

Brampton College Attendance Policy and Procedure

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Key College contacts

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1 Aims

- 1.1 The College aspires to high levels of attendance from all students. Good attendance is essential for all pupils to get the most out of their college experience, including their attainment, well-being and wider life chances.
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to develop and maintain a whole college culture that promotes the benefits of good attendance;
 - 1.2.2 to ensure, so far as possible, that every pupil in the College is able to benefit from and make their full contribution to the life of the College;
 - 1.2.3 to prioritise and where possible improve attendance and punctuality across the College, reduce absence and set out the College's approach to the management of absence / non-attendance;
 - 1.2.4 to recognise the linkages between attendance / absence and student wellbeing, specifically ensuring a consistent whole college approach to safeguarding; and
 - 1.2.5 to help to promote a whole college culture of safety, equality and protection.

2 Scope and application

- 2.1 This policy applies to the whole College, including our GCSE cohort.
- 2.2 This policy is designed to address the specific statutory obligations on the College to record attendance and absence.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the College's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Education and Skills Act 2008;
 - 3.1.3 Children Act 1989;

- 3.1.4 Sponsorship Duties (UKVI, July 2023);
- 3.1.5 The School Attendance (Pupil Registration) (England) Regulations 2024;
- 3.1.6 Equality Act 2010; and
- 3.1.7 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 [Working together to improve school attendance](#) (DfE, August 2024);
 - 3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
 - 3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024);
 - 3.2.4 [Guidance for Parents on school attendance](#) (Office of the Children's Commissioner, July 2024);
 - 3.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
 - 3.2.6 [Keeping children safe in education](#) (DfE, September 2024);
 - 3.2.7 [Children missing education](#) (DfE, August 2024);
 - 3.2.8 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
 - 3.2.9 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
 - 3.2.10 [Mental health and behaviour in schools](#) (DfE, November 2018);
 - 3.2.11 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
 - 3.2.12 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
 - 3.2.13 [Providing Remote education: guidance for schools](#) (DfE, updated August 2024); and
 - 3.2.14 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).
- 3.3 The following College policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 Safeguarding Policy
 - 3.3.2 Children Absent from Education Policy
 - 3.3.3 SEND Policy
 - 3.3.4 Accessibility Policy
 - 3.3.5 Promoting Good Behaviour Policy
- 4 **Publication and availability**
 - 4.1 This policy is published on the College website.

- 4.2 Parents will be reminded of this policy at the beginning of the school year and when the policy is updated.

5 Definitions and interpretation

- 5.1 Where the following words or phrases are used in this policy:

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled college day.

5.1.2 references to a **parent** means:

- (a) all natural parents;
- (b) any person who has parental responsibility for a student; and
- (c) any person who has day to day responsibility for a student (i.e. lives with and looks after a student).

5.1.3 References to a **student** includes anyone who is receiving an education at the college except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.³

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

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in College, referred to in this policy as the SAC.
- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	Termly / As required
Monitoring the implementation of the policy	SAC	Termly / As required
Analysing attendance and absence data	SAC and Heads of Year	Termly / As required
Seeking input from interested groups (such as students, staff, Parents) to consider	SAC and Heads of Year	Annually / As required

³ This is the definition as set out in section 3 of the Education Act 1996 and referred to in chapter 7 of the statutory guidance Working together to improve school attendance 2024 .

Task	Allocated to	When / frequency of review
improvements to the College's processes under the policy		
Formal annual review	Principal and Proprietor	Annually

7 The importance of good attendance

- 7.1 The College recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the College's ethos and culture. In building a culture of good attendance it recognises:
- 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the college's vision, values, ethos, and day to day life;
 - 7.1.2 the interplay between attendance and wider college improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting students with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
 - 7.1.3 the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to pupils and Parents;
 - 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
 - 7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 School responsibilities

- 8.1 The College acknowledges that attendance is the essential foundation to securing positive outcomes for all students and that everyone has a responsibility to take proactive steps to manage and improve attendance across the College community.
- 8.2 The College will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to students and Parents.
- 8.3 Where there are challenges to attendance, the College will work effectively and respectfully with students, their families and, where appropriate, local authorities to address them.
- 8.4 The College will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the College's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- 8.5 The College will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify students at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9 Staff responsibilities

The SAC Team

- 9.1 The Proprietor has appointed a senior member of staff of the College's welfare leadership team as SAC to have overall responsibility for championing and improving attendance in college. Details of the individual appointed are at the front of this policy and are publicised within the College.

