

## **Registration & Attendance Policy**

**School Tier:** Ranby House

**Related Policies:** RH – Missing Pupil

### **POLICY AIMS AND INTRODUCTION**

Through the operation of this policy we aim to: provide an understanding of the schools expectation regarding pupil attendance.

At Ranby House, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to parents and guardians to support this objective. For pupils to benefit fully from the educational opportunities provided by the school, they must have high levels of attendance and punctuality.

Poor attendance or a child going missing from school is a potential indicator of abuse or neglect or in itself, may indicate that a pupil is at risk of harm.

Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

Pupils are encouraged to take full advantage of their educational opportunities through maximum attendance, and are expected to attend all prescribed lessons and activities.

Punctuality is equally important. Parents and teachers have a duty to ensure that pupils attend school for every school day except in the case of illness or if prior permission for absence has been authorized by the Head.

For health and safety, welfare and the educational benefit of all pupils, Ranby House registers pupils in all years, including EYFS. This policy therefore applies to all members of our school community, including EYFS and is relevant to all day and boarding pupils.

Ranby House requires regular attendance and the presence of pupils is checked twice daily at 8.30am and 1:30pm. This attendance register is a legal document subject to the 'Education (Pupil Registration) (England) Regulations' and 'Working Together to Improve School Attendance'.

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

### **Expectations of Ranby House (the School):**

- Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have.
- Ranby House expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality.
- Ranby House will fulfil their legal responsibility in the completion of pupil registers.
- Monitor attendance within the school, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high-quality education.
- Strive to achieve and maintain a good level of Attendance (95+%)

## **Our Attendance and Registration Policy aims to raise and maintain levels of attendance by:**

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, supported 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.

Ranby House will work with pupils in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils. 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.

### **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'.

### **Senior Attendance Champion – Mrs Jane Sulley**

The Senior Attendance Champion monitors the attendance registers and will liaise with the Senior Leadership team on the school's attendance statistics.

The Senior Attendance Champion has the following responsibilities:

- Promote good attendance and punctuality.
- Report to the Senior Leadership Team any emerging patterns on a Half-Termly basis, of absence, or when a pupil is absent without a good reason, or if a pupil's attendance or punctuality falls below 90% (persistent absence) or below 50% (severely absent).
- Support Form Tutors/Class Teachers when working together with parents of the pupil to discuss the reasons or barriers for their low attendance or low punctuality and how their attendance or punctuality can improve, with support from the school if necessary.
- Liaise with Local Authority to support families and pupils whose attendance does not improve after the steps above, or continues to remain below 90% and below 50%.

### **Responsibilities of Parents**

- Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full-time education suitable to their age, aptitude and ability (and to any special education needs they may have). Children must legally be in education between the school term after their 5<sup>th</sup> birthday and the last Friday in June in the school year they turn 16. Pupils must stay in some form of education or training until their 18th birthday.
- Ensure good level of Attendance (95+%)
- Contact the school on the first day of any absence to explain the reason for the absence.
- Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence.
- Parents must NOT expect any leave of absence to be authorised for the purpose of a holiday.

- Parents need to see themselves as partners with the school in the education of their children.

### **Responsibilities of Pupils**

Pupils have a responsibility to attend school when they are fit and well and to arrive at School in time for registration (morning and afternoon) each day during term time. All pupils are expected to be in for registration at 8.30am. If, for any reason, a pupil needs to leave the School site during the School day, they must first inform their Form Tutor/Class Teacher.

In some instances a failure to register and persistent lateness due to the pupil's own actions, may result in a pupil incurring a sanction.

### **Responsibilities of Staff**

Staff should register attendance using iSAMS. Any absence should be followed up.

All teaching staff are required to monitor attendance and punctuality in the classes they teach and report any concerns to the Senior Leadership Team.

### **Such analysis may include:**

- Monitoring and analysing weekly attendance patterns and trends and provide support and early help in a targeted way to pupils and families;
- Conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- Benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- Devising specific strategies to address areas of poor attendance identified through data; Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented

## Registration Process ~ Ranby House

### Child not in school (Absence)

Minutes 'Late' are recorded from the registration times of 8:30am and 1:30pm.

#### Daily Absence (Section 1)

School Office informed by phone; 01777 703138 or Class Teacher emailed. Parents should provide reason/details.

#### Planned Absence (Section 2)

Authorisation for absence from school should be applied for in advance. Requests should be emailed to the Head; [headmasterprep@wsnl.co.uk](mailto:headmasterprep@wsnl.co.uk) and include dates, times and reasons for the absence.

