



Al-Burhan Grammar School

*Dedicated to learning as the
foundation of life*

Attendance and Punctuality Policy

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Contents

1. Introduction	3
1.1 Aims.....	3
1.2 Legislation and guidance.....	3
1.3 Importance of good attendance and punctuality	3
1.4 Links with other policies	4
1.5 Policy review	4
2. Our practice.....	4
2.1 Attendance expectations.....	4
2.2 Absence procedure	5
2.3 Monitoring and Reporting attendance	5
2.4 Punctuality	5
2.5 Leaving School during the Day	6
3. Reasons for absence	6
3.1 Planned absences.....	6
3.2 Approval of requests for leaves of absence	7
3.3 Exceptional circumstances	7
3.4 Unplanned absences	8
3.5 Summary of common absence reasons	9
4. Tackling poor attendance	10
5. Promoting Attendance	10
6. Responsibilities.....	11
Appendix A = The attendance register and recording attendance & absence.....	14
Appendix B = Punctuality procedure	20
Appendix C = Procedure for unexplained absence	20
Appendix D = Procedure for prolonged absence	21
Appendix E = Attendance analysis and action taken for poor attendance	21
Appendix F = Procedures to tackle poor attendance.....	23
Appendix G = Liaising with Local authority (Birmingham City Council)	25
Appendix H = Maintaining the admission register including deletion of names	27



1. Introduction

1.1 Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

1.2 Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

1.3 Importance of good attendance and punctuality

Al-Burhan Grammar School is committed to provide a full and effective education for all of our students to ensure that every student achieves their full potential.

Regular attendance at school is vital to help children achieve and get the best possible start in life. Children who frequently miss school often fall behind. There is a strong link between good school attendance and achieving good results. For example, only 12% of pupils with below 80% school attendance achieve five or more GCSEs at grades A*-C including English and Maths, compared to 68% for pupils with attendance greater than 95%. Young people who are frequently absent from school are also more likely to become involved in or be a victim of crime and anti-social behaviour.

The tables below show how attendance & punctuality compare to the number of days and lessons missed during an academic year =



Attendance % and days attended out of 190	Equivalent of missing up to...	Equivalent of missing up to.....
95% (180.5 days)	9.5 days	57 lessons
90% (171 days)	19 days	114 lessons
85% (161.5 days)	25.5 days	153 lessons
80% (152 days)	38 days	228 lessons
75% (142.5 days)	47.5 days	285 lessons

Minutes late per day	Equivalent of missing up to...	Equivalent of missing up to.....
5 minutes	2 school days a year	12 lessons
10 minutes	4.5 school days a year	27 lessons
15 minutes	7 school days a year	42 lessons
20 minutes	9 school days a year	54 lessons
30 minutes	13.5 school days a year	81 lessons

Good punctuality is essential for students' progress. Students who are late for school miss learning and develop bad habits resulting in them being unprepared for the world of work. Good attendance and a habit of punctuality are essential factors for success in academic life and pupil's future working lives. An exemplary record of attendance shows that a person is motivated, dedicated, organised, and takes their responsibilities seriously. Attendance data is included on college references.

1.4 Links with other policies

This policy links to the following policies:

- Behaviour and Tarbiyya policy
- Anti-bullying policy
- Teaching & learning policy
- Pastoral care & pupil wellbeing policy
- SEND Policy
- Child protection and safeguarding policy

1.5 Policy review

This policy will be reviewed as guidance from local authority/DfE is updated, and as a minimum, yearly. At each review, the policy will be approved by the Headteacher.

2. Our practice

2.1 Attendance expectations

A daily attendance register is completed twice a day at the beginning of each sessions. The register for the first session is taken at 8.40am and will be kept open until 9.00am. The register for the second session will be take at 1.40pm and will be kept open until 1.50pm.



Students are expected to attend school on time every day by 8.40am.
Students should aim for at least 96% attendance for each year.

2.2 Absence procedure

- Parents must notify the school of absences before registers close at 9.00am or as soon as practically possible on the first day of absence, by calling the school office staff, who can be contacted via 0121-440-5454 or by email: admin@alburhan.org.uk
- The school must be notified on each subsequent day of absence in the same absence episode.
- For absences which are known about in advance, a leave of absence request form **must** be completed. This is available on our website: <https://www.alburhan.org.uk/for-parents/attendance-and-punctuality/> and a paper copy can be picked up from the main office.
- Parents are contacted if students have not arrived by 9.00am and notice of their absence has not been received.
- If we cannot get in contact with the parents, we will contact the emergency contacts.
- If we are unable to make contact with parents/carers, then, depending on the number of days of absence, one of more of the following actions will be taken:
 - Check with all members of staff who the pupil may have had contact with
 - Check with the pupil's friends, siblings and known relatives at this or other schools.
 - Make telephone calls to any numbers held or identified.
 - Send a letter to the last known address and record the outcome.
 - Undertake a home welfare visit
 - Involving an Education Welfare officer from the LA
 - Contacting the police – especially in cases where they may be a potential safeguarding concern.

2.3 Monitoring and Reporting attendance

The school will regularly monitor attendance and absence data. Specific pupil information will be shared with the DfE on request.

The school will regularly inform parents/guardians about their child's attendance and absence levels via the School reports. Where pupils attendance falls below the accepted 96%, parents/guardians will be contacted. Action taken will include support and if the situation does not improve, sanctions will be applied also (see section 4).

We are required to inform the local authority in cases of persistence absence:

- Pupil fails to attend regularly, or misses 10 consecutive days due to unauthorised absence
- Pupils misses or is expected to miss 15 days due to sickness.

