them: if the local authority has a duty to make travel arrangements and the school is not within walking distance, the local authority has not made arrangements for the pupil to board, the local authority has not made arrangements for the pupil to attend a qualifying school nearer their home.
Y1	The pupil is not able to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided by the school (or local authority) is not available.
Y2	The pupil is unable to attend owing to widespread disruption to travel caused by a local, national or international emergency. E.g. disruption caused by snow.
Y3	Part of the school premises is unavoidably out of use and the pupil is one of those who the school thinks cannot practicably be accommodated in those parts of the school that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed.

Y5	The pupil is unable to attend because they are in criminal justice detention.
Y6	The pupil's travel to school would be: • Contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care; • Prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.
Y7	The pupil is unable to attend because of any other unavoidable cause. This code should only be used where the nature of the emergency prevented the pupil from attending – the unavoidable cause must be something that affects the pupil, not the parent. The school must record the unavoidable cause.
TABLE 5 – ABSENT: UNAUTHORISED ABSENCE **For statistical purposes the following codes are classed as UNAUTHORISED ABSENCE**	
Unauthorised Absence Codes – to be used where school is not satisfied with reasons given for the absence **The school must ensure that reasonable steps are taken to establish the circumstances of a pupil's absence and that the register is amended within 5 school days.**	
G	The pupil is absent without leave for the purpose of a holiday: i.e. a holiday NOT granted by the school. (The school cannot grant leave of absence retrospectively).
N	Reason for absence not yet provided. This code should not be left on pupil's record indefinitely. If a pupil arrives in school after the registration is closed (9am or 2.10pm) but attends before the end of a session and the circumstances of a pupil's absence have been established, the code N is to be replaced with the appropriate code but not if codes C or T are applicable - otherwise code U replaces code N. **Absence must be followed up – see code O below.**
O	If circumstances have not been established, the code **N** is to be replaced with code **O (add a note to the register)**. None of the other rows of this table (Table 3) applies. **A call needs to be made (unauthorised absence).**
U	Arrived in school after the registration is closed (9am or 2.10pm) but attended before the end of a session, other codes, other than C or T do not apply.
Administration Codes	
Z	Used when registers are set up in advance – prospective pupil not on the admission register. This code is not collected for statistical purposes.
#	Planned whole school closures: e.g. half terms , days between terms etc. This code is not collected for statistical purposes.

If a code is changed a note MUST be included to give

- The original code;
- The date when the code was changed;
- The reason for changing the code;
- The name of the person changing the code.

Codes MUST NOT be changed after 5 days.