#### No Reason for Absence (Section 3)

School will call parents of the absentee using contact numbers for the absent child. School may contact external agencies for relevant information advice. Home visit may be required.

#### Authorised Absence (Section 4)

Authorised absence granted for illness/medical reasons. Head has granted a leave of absence due to satisfactory justification.

#### Unauthorised Absence (Section 5)

School does not consider reasonable justification for leave. Head has not granted a leave of absence.

**Appropriate Absence code applied (see table of codes under Registration of Pupils)**

### Level 1 – Attendance falls below 95% (commencing after the first half term)

1. The first step will be made by the pupil's Class Teacher 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 iSAMS as a Teacher Log
2. The second 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 iSAMS as a Parent Contact Form.

### Level 2 – Persistent Absence, below 90% (commencing after the first half term) (Section 6)

1. The School will write to the parent if their child's attendance is below 90% (causing concern) (appendix 1a).
2. The School will write to the parent if their child is absent for 15 days of consecutive or cumulative illness. (appendix 1b).
3. Parents can be invited into school to discuss the attendance pattern with the Deputy Head & Class Teacher, the aim will be to agree an attendance improvement plan. This applies to pupils who have a repeating pattern of sick days etc.

### Level 3 Severely Absent, below 50% (commencing after the first half term) (Section 7)

1. A meeting will be arranged with the Head and parent(s) to discuss the situation. (appendix 2)
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;
4. The school will liaise with the Local Authority if attendance deteriorates following the above actions.

## 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'.

## Absence and Punctuality

### Daily Absences (Section 1)

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness. This should be done on the pupil's first day of absence which has not previously been agreed with the school and every subsequent day of illness.

Notify the school by telephoning 01777 703138 (if before 8:00am or after 6:30pm, a message can be recorded on the school's answer phone). The school should be informed of the reason for the absence and, if possible, the expected date of the child's return to school.

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. If a child is unwell, the nature of the illness should be disclosed, otherwise the staff will call to ascertain why the child is off ill.

If the illness persists, the school should be contacted on every further day of absence, again before 8.00am. A child must return to school as soon as possible following an absence. Medical evidence may be requested when the child is having multiple periods of absence which are reported as medical reasons.

If a pupil is sent home during the morning because of illness, an 'I' mark can be entered into the afternoon register by the reception office to indicate that the absence is authorised.

### **Planned Absence (Section 2)**

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 a leave of absence to specific circumstances set out in regulation 11 of the ['School Attendance \(Pupil Registration\) \(England\) Regulations'](#).

Parents are informed in their 'Parents' Handbook', that any **planned absence** during the school term dates are requested in writing to the Headmaster in advance. The contents of any letters received regarding planned absences will be noted by the school office and then forwarded to the relevant staff.

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;

No pupil should be away from school without prior permission, unless ill.

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;

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.

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

Any application for an authorised leave of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing. Requests should always be made in writing by the parents/guardian to the Head, who will confirm whether the leave of absence has been granted or not. Authorised absence is whether the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Head is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, i.e. transitions sessions, school trips, sporting events, music examinations etc;
- The child is unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- The child is observing a religious festival;
- The child has an agreed medical appointment and the school has been notified in advance;
- The child is too ill to come to school and parents have given specific symptoms;
- There are specific circumstances, usually agreed in advance by the Head, where a child is unable to attend the school, ie parent graduation, family bereavement and/or funeral, public

performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Head has the discretion to authorise up to 5 days);

- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- Leave for exceptional circumstances can be granted at the discretion of the Head. Each application will be considered individually taking into account the specific facts and circumstances and relevant background context behind the request. If granted, the Head will determine the length of time the pupil can be away from school;
- Children of non-compulsory school age will be allowed to be absent for sessions they are not timetabled.

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.

No parent can demand leave of absence for the purpose of a holiday as of right. The Head has discretionary power to grant authorised leave of absence on behalf of Governors. Holidays within term-time will normally be regarded as unauthorised.

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

**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.

**No Reason provided for an Absence (Section 3)**

A pupil that is absent without an authorised code after the morning registration will try to be located by checking their current timetabled lesson and instrumental music class, to see if they are in school. If the pupil is not in school, the Receptionist will call the parents to ascertain a reason for the pupil's absence and the appropriate code will be recorded in iSAMS. If no contact can be made, then the school will attempt to contact other contact numbers for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information.

A home visit may be made in the interest of safeguarding if contact cannot be established with parents or family contacts. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the School's electronic register.

#### **Authorised Absences (Section 4)**

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.

#### **Unauthorised Absences (Section 5)**

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;
- 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 Head, 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) (Section 6)**

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.