2.4 Punctuality

- Students who arrive late must sign in at the main office.
- Students who are late will receive a detention depending on the number of lateness in a week. In exceptional circumstances, this may not be the case e.g. where there is known public transport disruption.
- If lateness becomes habitual, we will ask parents to come into school for a meeting with senior members of staff.



2.5 Leaving School during the Day

If a student feels unwell, she must tell a teacher straight away. Normally, she will be sent to the School Office where she will be taken care of. If she is too ill to remain at school or if hospital treatment is necessary, parent/carers will be contacted to make suitable arrangements.

Accidents and injuries of any sort must be reported to a member of staff immediately. The same sequence of events as above will be followed.

3. Reasons for absence

3.1 Planned absences

A written request must be submitted using the “Students leave of absence request form” which can be found on the School website or from main office. This must be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

These will be considered individually taking into account the impact the absence will have on pupil progress and the specific facts, circumstances and relevant background context behind the request.

Unavoidable medical/dental appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment, using the above request form, with evidence of the appointment.

However, these must be made out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary i.e. pupils **must** come to School before and/or after the appointment.

Religious observance

This refers to observance where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s) (not the parents themselves). As a general rule, ‘a day exclusively set apart for religious observance’ is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion. If in doubt, we will seek advice from the parent's religious body about whether it has set the day apart for religious observance.

Traveller families

Parent(s) travelling for occupational purposes and the child is travelling with them – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers.

Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school. It is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.

Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance was to fall below an acceptable level consideration may be given to attendance enforcement.



3.2 Approval of requests for leaves of absence

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. The Headteacher will consider carefully why the pupil needs to be absent (e.g. where the absence is related to a close relative, how close the pupil was to the family member), journey time, and any possible safeguarding risks to the pupil.

The specific allowed circumstances are:

- Taking part in a regulated performance, or regulated employment abroad (For full details, see code C1)
- Attending an interview e.g. for employment or admission to another educational institution (AND leave has been requested in advance by a parent the pupil normally lives with).
- Study leave for a public examination (AND the leave has been agreed in advance with a parent the pupil normally lives with)
- A temporary, time-limited part-time timetable due to exceptional circumstances or the Headteacher feels the pupils need only attend the School on a part-time basis (AND the times and dates when the pupil will be expected to attend the school during this time has been agreed with the parent/guardian the pupil normally lives with)
- Exceptional circumstances, which include the following;
 - Funeral, death or terminal illness of a close relative.
 - Sporting events or performing arts competitions at county or national level, if the child is participating
 - Graduation ceremony of an immediate family member

Note: visiting relatives abroad, family weddings, family holidays, or wanting to take advantage of off-peak holiday prices would not constitute an exceptional circumstance.

For funerals of a close relative which are taking place abroad, we will only approve up to 5 school days of leave.

3.3 Exceptional circumstances

See above for what counts as exceptional circumstances.

Parents needing leave of absence for exceptional circumstances should:

- Apply to the Headteacher by completing a leave of absence request form **in advance**
- Application must be submitted to the Form Tutor at least three weeks before the first date of the requested leave where possible. The form tutor will review the request and pass on to the headteacher.
- The exceptional reason should be outlined in detail and evidenced.
- Parents/carers will be expected to demonstrate a willingness to make arrangements which cause the least disruption to their children's learning.

Parents must allow the school to consider their application before booking flights or leaving the country, even when unforeseen events occur (e.g. family bereavement).

We will consider each application individually taking into account the specific facts/circumstances and relevant background context behind the request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.



3.4 Unplanned absences

Illness

We understand that on occasions students may miss school due to illness. We ask that parents:

1. Adopt a bracing approach to illness & only keep off school when absolutely necessary.
2. Contact the school on the first day of absence by 9.00am indicating the expected return date
3. We will mark absence due to physical or mental illness as authorised, unless we have a genuine concern about the authenticity of the illness.
4. A written explanation must be brought in when pupils return and handed to the Form Tutor.
5. Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Family emergencies

Family emergencies need careful consideration. It is not always in the best interests of the pupil nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. School and school friendships/relationships can provide pupils with stability and care during difficult times. Routine can provide a safe and familiar background during times of upheaval.

However, where the Headteacher judges there to be genuine and exceptional reasons for a pupil to be absent during term time, they may agree to a period of leave and have the right to determine the number of school days a child can be away from school if the leave is granted. **Granting such a block of leave will be an absolute exception.** The Local Authority suggests that if parents apply for leave for their child and the Headteacher is minded to grant it, where possible the leave should be wrapped around the school holidays and that there should be no more than 3 consecutive school days approved.

The Headteacher and Governing body are within their rights to turn such applications down and refuse authorisation for parents/carers to take their children out of school during term time. Such a decision will have been made in the best interests of the pupil's educational progress and attainment and with due regard to their previous attendance record.

A home/school contract or agreement, stating the date of return, must be agreed and signed by the parent/carer and Headteacher.

Failure to agree a home/school contract, or non-return by the agreed date, places the parents/carers at risk of being referred to the LA or the pupil at risk of losing her school place.

If the school decides not to agree to the request and the parents/carers take their children on unauthorised leave, a decision must be taken by the Headteacher as to whether it is appropriate to follow the removal from roll procedures. Please note that removal from roll is not applicable for pupils with a Special Educational Needs Statement or if a pupil is the subject of a child protection plan without the agreement of the Local Authority/involvement of the allocated social worker.



