

2025/26 Version

1 Policy statement

- 1.1 Through the operation of this policy we aim to:
 - 1.1.1 protect the health and safety of pupils at the College;
 - 1.1.2 ensure that College staff know how to respond if a pupil goes missing.

1.2 This policy:

- 1.2.1 applies to staff (including supply teachers and volunteers), pupils and parents at Brooke House College (the College),
- 1.2.2 should be read with the Child Protection and Safeguarding Policy and Procedures, and the Missing Pupil Policy,
- 1.2.3 School attendance Guidance for maintained schools, academies, independent schools and local authorities July 2019. DfE 2019; and
- 1.2.4 is a mandatory requirement of *Keeping Children Safe in Education* (Department for Education (DfE)), September 2025 and the *National Minimum Standards for Boarding Schools*: (DfE, 2023), Working together to improve School Attendance 2024.
- 1.2.5 is consistent for all students, including those studying on a Short Course Visa and those issued with a Confirmation of Acceptance for Studies (CAS) to ensure fairness and transparency across all student groups, regardless of the visa type or course duration. Because the wellbeing and safety of all of our students is paramount whatever the course of study.
- 1.3 The procedures in this policy may be adapted as necessary. The Principal and the Director of Boarding have a wide discretion in relation to the procedures in this policy.
- 1.4 This policy is provided to all staff both electronically and in hard copy form, and all relevant members of staff receive training in its implementation. Parents may request a copy from the College.

2 Responsibility

- 2.1 Attendance is fundamental to the well-being, safe-guarding and educational development and success for all students. The College is resolute in its undertaking to ensure that all students know that attendance is of the utmost importance and will be scrutinised accordingly in order to ensure that the College policy is followed. The College will undertake to work closely with students, parents, guardians in order to support students who are struggling in this area. The College will ensure that changes to the law on Attendance in Schools are reflected in this policy as appropriate to our setting. Pupils who continually struggle with attendance will be offered an Attendance contract. The Attendance Team: Director of Pastoral Care (Attendance Champion), Head of Boarding, Director of Studies.
- 2.2 The College Directors are responsible for the health, safety and welfare of its pupils. Under the terms of College policies, the Directors delegate certain day-to-day responsibilities for this to the Principal. As part of his responsibility, the Principal must ensure that all pupils are adequately supervised at all times while in the care of the College and that procedures are in place for staff to recognise at an early stage if a pupil is missing and/or has missed a registration. The Principal must further ensure that there are adequate protocols for staff to

follow in the event of a missing pupil or pupils. All staff are under a duty to follow the directions, procedures and protocols laid down by the Principal and all staff must accept their common law duty to act to the standard of that of a prudent and careful parent when supervising pupils or when investigating their disappearance. Any member of staff who notices a pupil is missing must take the appropriate action as set out in this policy. Any member of staff who sees a pupil in a place where the pupil should not be has a duty to inform the Director of Boarding without delay.

2.3 According to the guidance, all partners should work together to:

- 2.3.1 Expect: Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.
- 2.3.2 Monitor: Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
- 2.3.3 Listen and understand: When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.
- 2.3.4 Facilitate support: Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider safeguarding issues.
- 2.3.5 Formalise support: Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond.
- 2.3.6 Enforce: Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention.

3 Registration

3.1 Formal registration is at the following times:

Boarders registered at 7:45am in the morning and 6.30pm and 9.00pm in their boarding house.

All pupils registered for their attendance in every session from 8:10am to 5:20pm. The statutory registration times are 9.15am and 12.30pm.

Where there are additional teaching sessions or supervised prep all students will be registered via ISAMS.

At weekends we register boarders under the age of 18 at 10am, 2pm, 6pm and 9pm. Boarders aged 18 or over are not required to be registered.