The school will begin a graduated approach to help the parent over a period of 10 weeks to see a significant, sustained improvement in their child's attendance.

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

#### **Severe Absenteeism (SA) (Section 7)**

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.

Contact will be made by the school with the Local Authority Education & Attendance team to seek guidance. It is likely that an Early Help Assessment Form (EHAF) will be submitted, together with a Certificate or Attendance (for at least a 10 week time scale).

**All pupils who have attendance levels of 50% or below are considered to be a severe absentee.**

## **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 combines this with academic tracking, as increased absence affects attainment.

### **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.

### **Back-up Storage of Both Admissions and Attendance Registers**

iSAMS is now run as a software as a service or SAAS meaning maintenance and backups are managed by iSAMS meaning the data is backed up every hour of every day, 52 weeks a year, with backups stored onsite and offsite for an added layer of security

## REGISTRATION of PUPILS ~ RANBY HOUSE

The law requires all schools including independent schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register.

All pupils (regardless of their age) must be placed on both registers.  
These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations

The details of this policy are solely concerned with the registration of pupil attendance; the registration of pupil admission is maintained by the Admissions Team at Worksop College.

### Registration System

1. Registration is carried out electronically using the school's online computer management system known as 'iSAMS'. Pupils must be registered by Form (AM & PM). If teachers wish to register pupils' attendance for specific specialist-taught lessons, they may, using their own means of recording such information.
2. If for any reason iSAMS cannot be accessed in school, then a paper registration must be completed. The member of staff must clearly identify pupils that are present, including their presence code, and the pupils that are absent. The paper copy must be handed to the school Receptionist at the close of the registration period. The information will be entered into iSAMS as soon as it is accessible

### Registration Procedure

1. Form/Class Teachers are responsible for ensuring that Registration takes place promptly. Therefore, it should be conducted in a professional and business-like manner.
2. Pupils should be seated and the calling of the roll should be conducted in silence to ensure complete accuracy with this important document.
3. Only pupils **actually present** at registration should be marked as such. Staff must not rely on the word of pupils that other children are present in school.
4. Pupils in the prep school attending early music lessons (before morning registration) must register with the receptionist from 8:00am at the school office BEFORE being collected by their instrumental teacher.
5. During a morning or afternoon registration every pupil must be marked with a 'Yes' if present or 'No' if absent. If the reason for the absence is not known then the absence code should be changed to 'N' (no reason yet provided for absence)
6. Teachers registering a set of pupils should mark a 'Yes' for present or a 'No' for absent. A drop down box appears when pupils have been registered as absent. If there is a genuine reason provided for absence from parents, or permission for leave granted by the Headmaster, a suitable code should be entered. At afternoon registration, a member of staff must again enter 'Yes' or 'No' for present or absent.
7. In Years 1-6, if the pupil arrives late (after registration has closed at 8.40am or 1.40pm), they should go to the school office and register with the receptionist. The system allows for

the recording of how many minutes late the pupil was in arriving. The minutes late are calculated from 8.30am until the pupil arrived. For example, a child arriving at 8.42am will be calculated as 12 minutes late. In EYFS, 'late pupils' will be recorded as late from 8.45am.

## Registration Schedule

1. Registration of pupils will be undertaken twice daily. At the start of morning school (between 8:30 and 8:40am in the Prep School and Pre-Prep (8.45am in EYFS) and after lunch, between 1:30pm and 1:40pm each school day.
2. The Receptionist is to be notified immediately if there is an absence of any child in the afternoon who was present in the morning. This may be done in person, by phone or by email and marked as 'high importance'. The child's whereabouts will then be ascertained by the school office. If the child cannot be accounted for, the 'Missing Pupil Policy' will be applied.

## Completing the Electronic Register

A teacher taking the register will enter either 'Yes' for present, or 'No' for absent.

**Yes** = Present (AM & PM)

**No** = Absent (AM & PM)

When entering 'Yes', a drop-down box appears with a range of options, allowing the teacher to record when each pupil is 'Signing Out' at the end of the school day; whether they are staying for prep, an activity and/or tea, whether they are boarding, or if they are to be booked onto one of the school buses.