3.5 Summary of common absence reasons

Absence reason	Authorised?	Procedure
Minor illness (e.g. headache, stomach ache, sore throat, runny nose)	No	Students should work through and demonstrate resilience. Parents can leave some medicine in the office for them if needed and ensure pupil has a good lunch, water bottle and tissues. Pupil to report to teachers if condition worsens.
More serious illness (e.g. fever, diarrhoea, vomiting)	Yes	Parents/carers should inform the main office by email or phone before 9am on the day of absence.
Another sibling is unwell	No	Parents to make alternative arrangements for pupil to get to school e.g. another family member, emergency contact, public transport
Unavoidable medical appointment that cannot be made after school (e.g. orthodontist, counselling, doctor, hospital)	Yes, if request form submitted in advance, per section 3.1	As much as possible, appointments must be after school hours. If this is not possible, students should bring in evidence of the appointment (in advance where possible). Pupils must come to School before and/or after the appointment.
Religious observance	Yes, if request form submitted in advance, per section 3.1	Leave request form to be submitted at least 3 weeks in advance. Flights must not be booked until leave is authorised.
Bereavements	Yes	Parents/carers to inform School via email as soon as it is known that absence will be needed. Please included expected length of absence.
Birthdays or similar celebrations	No	
Looking after a sibling	No	
Awaiting delivery or maintenance work on behalf of a parent	No	
Holiday	No	
Sixth form open days	Max. 2, if requested in advance with evidence of timings.	These are usually in evenings. If during the School day, pupils may attend maximum 2. Pupils must only be absent for the duration of the open day and must come to School in the morning/afternoon.
Volunteering or paid employment	No	
Protest activity	No	
Work experience	No	All pupils will have two dedicated weeks for work experience in Year 11 after their GCSEs. Any work experience done before this time must be completed in holidays.



4. Tackling poor attendance

Tackling poor attendance involves providing support and the use of sanctions. Where support is not appropriate, not successful, or not engaged with, sanctions will be used as appropriate. Decisions will be made on an individual, case-by-case basis. Any SEND or safeguarding issues which may affect attendance will be noted and support provided in line with the SEND/safeguarding policies.

Options to tackle poor attendance include, but are not limited to:

1. Regular support meetings with parents, to identify attendance barriers and work with pupils/parents to overcome those barriers.
2. If appropriate, part-time timetables
3. Education supervision order
4. Children's social care services involvement
5. Prosecution and parenting order
6. Notice to improve
7. Permanent exclusion

5. Promoting Attendance

Strategies for promoting attendance

- Housepoints given weekly for pupils with 100% attendance and punctuality in that week
- Students with excellent attendance records at the end of each term are awarded a certificate in the termly reward assemblies.
- Attendance is one criteria used to determine pupils who are given the chance to attend a reward trip at the end of the year.

Supporting pupils who are absent or returning to school

Pupils who have been absent for shorter periods of time are expected to speak to their subject teachers to catch up with missing work. If they feel they are in need of more support, they can speak to their form tutor or the pastoral support officer.

Pupils who have been absent for longer periods of time or for example, due to complex barriers to attendance, or due to mental/physical ill health or SEND, will have a more personalised plan put in place. This will involve a meeting with the pupils, parents and involving the Headteacher, Pastoral Lead and may include the Form tutor and pastoral support officer.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:



- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of & sanctions for persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

6. Responsibilities

Good attendance and punctuality are key character traits which should be nurtured by everyone in the school community.

The student's responsibilities:

- Attend School, registration and all lessons every day on time: if travelling by public transport, it is the student's responsibility to catch a bus/train enabling them to arrive on time.
- Request authorised absences in advance via your form tutor.
- To tell a member of staff of any problem which make it hard to attend school regularly.
- To contact teachers directly after an absence and ensure they catch up on any missed work.

Parent/Guardians

All children of compulsory school age must receive a suitable full-time education. Parents are legally responsible for their child attending regularly and are guilty of an offence if their child doesn't regularly attend school (if they're registered at that school). This is set out in [sections 7](#) and [444\(1\)](#) of the Education Act (1996). Parent/Guardians are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school
- Seek support, where necessary, for maintaining good attendance, by contacting the form tutor and/or pastoral lead who can be contacted via the School office.
- To place on importance on attendance and punctuality
- To adopt a bracing attitude when it comes to illness etc.
- To work with the school when managing issues which may arise to do with attendance.

Teachers' responsibilities:

- Ensure that pupils who arrive after 8.40am are marked as late.
- Deal discreetly and properly with any problem notified to the school by the parents/carers.
- Make all efforts to encourage good attendance.
- Form tutors to monitor attendance and punctuality of their form and have conversations with students if there appears to be deterioration or patterns in attendance.



School Secretary + Attendance Officer

As we are a small school, the role of attendance officer is carried out by our School secretary.

The responsibilities include:

- Record attendance and absences regularly, accurately, and efficiently.
 - Mark any planned absences in advances on the register
 - Make every responsible effort to contact the parent/carers of absent pupils.
 - Deal discreetly and properly with any problem notified to the school by the parents/carers.
 - Escalate any issues or concerns to form tutors, senior teachers and headteacher.
 - Transfer calls from parents/carers to the Form tutor/pastoral lead where appropriate, in order to provide them with more detailed support on attendance
-
- Monitoring and analysing attendance data
 - Benchmarking attendance data to identify areas of focus for improvement
 - Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
 - Working with education welfare officers to tackle persistent absence

Pastoral, Behaviour & Inclusion Lead

Our pastoral Lead is the designated senior leader responsible for attendance. She is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Work with students, parents/carers, form tutors, and headteacher to ensure unsatisfactory attendance improves.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Monitor attendance of form groups and individuals where there is specific concern.
- Work with the Headteacher to monitor implementation of this policy and review it annually.

The name of our senior leader for attendance is Naeema Kausar and she can be contacted via the main school office.