9.1.1 The SAC team's responsibilities are:

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

9.2 Staff with specific responsibilities for attendance⁴:

The staff identified in 6.3 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- 9.2.1 have a formal routine for registers being taken accurately each lesson;
- 9.2.2 record all absences promptly and accurately using the processes specified;
- 9.2.3 seek explanations of absences required from pupils on their return to College;
- 9.2.4 make enquiries about unexplained absences, including those within the college day, and follow up with students to ensure that an explanation has been formally given to the College;
- 9.2.5 look out for trends or patterns in a student's attendance and inform the SAC of any specific concerns;
- 9.2.6 deal with lateness to lessons consistently and promptly;
- 9.2.7 consider appropriate sanctions for pupils who arrive late to a lesson in line with the College's behaviour and discipline policies; and
- 9.2.8 discuss non-attendance and / or lateness with students and Parents (where possible) and emphasise the importance of punctuality and attendance.

⁴ The School should provide information and contact details of the staff who pupils and parents should contact about attendance on a day to day basis (such as a form tutor, head of year etc) and for more detailed support on attendance (such as a head of year, pastoral lead or family liaison officer etc) in 6.3

9.3 All staff

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

10 College arrangements

- 10.1 The College will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the College's arrangements can be found in Appendices 1 and 2.

11 Monitoring attendance

- 11.1 The College 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 College and develop strategies to address them. Such analysis may include:

- 11.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to students and families;
- 11.1.2 using this analysis to provide regular attendance reports to Personal Tutors to facilitate discussions with students and to leaders (including the special educational needs coordinator and designated safeguarding lead);
- 11.1.3 undertaking frequent individual level analysis to identify students who need support and focus staff efforts on developing targeting actions for those cases;⁵
- 11.1.4 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- 11.1.5 benchmarking attendance data at whole college, year group and cohort level to identify areas of focus for improvement;
- 11.1.6 devising specific strategies to address areas of poor attendance identified through data;
- 11.1.7 monitoring the impact of college-wide attendance efforts, including any specific strategies implemented; and
- 11.1.8 providing data and reports to the Principal and Proprietor to support its work.

12 Student responsibilities

- 12.1 College attendance is important to pupil attainment, wellbeing and development. The College therefore has high expectations of students as to their attendance and has systems in place to manage poor attendance.
- 12.2 Students should be aware that:

⁵ See paragraph 45 of Working together to improve school attendance 2024

- 12.2.1 they are expected to be present in-person for the duration of each College day (GCSE students) and for all timetabled lessons and compulsory tutorials / supervised study sessions (A level students);
- 12.2.2 they are expected to arrive on time and attend all timetabled lessons;
- 12.2.3 they should not leave a lesson or the College site without permission or otherwise in accordance with College rules;
- 12.2.4 they should engage with the College's arrangements for recording and managing attendance as set out in this policy;
- 12.2.5 any unexplained absence will be followed up;
- 12.2.6 persistent lateness or non-attendance will result in action being taken by the College. This may take the form of:
 - (a) offers of support to seek to identify and address any barriers to attendance;
 - (b) communication with Parents;
 - (c) reporting to other agencies such as children's social care; and
 - (d) sanctions against them or their Parents in line with the College's behaviour policies.
- 12.2.7 If students are having difficulties that might discourage or prevent them from attending College or specific lessons regularly, they may speak to any member of staff, although the College encourages them to speak to their Personal Tutor or those staff identified in 6.3 in the first instance. Students are entitled to expect this information to be managed sensitively.

13 Additional needs

- 13.1 The College recognises some students may find it harder than others to attend College, and will work with those students 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.
- 13.2 The College will make reasonable adjustments⁶ where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to college attendance.
- 13.3 It will also work with Parents , and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities e.g. ensuring the provision outlined in a student's education, health and care plan is accessed.⁷

⁶ In this case to meet the college's duty to make reasonable adjustments for students with a disability under section 20 of the Equality Act 2010.

⁷ The Mental health issues affecting a student's attendance: guidance for schools states in the non-statutory summary of responsibilities document that 'in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan.'

- 13.4 Where a pupil has an education, health and care plan the college will communicate with the local authority where the pupil's attendance falls or the College become aware of barriers to attendance that relate to the pupil's needs.
- 13.5 Suitable strategies and support will also be considered for students with any social, emotional or mental health issue that is affecting their attendance⁸.
- 13.6 Where barriers are outside of the College's control, the College will work with Parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.

14 Parent / carer responsibilities

- 14.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- 14.2 This means students must attend every day that the College 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 College.
- 14.3 The College will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.
- 14.4 Parents are bound by the terms relating to conduct and attendance in our Terms & Conditions and failure to ensure a child's attendance or engage with the College about it could amount to a breach of contract or a finding that the parent is treating the College unreasonably.