The codes/symbols used to record this information are:

Code	Name	Explanation
<b>3</b>	3:35/3.45pm (Yrs 1-6)	Leaving at the end of the academic day (no club)
<b>4A</b>	4.10pm (Yrs 1-2 Activity)	Leaving after an enrichment club
<b>5P</b>	5.10pm (prep)	Staying for prep supervision
<b>5A</b>	5.10pm (activity)	Staying for an enrichment club
<b>5C</b>	Creche (No tea)	
<b>5AC</b>	Club & Crèche	Staying for a club and creche, but not tea
<b>6AC</b>	Club & Crèche (Tea)	Staying for a club and creche with tea
<b>6C</b>	Crèche (Tea)	Pre-prep staying until 6.30 without a club
<b>6CB</b>	Crèche & Bus (Tea)	Children going home on the bus
<b>6P</b>	6.30pm (prep + tea)	Staying for prep supervision with tea
<b>6A</b>	6.30pm (activity + tea)	Staying for an enrichment club with tea
<b>BP</b>	Board (prep + tea)	Boarding and attending prep supervision
<b>BA</b>	Board (activity + tea)	Boarding and attending enrichment activity
<b>LEP</b>	Late Event (prep and tea)	Staying in school for prep and event or production
<b>LEA</b>	Late Event (activity and tea)	Staying in school for activity and event or production
<b>HF</b>	Fixture (home)	
<b>AF</b>	Fixture (away)	
<b>HB</b>	Fixture (home) + tea + boarding	
<b>AB</b>	Fixture (away) + tea + boarding	

<b>CP</b>	College Bus (prep + tea)	
<b>CA</b>	College Bus (activity + tea)	
<b>GP</b>	Gainsborough Bus (prep + tea)	
<b>GA</b>	Gainsborough Bus (activity + tea)	

## YEARS 1-6 ONLY

1. The receptionist will be responsible for making any amendments to the registers if pupils sign in after a registration period. This will include the 'optional presence reason' to indicate their sign out times. Pupils leaving the school between registration periods will be marked 'out of school' on iSAMS when they are collected from the School Office.
2. A list of 'Register Absent' can be viewed through iSAMS, a hard copy is printed by the School Office and a copy is displayed in the staff room.
3. After a registration period, the parents/guardians of those children who have been registered as unauthorised will be contacted by the school office to ascertain the reason for absence as soon as possible, until a reason is provided.
4. Pupil lists will be collated and printed during the afternoon and left for staff in the 'Duty Staff' pigeon hole in the staff room. The lists will show pupils expected to attend the different enrichment activities on offer, the daily 'Prep/Supervision' sessions and also those pupils requiring an evening meal (this copy will also be shared with the catering team).

ATTENDING THE SCHOOL	
/	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. <i>If the register has closed, mark absent with code U or another code below if more appropriate.</i> Attendance registers should not be 'open' for more than 30 minutes for each session.
ATTENDING A PLACE OTHER THAN SCHOOL	
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	Participating in a sporting activity. The pupil is attending a place for an approved educational activity that is a sporting activity: 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).

<b>ABSENT - LEAVE OF ABSENCE</b> <b>For statistical purposes the following codes are classed as AUTHORISED ABSENCE</b>	
<b>C1</b>	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
<b>M</b>	Leave of absence for the purpose of attending medical or dental appointments.
<b>J1</b>	Interview with prospective employer or another educational establishment.
<b>S</b>	The pupil is absent with leave for the purpose of studying for a public examination.
<b>X</b>	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend.
<b>C2</b>	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.
<b>D</b>	Dual registered at another school – pupil is registered at more than one school.
<b>C</b>	The pupil is absent with leave for any other purpose e.g. pupil to attend a competition – exceptional circumstances. <i>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</i>
<b>ABSENT - OTHER AUTHORISED REASONS</b>	
<b>T</b>	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.
<b>R</b>	The day is exclusively set apart for religious observance by the religious body to which a parent of a pupil belongs.
<b>I</b>	The pupil is unable to attend owing to illness (not medical or dental appointments).
<b>E</b>	Suspended or permanently excluded and no alternative provision made.

<p align="center"><b>ABSENT - unable to attend school because of unavoidable cause</b></p> <p align="center"><b>For statistical purposes the following codes are classed as NOT A POSSIBLE ATTENDANCE</b></p>	
<b>Q</b>	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.
<b>Y1</b>	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.
<b>Y2</b>	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.
<b>Y3</b>	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. Used to denote no Saturday school for sixth form.
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed.
<b>Y5</b>	The pupil is unable to attend because they are in criminal justice detention.
<b>Y6</b>	The pupil's travel to school would be: <ul style="list-style-type: none"> <li>• 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;</li> <li>• Prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.</li> </ul>
<b>Y7</b>	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.
<p align="center"><b>ABSENT: UNAUTHORISED ABSENCE</b></p> <p align="center">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.</p> <p align="center">For statistical purposes the following codes are classed as UNAUTHORISED ABSENCE</p>	
<b>G</b>	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).
<b>N</b>	Reason for absence not yet provided. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.
<b>O</b>	If circumstances have not been established, the code N is to be replaced with code O (add a note to the register). Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
<b>U</b>	Arrived in school after the registration is but attended before the end of a session, other codes, other than C or T do not apply.
<p align="center"><b>ADMINISTRATION CODES</b></p>	
<b>Z</b>	Used when registers are set up in advance – prospective pupil not on the admission register. This code is not collected for statistical purposes.
<b>#</b>	Planned whole school closures: e.g. half terms, days between terms etc. This code is not collected for statistical purposes.