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers



- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- To investigate properly before removing any student from school register
- Sharing information from the school register with the local authority where necessary, for example, Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role,
- Holding the headteacher to account for the implementation of this policy



Appendix A = The attendance register and recording attendance & absence

Registration

Registers are completed at 08.40 and 13.40.

A paper register is used and the data transferred to the formal attendance register by the attendance officer; this reduces the risk of errors. Unless specifically mentioned as “paper register”, use of the term “register” refers to the formal electronic Attendance Register.

Registration teachers will use the following notations when completing the paper register =

/	Present (am)	L	Late (arrival after 8.40am/1.40pm)
\	Present (pm)	O	Absent

The paper register must be returned to the office at 9.00am and 1.50pm. This can be done by form captains.

Attendance register

The register will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Register data must be retained for 6 years from the date of entry.

The attendance register will only be amended where the reason for absence could not be established at the time it was taken and it is subsequently necessary to correct the entry (*Ref: paragraph 36 of DfE guidance “working together to improve school attendance”*). Amendments will be made as follows:

- The code will be changed to the correct code i.e. the amendment will be visible.
- A note must be added to the cell, detailing the following information:
 - The original entry
 - The reason for the amendment
 - The date on which the amendment has been made
 - The name of the person making the amendment

Absence logs

Immediately following the close of morning registration, all absences are recorded on a separate absence log, within which it is detailed the reasons for absences.

Leaves of absence which have been approved must be entered in the absence log ahead of time, and the relevant code entered onto the register. Authorised reasons for absence are explained in section 3 and can also be seen in the table of attendance codes below.

Attendance codes

The following attendance codes will be used and have been taken from the DfE’s [guidance on school attendance](#).

Code	Definition	For statistical purposes, counted as... by DfE	Scenario/Notes
Counts as Present			
/	Present (am)	Attending	Regulation 10(2) table 1
\	Present (pm)	Attending	Regulation 10(2) table 1
L	Late before register closed	Attending	Regulation 10(2) table 1
K	Attending education provision arranged by the local authority	Attending an approved educational activity	<p>Attending a place other than school – regulation 10(3) table 2</p> <p>Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the LA.</p> <p>If provision arranged by the school rather than LA, use codes P or B instead.</p> <p>The nature of the provision must be recorded e.g. attending courses at college, attending unregistered alternative provision.</p> <p>The education provider must notify the school of absence. Absences will be recorded using the relevant absence code.</p>
V	Educational visit or trip	Attending an approved educational activity	<p>Attending a place other than school – regulation 10(3) table 2</p> <p>Arranged by or on behalf of the school and supervised by school staff.</p> <p>If pupil doesn't attend the trip, record absence using relevant absence code.</p>
P	Participating in a sporting activity	Attending an approved educational activity	<p>Attending a place other than school – regulation 10(3) table 2</p> <p>Supervised and approved by the school.</p> <p>Absence to be recorded using appropriate absence code.</p>
W	Work experience	Attending an approved educational activity	<p>Attending a place other than school – regulation 10(3) table 2</p> <p>Pupil is on an approved work experience placement.</p> <p>Absence to be recorded using appropriate absence code.</p>
B	Any other approved educational activity	Attending an approved educational activity	<p>Attending a place other than school – regulation 10(3) table 2</p> <p>Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience</p> <p>The nature of the activity must be recorded. Examples: transition days at other schools, courses at college, attending unregistered alternative provision arranged by the school.</p> <p>NOT for: remote/online learning provided by school/alt. provider, part-time timetables, dual reg.</p>



Authorised absence

C1	Participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence	Absence – leave of absence = Regulation 10(4) table 3 Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Authorised absence	Absence – leave of absence = Regulation 10(4) table 3 Leave of absence for the purpose of attending a medical or dental appointment If present at registration for that session and leaves afterwards, to be registered as present. If not present for registration due to medical appointment, use this code rather than U.
J1	Interview	Authorised absence	Absence – leave of absence = Regulation 10(4) table 3 Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Study leave	Authorised absence	Absence – leave of absence = Regulation 10(4) table 3 Leave of absence for the purpose of studying for a public examination. Study leave is not granted by default once syllabus finished, must be used sparingly, must be approved by Headteacher.
C2	Leave of absence for a compulsory school age pupil on a part-time timetable	Authorised absence	Absence – leave of absence = Regulation 10(4) table 3 Not to be used if pupils are in receipt of full-time education where they are part-time at this school (e.g. dual registration, part-time unregistered alternative provision, flexi-school) = in that case use the appropriate code for why the pupil is not in school for that session.
C	Leave of absence for exceptional circumstances or reasons not covered by another authorised absence code.	Authorised absence	Absence – leave of absence = Regulation 10(4) table 3 Also for absences with leave for reasons not covered by another leave of absence code. Maternity leave for pregnant leave count as exceptional circumstance.
T	Mobile child, parent travelling for occupational purposes and pupil is travelling with them.	Authorised absence	Absent – other authorised reason = Regulation 10(4) table 3 A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.
R	Religious observance	Authorised absence	Absent – other authorised reason = Regulation 10(4) table 3 If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C.
I	Illness	Authorised absence	Absent – other authorised reason = Regulation 10(4) table 3 Physical health or mental health related.