15 Training

- 15.1 **Staff:** The College ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:
 - 15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - 15.1.2 the College's strategies and procedures for tracking, following up and improving attendance.
- 15.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
 - 15.2.1 the law and requirements of schools including on the keeping of registers;

⁸ See Mental health issues affecting a student's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples

15.2.2 the process for working with other partners to provide more intensive support to students who need it;

15.2.3 the necessary skills to interpret and analyse attendance data; and

15.2.4 any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.

16 Information sharing

16.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

16.2 The College, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).

16.3 The College is legally required to share information from the registers with the local authority. As a minimum this includes:

16.3.1 New school age student and deletion returns;

16.3.2 School age student attendance returns⁹;

16.4 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the College's registers.

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

17 Record keeping and confidentiality

17.1 All records created in accordance with this policy are managed in accordance with the College's policies that apply to the retention and destruction of records.

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

⁹ Schools are required to provide attendance returns to the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been recorded as absent for a continuous period of ten school days where their absence has been recorded with one or more of the national attendance codes (G, N, O, and/or U). Individual local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month - see chapter 2 and content on sharing information in the statutory guidance Working together to improve school attendance 2024

Appendix 1 College Arrangements**1 Managing attendance**

- 1.1 The College monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 1, Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the College for the relevant time period as stated by law.
- 1.2 The College expects all school-age students to be present at College for the whole of the College day, usually from registration at 8.45am to 3.45pm, but this period may be extended, for example if there is a timetabled lesson from 3.50-5.10pm, or for sports fixtures or college trips.

2 The role of Parents / carers

- 2.1 The College expects all Parents to:
 - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity;
 - 2.1.2 notify the College of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
 - 2.1.3 cooperate with the College to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 2.2 Parents should ensure their school-age (GCSE cohort) child attends School by 8.45am for morning registration;

3 Registration and attendance checks

- 3.1 Morning registration for our GCSE cohort is at 8.45am. The registers will remain open for 10 minutes after the start of morning registration.
- 3.2 Once the morning register closes, a student will be recorded as absent if not present in each of their lessons.
- 3.3 If a student is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).
- 3.4 If a student arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U).
- 3.5 Registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

4 Reporting absence

4.1 If a student is to be absent from College for any reason, the parent / carer should contact the following below by telephone before 9am on each day of absence;

4.2 Where a student is ill, the College should be notified of the nature of the illness.

5 Arrangements for reporting subsequent absence

5.1 Absence will be recorded on the Attendance Register as set out in 0.

6 Managing absence

6.1 Parents will receive an email or text notification that their child is absent if they are not marked present within ten minutes of the start of registration at 8.45am (GCSE cohort) or within ten minutes of each lesson start time.

6.2 A record of absences is kept and analysed weekly. Information about patterns of absences will be circulated to the relevant members of staff within the College, including the SAC, DSL and SLT. The students' Personal Tutor and Head of Year will also be informed and one or more of the staff named above may contact the student's parents if it is felt that their absence is a cause for concern.

6.3 In some cases of persistent absence / lateness where no adequate explanation has been provided, the College may impose sanctions in accordance with its Promoting Good Behaviour Policy.

6.4 Students returning from protracted periods of absence will be offered support from their Personal Tutor, subject teachers and, where appropriate / required from their Head of Year and or the SENCO. In some cases students may also wish to arrange to see the College counsellor.

7 Authorised absences

7.1 Authorised absence means that the College has either given approval in advance for a student to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.¹⁰

8 Applications for an authorised leave of absence

8.1 Applications for authorised leaves of absence during the College day, including for religious observation, will only be granted in exceptional circumstances and will only be permitted if made in writing to the Principal, Vice Principal or Assistant Vice Principal.

8.2 The College will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the student's past attendance record and the relevant background context behind the request.

8.3 Apart from illness or where there are additional needs, no student should be away from School without prior permission from the Principal, Vice Principal or Assistant Vice Principal.¹¹

¹⁰ A leave of absence may be granted by the Principal, Vice Principal or Assistant Vice Principal.

¹¹ See footnote above

- 8.4 Dental or medical appointments should be made during College holidays or after the College day except in cases of emergency.
- 8.5 If a leave of absence is granted, it is for the Principal, Vice Principal or Assistant Vice Principal to determine the length of the time the student is or was permitted to be away from College. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

9 Reporting duties

- 9.1 The College has statutory reporting obligations if a school-age student fails to regularly attended and their absence is unauthorised. The College must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- 9.2 In the event that a pupil holding a Student or Child Student visa sponsored by the College under the Points Based System goes missing¹², the College will report to UKVI if the student misses ten consecutive expected contact points.
- 9.3 The report will be made by College's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance
- 9.4 Action will also be taken in accordance with our Children Missing from Education policy and Safeguarding policy if any absence of a student from the College gives rise to a concern about their welfare.