3.2 Parents of day pupils are required to contact Reception before 8am regarding any known absence or sudden illness/medical appointment that means a day pupil will be missing school. Day pupil's failure to attend period 1 on the ISAMS ATTENDANCE LIST will result in a phone call to the missing pupils' parents by the Director of Pastoral Care who is not timetabled during Lesson 1 for this purpose. The protocols in the 'missing pupil policy' would then be followed should it become clear that there is no authorised reason for the absence.

A pupil who is absent for 10 days through sickness will need to be reported to the Local Authority. Likewise an international student or an international child student missing education due to unauthorised absence for 10 days must be reported to the Home Office/UKVI by Deputy Head of Admissions. He will be informed by Attendance Team.

4 Attendance

- 4.1 The registration is recorded directly onto the college management information system (ISAMS). Likewise, attendance at all timetabled lessons, sports training sessions and co-curricular activities is recorded on ISAMS by the teacher responsible for the lesson or activity.
- 4.2 Authorised absences are recorded as such when a pupil is ill, has a medical appointment, unforeseen immigration matters, might be unforeseen delay by aviation or has an 'exeat' agreed by the Director of Boarding.
- 4.3 The nature of the authorised absence would determine the code entered on to the attendance register on ISAMS. Where an absence is known in advance, the appropriate code will be entered on to ISAMS so that staff know the pupil is 'authorised absent' and does not need to activate the 'missing pupil policy' protocols.
- 4.4 For any unauthorised absence, the member of staff responsible for the missing pupil will activate the ALERT within the registration system which emails the Principal, Director of Pastoral Care, Head of Boarding, Director of Studies. This will immediately set into motion the protocols for a missing pupil and will enter the relevant code on to the attendance register accordingly, once the pupil's whereabouts has been discovered.
- 4.5 For reasons of Health & Safety, when pupils are 'free' especially at weekends and wish to have leave off to go into the town, they must seek permission and sign the 'gate' list within their boarding house. Likewise, if there is an evening event such as a careers presentation, which might involve pupils not being present in their boarding house during the designated homework time, pupils must seek permission and sign in and out on the gate list.
- 4.6 All pupils are required to leave their personal mobile telephone number with the Director of Boarding for the purposes of being contactable in the event that pupil is absent. In doing so, the pupil will consent, according to the Data Protection Act 2018, for the Director of Boarding to have their telephone number on the College authorised mobile telephone issued to the Director of Boarding for the specific purpose of enabling pupil whereabouts to be known and for the welfare and safety of pupils to remain paramount.
- 4.7 Attendance is promoted throughout the school day, mentor periods and assemblies.

 Residential tutors and SLT actively encourage good attendance and members of SLT are visible throughout the day. Attendance is communicated to parents weekly from term week 2 by subject teachers on the weekly report published to the parent and student portals. Good attendance is rewarded with an end of term prize.
- 4.8 Poor attendance is reported as sanctions on SatchelOne and non-attendance/late more than 15 minutes. Persistent poor attendance (3 lates in a week, or second missed lesson) will result in:

- Issue of a Yellow Card by the Director of Pastoral Care, monitoring attendance for a
 week. Comment on the weekly report about the intervention which is sent to
 parents most weeks (exam weeks excluded) or an email sent home.
- Issue of a Red Card if attendance has not improved. Comment on the weekly report and an email sent home asking for support and a meeting.
- In addition, students will be withdrawn from football if deemed appropriate to catch up the missed work.
- If the Red Card does not improve attendance, parents and students will meet with the Principal.
- 4.9 The Director of Pastoral Care who is also the Attendance Champion, monitors attendance daily utilising reports from ISAMS. There is a clear expectation that subject Teachers and Mentors will deal with lateness between 1 and 15 minutes; will raise a detention for lateness of more than 15 minutes; will maintain accuracy of registers for non-attendance and report non-attendance to the Director of Boarding and the Director of Pastoral Care by ALERT within 5 minutes of the start of the lesson. The role of the Mentor is to support and help students who are struggling in this area. Attendance issues which are causing concern are registered on CPOMS. The Director of Pastoral Care meets with the students to discuss and put in place strategies to remove barriers to attendance and will provide support as needed. Attendance is a standing item on the SLT weekly agenda and any pupil of concern will be discussed under safeguarding.
- 4.10 Pupils who are prevented from attending school due to physical or mental ill health will be supported through online lesson contact as appropriate to their health needs.

5 Role of the Director of Boarding

- 5.1 Online students are marked. Student well-being attendance is monitored by Director of Studies and Director of Boarding. Teachers are responsible, for ensuring that online pupils access online provision, record lessons as appropriate, and set accessible classwork and homework on SatchelOne. Director of Studies is on hand to help and support students who are struggling with attendance or school access. Consideration is given to the time zones that students are working from.
- 5.2 The Director of Boarding will administer matters relating to attendance in line with paragraph 15 of ISSRs namely:
 - 5.2.1 The Director of Boarding will mark attendance registers if a student is:
 - attending an approved educational activity outside school (approved by the 'Director' and supervised by a person approved by the Director or Principal, and including work experience or sporting activity);
 - unable to attend through exceptional circumstances (unavoidable closure of school site or part of it through force majeure);
 - taking authorised absence (granted leave of absence by the Principal or a person acting on the Principal's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the pupil belongs);
 - taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

- 5.2.2. A pupil may be marked in the attendance register as unable to attend because of exceptional circumstances where the school site, or part of it, is closed.
- 5.2.3. DfE has a standard set of codes for schools to use in registers. They are not statutory for independent schools but may be used by them. Under this system, an N is first entered when no reason has yet been provided for absence, and this is later corrected (ideally within two weeks) using the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely. See Appendix 1 below.
- 5.2.4 Where the reason for absence is not initially known, under the previous system (still allowable in an independent school), an O is entered and a reason entered within the O at a later stage if it is known (ideally within two weeks) but, if a reason is never established, the O remains as unauthorised absence.
- 5.2.5 Boarders Boarding schools without day pupils are not required to keep an attendance register. Boarding schools with a mixture of day pupils and boarders must keep an attendance register for day pupils. For convenience, and to act as a check on boarders' whereabouts for reasons of welfare or health and safety, Brooke House College will register boarding as well as day pupils, but this is not a legal requirement.
- 5.2.6 All registers are taken electronically. These are kept and maintained on the College's MIS (ISAMS). Backups and printouts are made for added safety and retained for five years after the end of the school year in question.
- 5.2.7 Leavers and joiners to the college in non-transition points need to be reported to the Local Authority within five days.

6 Parents Leave of Absence Request

All weekend exeats require the permission of the Director of Boarding. Any leave of absence, affecting the school day, will require the formal approval of the Principal following the completion of the appropriate documentation accessed through the Parent Portal at the request of parents only. All forms need to be completed and returned to Reception with 72 hours prior to the date of departure. Permission is at the Principal's discretion and will only the authorised in exceptional circumstances.

7. Attendance Action Plan

An attendance rate of less than 90% of academic lessons and mandatory sessions (not including authorised absences or Football training/matches for Football Academy students) will trigger action from either Head of Boarding, the Director of Pastoral Care or Director of Studies.

Students are expected to be in attendance from the start of term to the final day of term. Late arrival and early absence will not be authorised.

7.1 Action for non-compliance

i) In the first instance that attendance falls below 90% or effort is deemed as insufficient by academic and/or boarding staff, a verbal conversation is to take place with the pupil, with a 'yellow card' issued by SLT following attendance meetings. This will be recorded on Teams and on the weekly report. The student may be withdrawn from football to catch up missed work if appropriate.

- ii) If not improved within seven days, a 'red card' will be issued by SLT and an email is to be sent to the student and the parents/guardians with expectations for rapid improvement in attendance and effort. If the student is a Football Academy student, training and matches to cease from this point on until expectations are met.
- iii) After another week, if adequate improvement is not seen, a 'Student Support Meeting' is to take place with the Principal, Director of Pastoral Care, Head of Boarding and Director of Studies to support the student in meeting their attendance and effort. A letter will go out to the student and parents/guardians outlining the meeting, expectations and to notify of next steps if this is not addressed.
- iv) A formal 'Sponsorship Review' meeting will take place with the student and parents/guardians, inclusive of staff members who attended the previous meeting, Compliance Officer and COO, to make a formal decision on withdrawal. Evidence to be provided by the College demonstrating that the student is not adhering to attendance or engagement requirements. The panel will decide on the appropriate action based on the information given. This could include withdrawal from Sponsorship or an action plan. No further action to be taken if the student re-engages.
- v) If a withdrawal is decided, or the student does not meet a given action plan, a third and final letter will be issued to notify of withdrawal of Sponsorship. The student will be expected to leave the UK and return home.
- 7.2 Specific responsibilities and duties of attendance for international students and international child students studying because of the College issuing a CAS and UKVI issuing a study visa.

• Visa Compliance:

The UKVI requires the College to monitor the attendance of their sponsored international students.

• Academic Success:

Maintaining a high attendance rate is vital for fully engaging with the course content and succeeding academically.

• Sponsorship Obligation:

The College has a duty as visa sponsor to report students whose attendance falls below the expected standards.

In addition to the College's 90% expected attendance rate, the College is required to report to the UKVI:-

- attendance rates of less than 80%;
- any authorised absences up to 30 days, which mean the student will be unable to complete the course;
- unauthorised absences up to 10 contacts missed; and
- pupils who are not actively studying.

Furthermore, failure to adhere to term dates, which result in not enrolling for the registered course within the UKVI deadlines will result in the College reporting all instances of breaches of attendance to the UKVI, which could result in the student visa and CAS being withdrawn and the subsequent deportation of the student from the UK.

8. Role of the Attendance Champion

The Attendance Champion plays a vital role in promoting regular school attendance and supporting pupils and families to meet attendance expectations. The Attendance Champion works closely with school staff, pupils, parents/carers, and external agencies to ensure that absence is identified, understood, and addressed effectively.

Key Responsibilities

8.1 Monitoring Attendance Data:

- Track and analyse daily attendance and punctuality patterns.
- Identify pupils with low attendance or persistent absence (below 90%).
- Produce attendance reports for senior leadership and external bodies.

8.2 Early Intervention:

- Follow up on unexplained absences promptly through first-day calling or messaging systems.
- Send attendance letters to parents/carers where concerns arise.
- Conduct home visits where necessary and appropriate.

8.3 Parental Engagement:

- Liaise with families to understand barriers to attendance.
- Offer guidance and support to help improve attendance.
- Arrange and lead attendance meetings with parents/carers.

8.4 Working with Pupils:

- Provide support for pupils with poor attendance or anxiety around attending school.
- Work alongside pastoral staff to implement reintegration plans.

8.5 Referral and Escalation:

- Work with external agencies such as Education Welfare Services or Early Help.
- Prepare and submit evidence for legal intervention where persistent absence continues despite support.
- Support school staff in preparing for attendance panels or court proceedings.

8.6 Policy and Compliance:

- Ensure that attendance procedures are followed in line with school policy and statutory guidance.
- Keep up to date with changes to attendance regulations and local authority protocols.

Authorised by	resolution of the Board of Directors
Signed	
On behalf of the Board of Directors	
Date	August 2025

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
		Drawn up to meet the	Dropbox – SMT –
September 2019	MCO	requirements of ISI commentary	Policies Final
		of regulations	
July 2020	MCO	Updated in response to the ISA	Dropbox – SMT –
		Compliance check	Policies Final
July 2021	MCO	Updated to reflect new tutor	Dropbox – SMT –
		period structure	Policies 2021-2022
October 2022	IMS	Updated to include KCSIE, new	MS Teams
		mentoring process replacing tutor	
		system	
July 2023	IMS	Updated with new SLT roles and	MS Teams
		responsibilities, KCSIE and NBS	
January 2024	IMS	Updated for compliance	MS Teams
		requirements	
September 2024	NOS/IMS	Updated for 19 th August 2024	MS Teams
		DofE "Working together to	
		improve school attendance".	
January 2025	NOS/IMS	Updated post ISI Inspection – Jan	MS TEAMS
		25	
August	NOS/IMS	Updated dates and added	
		attendance champion description.	

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2020	MCO	July 2021
July 2021	MCO	July 2022
October 2022	IMS	July 2023
July 2023	IMS	January 2024
Aug 24	IMS	Aug 25
Jan 25	IMS	Sept 25
Nov 25	IMS	Aug 26

Appendix 1

Contents of Attendance Register

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

Boarding Schools

Boarding schools without day-pupils are not required to keep an attendance register. Schools with a mixture of day-pupils and boarders must keep an attendance register for the day-pupils.

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

A brief overview of attendance codes for when pupils are present at approved off-site educational activity are in the attached document.

For fuller details on the DfE's guidance on attendance, the link below directs you to the relevant document.

Working together to improve school attendance (applies from 19 August 2024)

Quick Guide

Attendance Codes



The table below shows all attendance and absence codes available to schools as of September 2024. All schools are required to mark every child's register twice a day using the appropriate code.

New codes have been introduced for September 2024, most notably the updated C1 and C2 codes, codes Y1 to Y7 and the K code.

= Yes
= No
= Not applicable (codes that do not count towards a child's attendance)

Code	Definition	Present	Authorised
/	Present (morning session)	0	Ø
\	Present (afternoon session)	Ø	Ø
В	Attending any other approved educational activity	0	Ø
С	Leave of absence for exceptional circumstance	0	Ø
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	8	0
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	8	0
D	Dual registered at another school	•	•
E	Suspended or permanently excluded and no alternative provision made	8	Ø
G	Holiday not granted by the school	8	8
I	Illness	8	Ø
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	8	0
K	Attending education provision arranged by the local authority	Ø	Ø
L	Late arrival before the register is closed	0	Ø
М	Leave of absence for the purpose of attending a medical or dental appointment	0	0
N	Reason for absence not yet established	8	8
0	Absent in other or unknown circumstances	8	8
P	Participating in a sporting activity	Ø	Ø
Q	Unable to attend the school because of a lack of access arrangements	•	•
R	Religious Observance	8	Ø
s	Leave of absence for the purpose of studying for a public examination	8	Ø

Code	Definition	Present	Authorised
T	Parent travelling for occupational purposes	8	Ø
U	Arrived in school after registration closed	8	8
v	Attending an educational visit or trip	Ø	Ø
W	Attending work experience	Ø	Ø
x	Non-compulsory school age pupil not required to attend school	0	•
Y1	Unable to attend due to transport normally provided not being available	•	•
¥2	Unable to attend due to widespread disruption to travel	0	•
¥3	Unable to attend due to part of the school premises being closed	•	•
¥4	Unable to attend due to the whole school site being unexpectedly closed	0	0
¥5	Unable to attend as pupil is in criminal justice detention	•	•
¥6	Unable to attend in accordance with public health guidance or law	0	0
¥7	Unable to attend because of any other unavoidable cause	•	•
Z	Prospective pupil not on admission register	0	0
	Planned whole school closure (e.g. school holidays, INSET days)	•	•

Deleted Codes

From September 2024 the following codes are no longer available and must not be used:

- . H code all authorised term-time must now be coded with the C code
- J code replaced by J1
- Y code replaced by Y1 to Y7

Use of the B Code

The Department for Education has clarified that the B code can only be used when a pupil is taking part in an approved educational activity and that they are physically supervised by an adult considered by the school to have the appropriate skills, training and knowledge. It cannot be used for remote learning, even if supervised by a parent.

Use of the Q Code

The Q code can only be used when a child is unable to attend because the local authority is responsible for arranging school transport and this has not yet been set up. Where local authority transport has been set up but fails (e.g. a taxi does not arrive or the bus breaks down), the Y1 code must be used.