E	Suspended or permanently excluded	Authorised absence	<p>Absent – other authorised reason = Regulation 10(4) table 3</p> <p>On disciplinary grounds, but still on admissions register and no alternative provision made to continue their education.</p> <p>If attending alternative provision, the appropriate attendance code from codes K, V, P, W, or B (regulation 10[3] table 2) should be used for the session in question.</p> <p>If attending another school at which they are a registered pupil, for those sessions, code D should be used.</p> <p>If remote education being provided, use code C.</p>
Unauthorised absence			
G	Holiday not granted by the school	Unauthorised absence	<p>Absent - unauthorised absence</p> <p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday/recreation/family weddings/visiting family abroad for example.</p> <p>Leave cannot be granted retrospectively.</p>
N	Reason for absence not yet established	Unauthorised absence	<p>Absent - unauthorised absence</p> <p>When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N.</p> <p>The correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session.</p> <p>If a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.</p>
O	Absent in other or unknown circumstances	Unauthorised absence	<p>Absent - unauthorised absence</p> <p>No reason established, or school not satisfied that the reason given can be recorded using another code.</p>
U	Late after registers closed	Unauthorised absence	<p>Absent - unauthorised absence = Regulation 10(7) and (8)</p> <p>Pupil has arrived late, after the register has closed but before the end of session.</p>
Not a possible attendance			
X	Non-compulsory school age pupil not required to attend school	Not a possible attendance	<p>Absence – leave of absence = Regulation 10(4) table 3</p> <p>If absent with leave when timetable does not require them to attend, use this code.</p> <p>If absent when timetabled to attend, record using the appropriate absence code.</p> <p><i>NB: Doesn't apply to our school, as we do not have sixth form provision</i></p>



D	Dual registered at another school	Not a possible attendance	Absence – leave of absence = Regulation 10(4) table 3 Pupil is attending a session at another setting where they are also registered, e.g. pupil referral unit, hospital school, or a special school on a temporary basis. Classed as this to avoid double counting.
Q	Lack of access arrangements	Not a possible attendance	Absent - unable to attend school because of unavoidable cause = regulation 10(4) table 3, 10(12), 10(13). Unable to attend school because the LA has failed to make access arrangements to enable attendance at school e.g. home-to-school travel, private school beyond walking distance and LA hasn't arranged boarding or enabled them to attend a state school closer to them. Doesn't apply to lack of carers or equipment.
Y1	Transport normally provided not available	Not a possible attendance	Absent - unable to attend school because of unavoidable cause = regulation 10(4) table 3 School not within walking distance of their home and transport normally provided by the school or LA is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.
Y2	Widespread disruption to travel	Not a possible attendance	Absent - unable to attend school because of unavoidable cause = regulation 10(4) table 3 Disruption caused by local, national or international emergency e.g. snow.
Y3	Part of the school premises being closed	Not a possible attendance	Absent - unable to attend school because of unavoidable cause = regulation 10(4) table 3 Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use e.g. boiler breakdowns, flooding, strike action.
Y4	Whole school site being unexpectedly closed	Not a possible attendance	Absent - unable to attend school because of unavoidable cause = regulation 10(4) table 3, regulation 10(10) Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather) during a session where the school had planned to be open.
Y5	Pupil is in criminal justice detention	Not a possible attendance	Absent - unable to attend school because of unavoidable cause = regulation 10(4) table 3, regulation 10(14) Unable to attend because pupil is in police detention, remanded to youth detention, awaiting trial or sentences OR detained under a sentence of detention. If remanded to LA accommodation, should attend school as normal and usual absence codes apply EXCEPT if absence is because they are serving a community-based part of a sentence of detention, referral order, or youth rehabilitation order requiring them to be absent – use Y7 in this case.



Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance	Absent - unable to attend school because of unavoidable cause = regulation 10(4) table 3. Pupil well enough to attend but unable to due to government rules/guidance to limit spread of infection/disease.
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance	Absent - unable to attend school because of unavoidable cause = regulation 10(4) table 3. An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. The cause must be something affecting the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. The nature of the unavoidable cause must be recorded e.g. bail conditions preventing pupil from attending or being present in the school are, court attendance. DfE not expecting this to be used.
Z	Prospective pupil not on admission register	Not collected for statistical purposes	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Not collected for statistical purposes	Whole-school closures that are known and planned in advance e.g. days between terms, half-terms, occasional days e.g. bank holidays, weekends if required by the MIS, up to 5 non-educational days, use of the school as a polling station.

Appendix B = Punctuality procedure

Arrival before register closes = L

Arrival after register closes = U (counts as an absence), unless a reason has been given for which another code applies e.g. medical appointment.

Sanctions are given as follows:

1st late in a week	Lunchtime detention on the same day as the lateness. Parents notified by text or email.
2nd late in a week	Lunchtime detention on the same day as the lateness. Parents notified by text or email.
3 rd late in a week	30 minutes after school detention. Parents notified by text or email.
4 th late in a week	45 minutes after school detention. Meeting with parents.
Lateness in consecutive weeks (3 or more lates in more than one week).	Meeting with parents.

Appendix C = Procedure for unexplained absence

Day	What to do
1	Call parents to ascertain the reason. If parents aren't reached in the morning, send a written request to contact the school. If not heard back by the end of the first session, try calling them again, and call the emergency contacts also. <i>NB: Depending on the circumstances of the pupil (for example, if there are any welfare/safeguarding concerns), the School may contact police.</i>
2	Call the parents & emergency contacts. Send a further written request.
3	Escalate absence to Pastoral Lead & Headteacher. Further reasonable enquiries undertaken/planned; may include: <ul style="list-style-type: none">• Check with all members of staff who the pupil may have had contact with• Check with the pupil's friends, siblings and known relatives at this or other schools.• Make telephone calls to any numbers held or identified.• Send a letter to the last known address and record the outcome.• Undertake a home welfare visit• Involving an Education Welfare officer from the LA.
5	Refer to CME (Children Missing Education) team. If any safeguarding concerns e.g. FGM, CSE = refer immediately to CASS.
10	See appendix D for procedure for prolonged absences

At whatever point in the above procedure we are made aware of the reason for absence, we will:

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – no later than 5 working days after the session(s) for which the pupil was absent
- Arrange a meeting if possible between pastoral lead, headteacher and parents/carers.



Appendix D = Procedure for prolonged absence

If.....	For...	Then...
Unauthorised absence i.e. codes G, N, O, U	10 consecutive days OR regularly, even if not consecutive (10 sessions in rolling 10 week period)	Inform local authority
Not returned following authorised leave of absence	10 days since authorised leave expired.	See Appendix H -> deletions from admission register -> Ground H.
Illness i.e. code I	15 days or is expected to be 15 days	Inform local authority
Block of unauthorised leave i.e. code G or continual unauthorised absence i.e. code N or O (i.e. CME)	20 school days	May be deleted from admissions register on the 21 st day = See Appendix H -> deletions from admission register -> Ground I.

On return to school:

Discuss with the Pastoral Lead regarding a plan to support the pupil to settle back in. This will involve a meeting with the pupils, parents and involving the Headteacher, Pastoral Lead and may include the Form tutor and pastoral support officer.
Attendance will be monitored closely.

Appendix E = Attendance analysis and action taken for poor attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Conduct thorough analysis of half-termly, termly, and annual data to identify patterns and trends. Should include analysis of:
 - pupils and cohorts and identifying patterns in uses of certain codes
 - days of poor attendance
 - Benchmarked school data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.

Weekly:

- Attendance officer will identify pupils on the last day of each school week who have 100% attendance and punctuality that week and award such pupils a housepoint.

Half-termly =

- Review school and cohort attendance =
 - Reward for classes where average attendance >96%
 - Look into classes where attendance is <96%, particularly where <90%



- Individual pupil analysis:
 - Individual attendance report sent to parent which includes: Attendance percentage, details of absences (authorised vs unauthorised), lateness, absences where reason is not yet known (per the absence log) – parents to let us know.
 - Completion of attendance monitoring log with details of pupils whose attendance <96% = See flowchart below for action taken at each stage.
- Review of absence log + plan interventions to target common reasons.
- Review of attendance and punctuality sanctions

Yearly =

- Review the half-termly analysis reports and assess effect of interventions/problem areas.
- Plan for the next academic year

Attendance over 96%

This is good attendance; well done!
Students will be eligible for rewards that are linked to attendance.

Attendance between 94% and 96%

Form tutor monitors attendance and discusses with student about barriers to attendance & strategies to ensure good attendance.
Email is sent to parents by admin to notify them.

Attendance drops below 94%

Form tutor contacts parents/carers to discuss reasons for absence, barriers to attendance and support school can offer.
Letter is also sent to parents about importance of good attendance and support school can offer.
Pastoral Lead monitors attendance and discusses with student about barriers to attendance & strategies to ensure good attendance.

Attendance below 90% (persistent absence)

Pastoral Lead contacts parents/carers to discuss reasons for absence, barriers to attendance, support school can offer and potential consequences of and sanctions for persistent/severe absence.
Consider safeguarding issues/SEND (address in line with relevant policies)
A letter is also sent to parents about importance of good attendance, potential consequences of and sanctions for persistent/severe absence & support school can offer.
Headteacher notified of such pupils.
Privileges such as fees reductions/conditional offers may be affected.

Attendance below 50% (Severe absence)

Pastoral Lead and Headteacher meet with parents/carers to discuss reasons, offer intensive support and potential consequences of and sanctions for persistent/severe absence.
Local authority will be notified, and relevant external services utilised for support.
Consider safeguarding issues/SEND (address in line with relevant policies)

Continuing persistent or severe absence attendance in following term without improvement

Pastoral lead meets parents & student to discuss strategies to improve attendance.
Headteacher and pastoral lead will formulate individual plans depending on the circumstances.
Options in Appendix F will be used as appropriate.
It may result in students being unable to continue their studies.



Appendix F = Procedures to tackle poor attendance

We utilise the approach laid out in DfE guidance “working together to improve school attendance” =

Listen, understand, and facilitate voluntary support, through regular support meetings

Ref: Paragraph 20, 22-24 of DfE guidance “working together to improve school attendance”

- When a pattern of poor attendance is spotted, we will discuss with pupils and parents to listen to and understand barriers to attendance.
- We will come to an agreement how all partners can work together to resolve them.
- We will remove barriers in school
- We will 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 issues. Necessary referrals will be made as quickly as possible.

Meetings will be documented by a member of the admin team, and records kept with the pupil's attendance record.

The impact of interventions will be monitored and adjustments where necessary in discussion with the pupils, parents and any other partners involved as part of any whole family plan or team around the family.

Part-time timetables (paragraph 65-70)

In very exceptional circumstances, if in the pupil's best interest, there may be a need to provide less than full time education through a part-time timetable. For example, if a medical condition prevents a pupils from attending full-time and a part-time timetable is used to help the pupil access as much education as possible. This is NOT to manage behaviour.

A part-time timetable should:

- 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
- Be in place for the shortest time necessary:
 - Have regular review dates which include the pupil and parents
 - 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. NB this can 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.

Where the pupil has a social worker, the school will keep them informed and involved in the process. If the pupil has an EHCP, the part-time timetable will be discussed with the LA so that any support package in place can be reviewed as swiftly as possible.

Use code C2 for the expected absences as part of this part-time timetable.

Formalise support, through an education supervision order (ESO)

Ref: Paragraph 21, 153-160 of DfE guidance “working together to improve school attendance”

Where absence persists and voluntary support is not working or not being engaged with, we will clearly explain the potential consequences and ensure support is in place to enable families to



respond. Depending on the circumstances, this may include formalising support through an education supervision order.

In deciding whether to progress to an ESO, the school and local authority should have exhausted voluntary support and be clear that making the order would be beneficial for the pupil and parent.

Where safeguarding concerns exist, the lead practitioner should also discuss with the school's designated safeguarding lead and children's social care services and agree an ESO would be a more suitable option than a s.17 (Children in Need) or s.47 (Child Protection) plan.

ESOs are made through the Family or High Court and give the LA a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education.

For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO.

The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time.

See paragraphs 156-160 of DfE guidance "working together to improve school attendance" for further details regarding the content of ESOs and what to do in case of non-compliance.

Intensify support through statutory children's social care involvement

Ref: Paragraph 21 of DfE guidance "working together to improve school attendance"

This applies to children where there are safeguarding concerns, especially where absences becomes severe (below 50% attendance). At this level of absence, it is likely to constitute neglect. The school will liaise with the local authority and social workers.

Enforce, through prosecution to make the case for a parenting order

Ref: Paragraph 21, 161-171 of DfE guidance "working together to improve school attendance"

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention, their parents may be guilty of an offence and can be prosecuted by the LA to protect the pupil's right to an education.

Notice to improve

Ref: Paragraph 21, 186-190 of DfE guidance "working together to improve school attendance"

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support or support has not been successful, the school may offer a notice to improve to give parents a final chance to engage with support.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far



- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Permanent exclusion

This is the final step for persistently poor attendance, where all measures of supporting parents and pupils, and encouraging good attendance, and the above relevant sanctions have failed.

Where the pupil has gone on a block of unauthorised leave during term time, if the child does not return to school within 20 school days, the pupil may be deleted from the school register on the 21st day i.e. they will no longer have a place at the school.

For safeguarding reasons, pupils who are the subject of a child protection plan should not be removed from roll under these regulations, without consultation with the allocated social worker. The social worker should be immediately notified of any absence from school.

Appendix G = Liaising with Local authority (Birmingham City Council)

The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024 do not apply to independent schools. As such, independent schools* are not required to share their **daily** attendance data.

New pupil and deletion returns

Ref: Paragraph 211 and 219 of DfE Working together to improve attendance.

All schools must inform their local authority when a pupil is added to or taken off the admission register outside of standard transition points.

Notifications regarding any new starters and leavers of compulsory school age should be sent to PupilTracking@birmingham.gov.uk on a weekly basis throughout the academic year. If there have been no new starters or leavers, a nil return email must be sent.

If a child leaves the school for home education, an EHE referral form must be completed.
https://www.birmingham.gov.uk/downloads/download/443/elective_home_education

If excluded, inform exclusions team = exclusions@birmingham.gov.uk

Requesting a forwarding address =

- Parents must know that we are requesting forwarding address information in accordance with safeguarding procedures. If they refuse to provide the information, this is considered sufficient concern to warrant a CME referral.
- If the family has moved out of the UK to an area that does not have precise addresses, they must at least provide the name of the town or village and supporting evidence in the form of



a copy of a travel document showing the child's departure from the UK and/or written confirmation from a school abroad that the child is on roll.

- If evidence of a move cannot be obtained, the child must be referred to CME.

Part-time/reduced timetable

The council must be notified of:

- A child who is of compulsory school age placed on a part-time/reduced timetable and not currently receiving full-time educational provision
- An update to a notification you have already submitted
- Nil return (no new cases)

https://www.birmingham.gov.uk/info/50157/education_legal_intervention_referral/690/school_attendance_advice_for_schools_and_professionals/4

Attendance returns

All schools must inform their local authority if a pupil of compulsory school age fails to attend regularly or misses 10 consecutive school days where their absence has been recorded with one or more of the absence codes statistically classified as unauthorised (Codes G, N, O, and/or U).
Frequency of return = no less frequently than once per calendar month.

Sickness returns

All schools must inform their local authority if a pupil of compulsory school age misses or is expected to miss 15 days due to sickness (Code I).

Referrals to CME (Children missing education)

Referral to the team must be made within 5 days.

LA School attendance support team

Local authorities are expected to have a School Attendance Support Team that provides four core functions free of charge to all schools in its area, regardless of type. The core functions are expected to be provided to independent schools, but the school and local authority do have flexibility to engage in different ways to deliver this, where both agree. Further detail is provided on page 33 of the DfE guidance.

Our named point of contact in the School Attendance Support Team who can support with queries and advice, and with whom Targeting Support Meetings will be held =

The four core functions are =

1. Communication and advice:
 - Communicate messages & share best practice
 - Provide advice
2. Targeting support meetings:
 - Meetings where our attendance data is used to identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.
3. Multi-disciplinary support for families:
 - Provision of access to early help support workers to work intensively with families to provide practical whole family support where needed.
4. Legal intervention:
 - Take forward legal intervention where voluntary support has not been successful or engaged with



Pupils with a social worker and/or youth offending team worker

The social worker and/or youth offending team worker will be informed of unexplained absences.

Pupil with an EHCP

If attendance falls, or there are barriers to attendance relating to the pupil's needs, communicate with the LA and where needed, work with the LA to review and amend the EHCP to incorporate additional or difference attendance support identified.

Appendix H = Maintaining the admission register including deletion of names

The Admissions register

- This is an electronic document.
- Entries are preserved for six years beginning with the day on which the entry was made.
- Back-up copies are made monthly & kept for 6 years after the end of the school year they relate to.
- It contains the following information for every pupil:
 - Full name
 - The name the pupil uses at school
 - Sex (according to their birth certificate)
 - Address
 - The full name and address of every known parent and an indication of the parent(s) with whom the child normally resides*
 - Contact details of each parent, especially parent with whom pupil normally lives*
 - At least 1 other emergency contact number
 - Date of birth
 - Date of admission (or re-admission) to the school
 - Name and address of the school last attended, if any

*If the parent tells us that the pupil will live at another address (either as well as , or instead of, the pupil's current address), the register must include:

- The full name of the parent with whom the pupil will live
- The pupil's new address
- The date from which it is expected the pupil will live there

Dual-registered pupils, or pupils moving to another school (off-site direction/managed moved for behaviour)

For such pupils, the register must include:

- The other school's name
- The first date on which the pupil attended or is due to attend that school

Amending entries

Every amendment made must include the original entry, amended entry, reason for amendment, the date on which the amendment was made and the name of the person who made the amendment.

Adding a pupil to the admissions register

Pupils are added to the admissions register from the agreed start date that they will attend the school. If no date has been agreed, the details will be entered on the first day they attend the school.



Deleting a pupil from the admissions register

Pupil's names cannot be retrospectively deleted from the admissions register or attendance register. Both must be an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance must be recorded up until the date that the pupil's name is deleted from the admission register.

Pupils can be deleted from the admissions register on the following grounds =

Ref: Paragraphs 222-269 of DfE Working together to improve school attendance, for more detailed information about each of the following, where they apply and where they do not apply.

Grounds	Details for when it's used	What the school needs to do
A = Pupil has been registered at another school	Transferring to another school. Unless: Mobile child and this is their main school or Head has agreed to dual registration	Check with new school that pupil has started and is on roll. Deletion return.
C = Was dual registered but now going to single registration and other schools have agreed to the deletion.	Reasonable grounds to believe pupil won't attend here again + other school agreed to deletion + not a mobile child/this isn't their main school.	Check pupil continues to attend the other school. Contact the other school and parents re a written off-site direction agreement and seek agreement to the deletion. Once agreed, remove. Deletion return.
F = Leaving to be home educated.	Parents have notified school in writing.	Fully discuss options with them. Provide them the link to Birmingham Elective Home education guidance for parents. Remove from roll once written notification received. Complete EHE referral form + send to EHE team. Keep place open for 10 days, then deletion return.
G = Moved too far away from school to attend.	Moved to new address which is no longer a reasonable distance from the school and head has reasonable grounds that pupil will not attend school again.	Obtain new address and school details. If moved out of B'ham but no school place yet, refer the child to the new LA school admissions services – if they confirm residence, can off-roll. If they can't find the child, follow CME procedures. If new address is not known DO NOT remove from roll – follow CME procedures. If pupil stopped attending and new address is >7000m straight line distance, child can be removed from roll (unless homeless/ living in hotel/hostel). Otherwise, remove from roll. In call case, notify BCC pupil tracking.
H = Not returned following an authorised leave of absence i.e. CME	Not attending within 10 school days since authorised leave expired. Reasonable grounds to believe absence isn't due to sickness/ other unavoidable cause. School & LA made reasonable enquiries to locate. Reasonable grounds to believe pupil won't return to school with reasonable/legal steps. School + LA must agree to the deletion.	Follow procedure for unknown/prolonged absence, incl. phone calls, letters and home visit. Jointly make reasonable enquiries with CME team within 5 days. When deletions notice is received from the CME team, remove from roll + complete notification to pupil tracking.



I = Continual unauthorised absence for 20 days	Unauthorised leave or moving address without providing new address. Or whereabouts then known but reasonable grounds to believe pupil won't return to school even with reasonable/legal steps. School + LA must agree to the deletion.	Follow procedure for unknown/prolonged absence, incl. phone calls, letters and home visit. Jointly make reasonable enquiries with CME team within 5 days. Refer to CASS if safeguarding concerns. After min. 20 days & deletions notice received from CME team = remove from roll + complete deletion return.
J = Detained under a detention sentence	Not likely to return to school after they stop being detailed. Need consent from YOT (Youth Offending Team).	Contact YOT to confirm sentence, get advice re likelihood of pupil's return + arrange meeting re plan for pupil to return to school if appropriate. If won't be returning and YOT agree = remove from roll. Deletion return
K = death of child		Sensitively check information provided by parent. Ask if families if need support/check if other pupils or staff needed support. Remove from roll. Deletion return.
N = No longer pupil at an independent school	Contract dissolution by parent or school for reason not covered by another point e.g. unpaid fees. If transferring to another school use A. If home education, use F.	Parent to confirm in writing child will not be returning. Direct them to BCC school admissions website if they ask for advice finding a new school. Deletion return.
O = permanently excluded		Inform exclusions team. After 5 day, uses code D if having education at another school. If no education elsewhere, use E. Deletion returns when: <ul style="list-style-type: none"> - Parent advised in writing they won't appeal - 15 school days passed + no appeal - Parent appealed, appeal heard and not upheld.

NB: the following grounds to not apply to us =

- Ground B (not continued following completion of nursery)
- Ground D (has a school attendance order which has been changed to name another school) – doesn't apply to independent schools
- Ground E (has an attendance order which has been revoked) – doesn't apply to independent schools
- Ground L – doesn't apply to secondary schools without a sixth form.
- Ground M – doesn't apply to our independent day school

Notes:

- Pupils deleted for any other reason could be seen as off-rolling.
- Children in care should not be removed until discussed with the virtual school and allocated social worker.
- Children with child protection/child in need plans should not be removed until discussed with the allocated social worker.
- Mobile children of no fixed abode cannot be deleted from the register of the school they normally attend when their parents are travelling. Use the correct absence codes/usual absence procedures.