¹² Children being absent from school, particularly repeatedly and / or for prolonged periods and children missing education, can act as a vital warning sign of a range of safeguarding issues, including exploitation. Exploitation can affect any child, however international students may be at greater risk than other children. UKVI's Student Sponsor Guidance states that a school must have appropriate policies and procedures in place to ensure the safety, wellbeing and protection from exploitation of the children whom it sponsors to study in the UK under the Child Student route.

Appendix 2 Admission register

1 Admission register

- 1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the College will:
 - 1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the College; and
 - 1.1.2 inform the local authority of any compulsory school age student who is going to be added to or deleted from the College's admission register at non-standard transition points.
- 1.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.3 The College must ensure that every entry in its admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the academic year that it relates to.
- 1.4 The admissions register contains specific personal details of every student in the College, including their date of admission, information regarding Parents and carers and details of the school they last attended.¹³
- 1.5 A student's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the student's name must be deleted.¹⁴
- 1.6 Where the College notifies the local authority that the student's name is to be deleted from the admission register, the College must provide it with the following information:
 - 1.6.1 the full name of the student;
 - 1.6.2 the address of the student;
 - 1.6.3 the full name and address of any parent the student normally lives with;
 - 1.6.4 at least one telephone number of any parent with whom the student lives or can be contacted in an emergency;
 - 1.6.5 the student's future address, the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;

¹³ Regulation 8 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the admissions register. See also chapter 7 of the statutory guidance Working together to improve school attendance 2024

¹⁴ Schools must refer to regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024 for full details of the legal grounds for deleting a pupil from the registers. See also chapter 7 of the statutory guidance Working together to improve school attendance 2024.

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

Appendix 3 Attendance register

1 Attendance register

- 1.1 The College records and monitors the attendance of all students (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024¹⁵
- 1.2 The College uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.
- 1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.¹⁶
- 1.4 The College will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with students and Parents to resolve any issues before they become entrenched.
- 1.5 The College is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session; though in practice an attendance register is taken at the beginning of each lesson.
- 1.6 On each occasion it will be recorded whether every student is:
 - 1.6.1 physically present in college when the attendance register begins to be taken; or
 - 1.6.2 absent from the college when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - 1.6.3 attending a place other than the college; or
 - 1.6.4 absent.
- 1.7 The circumstances in which a student may be recorded as attending a place, other than the college, can include:
 - 1.7.1 Attending educational provision arranged by a local authority;
 - 1.7.2 For an educational visit or trip arranged by or on behalf of the college and supervised by a member of college staff;
 - 1.7.3 Attending a place for an approved educational activity that is a sporting activity;
 - 1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the college or by the student with the college's approval as part of the student's education;

¹⁵ Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the attendance register. See also chapter 8 of the statutory guidance Working together to improve school attendance 2024

¹⁶ Registers are legal records and the School must preserve every entry in the attendance or admission register for 6 years from the date that the data was entered.

- 1.7.5 Attending a place for any other approved educational activity.

2 Recording absence

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

- 2.1.1 leaves of absence;
- 2.1.2 other authorised reasons;
- 2.1.3 unable to attend school because of unavoidable cause;
- 2.1.4 unauthorised absence.¹⁷

3 Remote education

- 3.1 The College is required to record all absence from in-person lessons.
- 3.2 The College may, at its discretion and in limited circumstances, provide remote education to enable students, who are well enough to learn but unable to attend the College site, to keep pace with their education.
- 3.3 In the limited circumstances when the College decides to use remote education for individual students when they are absent, the following will be considered:
 - 3.3.1 ensuring mutual agreement of remote education by the College, Parents or carers, potentially students, and if appropriate a relevant medical professional. If the student has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
 - 3.3.2 if remote education is being used as part of a plan to reintegrate back to college, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the student back to college at the earliest opportunity;
 - 3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the student returns to in person education with the required support in place to meet their needs.
- 3.4 Students who are absent from college and receiving remote education still need to be recorded as absent using the most appropriate absence code. The College will keep a record of, and monitor student's engagement with remote education, but this may not be formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a student's reintegration to college.
- 3.5 The College will utilise a digital education platform that will be kept up-to-date and keep students safe. Staff will remain trained and confident in its use.

¹⁷ Schools should refer to regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure they are correctly recording reasons for absence and the applicable commentary in chapter 8 of the statutory guidance Working together to improve school attendance 2024.

4 **Unauthorised absence**

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the College is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- 4.1.1 holiday has not been authorised by the College or is in excess of the period determined by the Principal;
- 4.1.2 the reason for absence has not been provided;
- 4.1.3 a student is absent from college without authorisation;
- 4.1.4 a pupil has arrived in college after registration has closed and without reasonable explanation.