## Appendix 1a – Letter to parents, Persistent Absence, below 90% – unauthorised (Level 2)



Ranby House  
Retford, Nottinghamshire, DN22 8HX  
Tel 01777 703138, [headmasterprep@wsnl.co.uk](mailto:headmasterprep@wsnl.co.uk)  
[www.wsnl.co.uk](http://www.wsnl.co.uk)

### Letter Regarding Pupil Absence

{full date}

Dear {parents names},

Attendance is an essential component to a pupil's academic success. Parents have a legal responsibility to ensure their child attends school, whether in sate system or the independent sector.

When pupils miss too much school it can cause their progress to be halted and for them to fall behind. Often, the number of days that pupils are absent accumulate without the realisation of how many days have been missed.

Following an earlier discussion with {child's name} Form Tutor, your child has accumulated:

{number of days absent} absences since {date that monitoring period started}.

We realise some absences are unavoidable due to illness or health related problems.

Currently, {child's name} absence is below our acceptable level which has triggered this letter being sent. Please can you contact the school to arrange a meeting with {child's form tutor} and Mrs Clark, Deputy Head. Our aim is to arrange a plan to work collaboratively with you to improve your child's attendance.

Yours sincerely,

**David Thorpe, Headmaster.  
Ranby House.**

## Appendix 1b – Letter to parents, Persistent Absence, 15 consecutive or cumulative of illness (Level 2)



**Ranby House**  
Retford, Nottinghamshire, DN22 8HX  
Tel 01777 703138, [headmasterprep@wsnl.co.uk](mailto:headmasterprep@wsnl.co.uk)  
[www.wsnl.co.uk](http://www.wsnl.co.uk)

### Letter Regarding Pupil Absence

{full date}

Dear {parents names},

I am writing to you regarding {child's name} attendance.

{child's name} has been unwell for {number of days absent} days this school year due to illness, to date.

Under the updated government guidelines both state and independent schools are now required to notify the Local Authority with the full name and address of all pupils of who have been recorded with code I (illness) for 15 days consecutively or cumulatively because of illness in any one academic year.

These regulations are in place to ensure that appropriate support is provided to students and families, particularly where health may be impacting a child's ability to attend school regularly.

As a result, we are obligated to inform the Local Authority. This notification is a procedural requirement to help the local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs.

As a school, rest assured, we will continue to do all we can to support {child's name}.

Yours sincerely,

**David Thorpe, Headmaster.**  
**Ranby House.**

## Appendix 2 – Letter to parents, Severe Absenteeism, below 50% unauthorised (Level 3)



**Ranby House**  
Retford, Nottinghamshire, DN22 8HX  
Tel 01777 703138, [headmasterprep@wsnl.co.uk](mailto:headmasterprep@wsnl.co.uk)  
[www.wsnl.co.uk](http://www.wsnl.co.uk)

### Letter Regarding Pupil Absence

{full date}

Dear {parents names},

I am writing to you regarding {child's name} attendance. Currently their attendance in school is below 50% and we need to act with immediate effect to address this.

We have communicated that attendance at school is an essential component to a pupil's learning and that parents have a legal responsibility to ensure their child attends school, whether in state system or the independent sector.

Following an earlier discussion with {child's form tutor} and Mrs Clark, Deputy Head your child's attendance has not improved:

{number of days absent} absences since {date that monitoring period started}.

We therefore need to arrange an urgent meeting to discuss this situation. We will liaise with the Local Authority for advice and will need to draw up a personalised action/support plan.

This plan will need to address any barriers to attendance and make clear each person's role in improving the attendance patterns of {child's name}.

We may also be able to signposting support to other agencies or services, if appropriate.

Yours sincerely,

**David Thorpe, Headmaster.**  
**Ranby House.**

**References:**

Legal Framework: [Working together to safeguard children - GOV.UK](#), [Working together to improve school attendance - GOV.UK](#), [Keeping children safe in education - GOV.UK](#)

General Guidance:

Technological:

Boarding Schools: