



COLLEGIATE

INDEPENDENT CO-EDUCATION
FROM NURSERY TO SIXTH FORM

Policy Title: **Attendance and Registration Policy (Prep School)**

Date of Issue: June 2026

Date of Review: June 2028

References: Working Together to Improve School Attendance (2024)
Children Missing Education, September 2025
The Education (Pupil Registration (England) Regulations, 2006
Keeping Children Safe in Education (2025)
Child Protection and Safeguarding Policy (Whole School)
Admissions Policy (Whole School)

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Version	Date	Amendments
1.3	03.06.2026	Amended term 'non-compulsory' to 'non-statutory' as per EYFS framework
1.2	20.01.2026	Added further detail to paragraph referencing children of non-compulsory school age
1.1	03.11.25	Review and update
1.0	26/08/2024	Draft and publish

This policy is made available to parents of all pupils on request from the School Office. It is available to the Staff at the School from the School network, in the Staff Handbook and on request from the School Office. Content of this policy is directly discussed with new staff upon induction into the School.

Collegiate School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Introduction and summary

At Collegiate School we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for our pupils, and we look to parents to support this objective. For the purposes of clarity, any reference to 'parents' within this document refers to parents, guardians and carers.

As the Prep part of Collegiate we take the children into their first days of compulsory education. For some parents this can be a challenge as they still wish to keep children at home. Parents need to be clear that school attendance is compulsory if registered with us. Specific reasons for absence exist when attendance is unable, swift communication is appreciated. Building a healthy pattern of attendance is a key part of Prep education.

Children attending our Pre-School are of non-statutory school age and so attendance does not fall under parental legal obligation. However, children who are registered with our Pre-School are subject to the same policy as children in the rest of the Prep School for all sessions they are registered to attend. Non-attendance at registered sessions will be followed up as per the procedures laid out below.

All pupils are required to be in school by 8.25am. The school day ends at 3.50pm (Pre-Prep) and 4.00pm (Prep). School remains open until 6:00pm for those in Prep or aftercare.

Pupils in Years Pre-School -Y6 are not allowed to leave the site during the school day, unless accompanied by a member of staff for an activity (such as swimming), a trip or a sporting fixture. The dates of such trips and fixtures are published in the School Calendar and Sports Calendar to allow parents advance notification.

If a pupil is ill, parents are required to e-mail or telephone the Prep School Office before 8.25am on the first day of absence giving a reason for the absence and a record will be made.

On the first day of an unexplained absence, in order to make sure that a pupil has not suffered an accident, the school will make contact via a phone call, if not response is received.

Requests for absence (i.e. medical or dental appointments) must be made in writing to the child's tutor or the Head of Prep at least three days in advance, except in an emergency, when parents are asked to telephone the School Office before 8.25am.

Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made in writing to the Head, if possible, well in advance of the proposed absence.

Term dates are published over a year in advance (in the front of the School Calendar and on the school web site) in order that parents can arrange holidays without disrupting their child's education.

Please note that it is the school's policy not to allow holidays to be taken during term time.

Summary of the law taken from the guidelines for ISI Inspections

Every school is required by law to maintain two separate registers, an admissions register, known as the School Roll and an attendance register. School Inspectors are required to check both registers and to comment on levels of attendance.

The regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils. The regulations specify the contents of both registers and the manner in which they are operated and maintained.

School Procedures

Any child who is absent from school during morning or afternoon registration must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised (Code: "N"). Tutors must ensure that this code is not used indefinitely.

Admission and attendance registers are kept for three years after the end the academic year and are backed up at least once per month.

Registration will be carried out by tutors and subject teachers in designated venues within the school:

- Morning Registration: All pupils will be registered by their tutors in the morning registration period (8.25-8.30am).
- Afternoon Registration: All pupils will be registered by their tutors in the afternoon registration period that immediately follows lunch (12.30-1.15pm)

The tutor / teacher must be sure that all pupils within the tutor /classroom are marked as present. Failure to notice the presence of a pupil can cause distress to parents.

Lateness

The Prep School is a busy place with activities and sessions often starting straight after registration (assembly, singing practice, reading buddies). As such pupils arriving late on a regular basis will miss out on these important sessions. It also suggests to the child that it is OK to arrive after they should. Traffic issues are not uncommon and the school is very aware of this, however, regular late arrival must be avoided.

Pupils arriving late to registration, but before it has been completed by tutors/teachers at 8.30am, must be marked as late using the code "L".

Pupils arriving late to school, after registration has been completed by tutors at 8:30am, must report to the School Office and sign-in with the staff. This information is transposed, by the School Office, to the attendance register database. In the case where the pupil is simply late after 8:40, (final check of registers by the office) the code 'U' is used.

In cases where the absence at registration was to attend a medical appointment, the appropriate authorised absence code will be entered.

In instances where pupils are not in school and the school has received no letter or phone call from parents by 9.30am, the School office will contact the parents by telephone. A list of all pupils with unexplained absences will be emailed to tutors and Heads of House by the School Office on a daily basis.

If tutors are contacted by parents regarding an absence, they must either update the attendance register database or notify the School Office. A reason for absence must always be sought.

Absence

The School Office will use the information to produce a School Register, which will record those who are absent (both authorised and unauthorised).

If pupils are present during registration but leave school at any time after registration, they are still marked as present. Individual pupils who leave the school (e.g. medical appointment) after registration must sign out at the School Office.

For trips and sports fixtures, a list of pupils leaving the school must be given to the School Office by the trip leader as they leave. Pupils must be signed back in by the trip leader at the School Office on return. The list of pupils on any trips and sports fixtures must be emailed to relevant teaching staff ahead of the trip.

Teaching Staff should check for absentees at the beginning of each lesson and check absences against the list sent by the office at approximately 8.50am. They should immediately notify the School Office if a pupil who has been marked as present in tutor registration is absent from their lesson. The School Office will then instigate the Missing Pupil procedures.

First Day Absence

On the first day of absence, parents are requested to telephone the school to explain the reason for the child's absence. If no explanation for the pupil's absence has been provided, the School Office will call to alert the parents and ascertain the reason for the absence. If no contact can be made, this should be logged and further attempts made to contact the parents. In all cases parents are requested to provide a letter/email outlining the reason for the absence on the child's return to school. If a reason for absence has been given that will cover multiple days (vomiting 48hr rule as an example) then the daily register information for teachers will note this and a further phone call on the second day would not need to be made.

Further Days of Absence

If a child is absent and there has been no contact from parents, the school will continue to attempt to contact the parents to ascertain the reason for their absence. Parents are requested to provide written information explaining the reason for the absence. If the school is unable to make contact with the parents, the office must inform the Head of Prep and DSL. The Head of Prep will inform the Headmaster of the extended unexplained absence.

Continuing Absence

Should it prove impossible to contact parents, and the absence extends beyond five days, the tutor must again inform the Head of Prep, who will record the continued absence and will discuss the case with the Headmaster. Additional communications will be made by the Head of Prep to request that the parents make contact with the school.

Ten- and fifteen-Days Absence

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team. The

school will include details of the action they have taken. This action will be carried out by the School's Designated Safeguarding Lead in conjunction with the Head of Prep. An absence of 15 days for medical grounds will lead to contact being made with the local authority (consecutive or as a total over the year).

Frequent Absence

It is the responsibility of the tutor/teacher to be aware of, and bring attention to, any emerging attendance concerns. These should be discussed with the Head of Prep. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents. Tutors and / or Head of Pastoral will contact parents to discuss their concerns and agree a plan for improving attendance.

SEND

The school acknowledges that some forms of SEND can contribute to pupils missing school. Increased levels of anxiety as an example. In these cases the Head will discuss the situation with the SENDco and develop strategies that support the pupils' regular attendance.

Action to improve attendance

If the attendance levels fall to a level that causes concern and there is no good reason; the designated member of staff should take the following steps. Each case will be different and it is important that staff deal with individual cases sensitively, but robustly:

90% - School will contact parents to raise concerns with regards to the level of attendance. Such contact may be made by phone, email, letter or a meeting. The tutor will keep a record of this contact and the actions agreed.

85% - Head of Prep will contact parents to raise concerns with regards to the level of attendance. Such contact may be made by phone, email, letter or a meeting. The Head of House will keep a record of this contact and the actions agreed.

80% - Head of Prep will contact parents to discuss serious concerns with regards to the level of attendance. If appropriate, parents will be notified that the school may notify the Children Missing Education – Educational Welfare Officer.

The Head of Prep acts as the attendance champion for the Prep School. He is contactable via the school office (Zlivingstone@Collegiate.org.uk). This role is to support pupils with attendance issues.

On return to school

It is important that on return from an absence a pupil is made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils. All staff who teach that pupil are responsible for helping that the pupil catch up on any work missed. If the absence has included emotionally distressing issues the Head will discuss reasonable adjustments to working patterns for the pupils to assist in returning.

Absence emails / notes

Notes / emails received from parents explaining absence (or copies thereof) should be kept for the remainder of the academic year. These should be filed by the tutor. If there are attendance concerns about the pupil that may require further investigation, then they may need to be retained for a longer period.

The registration system

The school will use SIMs to keep the school attendance records. The following national codes will be used to record attendance information:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Any other approved educational activity (must be recorded)	Approved Education Activity
C	Leave of absence for exceptional circumstance	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Approved Education Activity
K	Attending education provision arranged by the local authority (must be recorded)	Authorised attendance outside of school
L	Late (before registers closed, 8:25am – 8:35am)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved Sporting Activity outside of school	Present
Q	Unable to attend the school because of a lack of access arrangements (only when local authority has not arranged this)	Authorised absence
S	Leave of absence for the purpose of studying for a public examination	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
U	Late (after register closes, after 8:50am)	Unauthorised absence
R	Religious observance	Authorised absence
V	Educational Visit	Present
W	Work Experience	Present
Y1	Unable to attend due to transport normally provided not being available	Authorised absence

Y2	Unable to attend due to widespread disruption to travel	Authorised absence
Y3	Unable to attend due to part of the school premises being closed	Authorised absence
Y4	Unable to attend due to the whole school site being unexpectedly closed	Authorised absence
Y5	Unable to attend as pupil is in criminal justice detention	Authorised absence
Y6	Unable to attend in accordance with public health guidance or law	Authorised absence
Y7	Unable to attend because of any other unavoidable cause	Authorised absence
X	Not required to be in school (applied to non-compulsory aged children)	Authorised absence
Z	Prospective pupil not on admission register	
#	Planned whole school closure	

Promoting good attendance

The school will use opportunities as they arise to remind parents that it is their legal responsibility to ensure that their children receive their education. This will be achieved through regular reminders in the newsletter, information on our website and regular notices in assemblies to promote attendance with the pupils.

Who does what?

All Staff should check for absentees at the beginning of each lesson and follow up any absence with the Prep Office. If an unauthorised absence is suspected, the School Office should inform the Head of Prep.

Tutors are responsible for filling in the Attendance Registers accurately and promoting good attendance on a daily basis. They should encourage pupils to follow the correct procedures for lateness and absence. They should request emails / notes when a pupil returns from absence and keep these on file for the academic year. They should inform the Head of Prep of any concern related to continued or frequent absence.

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised absence

This is for pupils where no reason has been provided for their absence, or whose absence is deemed to be without valid reason and is not authorised by the school.

2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off-site but with the approval of the school. **Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.**

Further Details can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf