



## ATTENDANCE POLICY AND PROCEDURE

September 2026

### CONTENTS

|    |                                                        |    |
|----|--------------------------------------------------------|----|
| 1  | Aims.....                                              | 2  |
| 2  | Scope and application.....                             | 2  |
| 3  | Regulatory framework .....                             | 3  |
| 4  | Publication and availability .....                     | 4  |
| 5  | Definitions and interpretation .....                   | 4  |
| 6  | Responsibility statement and allocation of tasks ..... | 4  |
| 7  | The importance of good attendance.....                 | 5  |
| 8  | School responsibilities .....                          | 5  |
| 9  | Staff responsibilities .....                           | 6  |
| 10 | School arrangements .....                              | 7  |
| 11 | Monitoring attendance .....                            | 7  |
| 12 | Pupil responsibilities .....                           | 8  |
| 13 | Additional needs .....                                 | 8  |
| 14 | Part-time timetable .....                              | 9  |
| 15 | Parent responsibilities .....                          | 9  |
| 16 | Training .....                                         | 10 |
| 17 | Information sharing.....                               | 10 |
| 18 | Record keeping and confidentiality.....                | 11 |

### Appendix

|            |                           |    |
|------------|---------------------------|----|
| Appendix 1 | School arrangements ..... | 12 |
| Appendix 2 | Admission register .....  | 16 |
| Appendix 3 | Attendance register ..... | 17 |

## Key school contacts

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designated senior lead for attendance (including EYFS provision) | Email: <a href="mailto:ghallam@newcastleschool.co.uk">ghallam@newcastleschool.co.uk</a><br>Telephone number: 0191 255 9300<br>Mobile number: 07525 419 099                                                                                                                                                                                                                                                                                                                                                                                                       |
| Key staff / contacts                                             | <a href="mailto:absence@newcastleschool.co.uk">absence@newcastleschool.co.uk</a><br><a href="mailto:senioroffice@newcastleschool.co.uk">senioroffice@newcastleschool.co.uk</a><br><a href="mailto:junioroffice@newcastleschool.co.uk">junioroffice@newcastleschool.co.uk</a><br>0191 255 9300<br><br>Acting Designated Safeguarding Lead (DSL):<br>Tracey Innes<br><a href="mailto:tinnes@newcastleschool.co.uk">tinnes@newcastleschool.co.uk</a><br><a href="mailto:safeguarding@newcastleschool.co.uk">safeguarding@newcastleschool.co.uk</a><br>0191 255 9300 |

## 1 Aims

- 1.1 This is the ***Attendance policy*** of The Newcastle School (the **School**).
- 1.2 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.
- 1.3 The aims of this policy are as follows:
  - 1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance.
  - 1.3.2 to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
  - 1.3.3 to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence/non-attendance;
  - 1.3.4 to recognise the links between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
  - 1.3.5 to help to promote a whole school culture of safety, equality and protection.

## 2 Scope and application

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (EYFS).

This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

### 3 Regulatory framework

#### 3.1 This policy has been prepared to meet the School's responsibilities under:

- 3.1.1 Education (Independent School Standards) Regulations 2014
- 3.1.2 EYFS *statutory framework for group and school-based providers* (DfE, January 2024)
- 3.1.3 Education and Skills Act 2008
- 3.1.4 Children Act 1989
- 3.1.5 Childcare Act 2006
- 3.1.6 Sponsorship Duties (UKVI, July 2023)
- 3.1.7 The School Attendance (Pupil Registration) (England) Regulations 2024
- 3.1.8 Equality Act 2010; and
- 3.1.9 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

#### 3.2 This policy has regard to the following guidance and advice:

- 3.2.1 [Working together to improve school attendance](#) (DfE, applies from 19 August 2024)
- 3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024)
- 3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023)
- 3.2.4 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023)
- 3.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024)
- 3.2.6 [Keeping children safe in education](#) (DfE, September 2024)
- 3.2.7 [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020)
- 3.2.8 [Children missing education](#) (DfE, September 2016)
- 3.2.9 [Supporting pupils with medical conditions at school](#) (DfE, August 2017)
- 3.2.10 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024)
- 3.2.11 [Mental health and behaviour in schools](#) (DfE, November 2018)
- 3.2.12 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023)
- 3.2.13 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023)
- 3.2.14 [Remote education guidance](#) (DfE, updated February 2023); and
- 3.2.15 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).

#### 3.3 The following School policies, procedures and resource materials are relevant to this policy:

- 3.3.1 Safeguarding and child protection policy
- 3.3.2 Missing child policy and procedures when a child is not collected on time
- 3.3.3 Special educational needs (SEN) and disability policy
- 3.3.4 Behaviour management policy

### 3.3.5 Parental terms and conditions

## 4 Publication and availability

- 4.1 This policy is published on the school website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection at the Senior and Junior School offices during the school day.
- 4.4 This policy can be made available in large print or another accessible format if required.

## 5 Definitions and interpretation

- 5.1 Where the following words or phrases are used in this policy:
  - 5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.
  - 5.1.2 references to the **proprietor** are references to the board of governors.
  - 5.1.3 references to a **parent** means:
    - (a) all natural parents, whether they are married or not.
    - (b) any person who has parental responsibility for a pupil; and
    - (c) any person who has care of a pupil (i.e. lives with and looks after a pupil).
  - 5.1.4 **DSL** means the School's designated senior lead for attendance.

## 6 Responsibility statement and allocation of tasks

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

| Task                                                                       | Allocated to | When / frequency of review       |
|----------------------------------------------------------------------------|--------------|----------------------------------|
| Keeping the policy up to date and compliant with the law and best practice | DSL          | As required, and at least termly |
| Monitoring the implementation of the policy                                | DSL          | As required, and at least termly |

| Task                                                                                                                                      | Allocated to | When / frequency of review         |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|
| Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy | DSLA         | As required, and at least annually |
| Formal annual review                                                                                                                      | Proprietor   | Annually                           |

## **7 The importance of good attendance**

7.1 The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

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

## **8 School responsibilities**

- 8.1 The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
- 8.2 The School will consistently promote the benefits of good attendance, setting high expectations for each pupil and consistently communicating those expectations to pupils and parents.
- 8.3 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 8.4 The School will respond actively to non-attendance and/or lateness, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It

will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

- 8.5 The School has robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

## **9 Staff responsibilities**

### **9.1 The DSLA**

9.1.1 The proprietor has appointed a senior member of staff of the School's leadership team as DSLA to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are publicised within School.

9.1.2 The DSLA's responsibilities are:

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

### **9.2 Staff with specific responsibilities for attendance:**

9.2.1 The Senior and Junior School offices:  
make enquiries about unexplained absences, including those within the school day, and follow up with parents to ensure that an explanation has been formally given to the School.

9.2.2 Form tutors at the Senior School and class teachers at the Junior School have day to day responsibility for monitoring and promoting good attendance and punctuality.

They should:

- (a) have a formal routine for registers being taken accurately each morning and afternoon.
- (b) look out for trends or patterns in individual pupils' attendance and punctuality and intervene and/or inform the relevant member of staff usually, in the first instance, a senior tutor at the Senior School or an assistant head at the Junior School.
- (c) inform the relevant school office of any known future absences for pupils so that these can be recorded in isams.
- (d) deal with lateness to lessons consistently and promptly.
- (e) consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and

- (f) discuss non-attendance and/or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

### **9.3 All staff**

- 9.3.1 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.
- 9.3.2 The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

## **10 School arrangements**

- 10.1 The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 1-3.

## **11 Monitoring attendance**

- 11.1 The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:
  - 11.1.1 monitor and analyse weekly attendance patterns and trends and provide support in a targeted way to pupils and families.
  - 11.1.2 use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the Heads of Support for Learning and Designated Safeguarding Leads).
  - 11.1.3 conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends.
  - 11.1.4 benchmark attendance data at whole school, year group and cohort level to identify areas of focus for improvement.
  - 11.1.5 devise specific strategies to address areas of poor attendance identified through data.
  - 11.1.6 monitor the impact of school-wide attendance efforts, including any specific strategies implemented; and
  - 11.1.7 provide data and reports to the Proprietor to support its work.

## **12 Pupil responsibilities**

- 12.1 School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

## 12.2 Pupils should be aware that:

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

## 13 Additional needs

- 13.1 The School recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- 13.2 The School will make reasonable adjustments where a pupil has a disability that affects their ability to attend School regularly.
- 13.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan (EHCP) is accessed.
- 13.4 Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.
- 13.5 Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.
- 13.6 The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to

believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

#### **14 Part-time timetable**

- 14.1 All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances, there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education or a part-time timetable is considered as part of a re-integration package.
- 14.2 A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.
- 14.3 In agreeing to a part-time timetable, the School has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.
- 14.4 A parental request for a part-time timetable must be made in writing to the Head. Given that an individual pupil's reduction in timetable does not reduce the School's costs, fees will not be reduced automatically.

#### **15 Parent responsibilities**

- 15.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- 15.2 This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.
- 15.3 The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.
- 15.4 Expectations the School places on parents can be found in **Appendix 1** of this policy.
- 15.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

## 16 Training

- 16.1 **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:
- 16.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
  - 16.1.2 the School's strategies and procedures for tracking, following up and improving attendance.
- 16.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
- 16.2.1 the law and requirements of schools including on the keeping of registers.
  - 16.2.2 the process for working with other partners to provide more intensive support to pupils who need it.
  - 16.2.3 the necessary skills to interpret and analyse attendance data; and
  - 16.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- 16.3 The School maintains written records of all staff training.

## 17 Information sharing

- 17.1 Personal information on attendance will only be shared in line with legal obligations and having regard to Government guidance on attendance, safeguarding and children missing education.
- 17.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- 17.3 Where appropriate the School will attend regular targeting support meetings.
- 17.4 The School is legally required to share information from the registers with the local authority. As a minimum this includes:
- 17.4.1 New pupil and deletion returns.
  - 17.4.2 Attendance returns.
  - 17.4.3 Sickness returns. Schools (including independent schools) must inform the local authority (where the school is situated) when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not).
- 17.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education

Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

17.6 The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

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

## **18 Record keeping and confidentiality.**

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

18.2 The School's admission and attendance registers:

- must be kept electronically
- must be kept six years from the date of the entries

18.3 Back-up copies:

- must be made at least once a month
- must be retained for six years after the end of the year to which they relate

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

## **Appendix 1 School arrangements**

### **1 Managing attendance**

- 1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance it accurately completes admission and attendance registers as is required as set out in **Appendix 2** and **Appendix 3** respectively.
- 1.2 The School expects all pupils to be present at School for the whole of the school day, usually from registration at 8.40am to close at 3.45pm (3.30pm, Nursery to Year 2 inclusive) but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

### **2 The role of parents**

- 2.1 The School expects all parents to:
  - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity.
  - 2.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
  - 2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 2.2 Parents of day pupils should:
  - 2.2.1 ensure their child attends School by 8.40am for morning registration.

### **3 Registration and attendance checks**

- 3.1 Morning registration is at 8.40am. The registers will remain open for 10 minutes after the start of morning registration and close at 8.50am.
- 3.2 Afternoon registration is at:
  - 1.00pm Nursery to Year 2, at the Junior School (West Avenue),
  - 1.10pm Years 3 to 6, at the Junior School (West Avenue),
  - 12.50pm Years 7 to 3, at the Senior School (The Grove)The registers will remain open for 10 minutes after the start of afternoon registration.
- 3.3 Where a pupil arrives in school after registration has closed, this will be recorded using Code U: Arrived in school after registration has closed.
- 3.4 The School uses the school registration module within the isams school management information system.

### **4 Reporting absence**

- 4.1 If a pupil is to be absent from school for any reason, the parent should contact the relevant school office by email to [absence@newcastleschool.co.uk](mailto:absence@newcastleschool.co.uk) or telephone 0191 255 9300 by 8.40am on first morning of absence.
- 4.2 Where a pupil is ill, the School should be notified of the nature of the illness.

## 5 Arrangements for reporting subsequent absence.

5.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

## 6 Managing absence

Where a pupil is absent from school and the School has not received verbal or written communication from the parent, then the School will initiate contact. Office staff make every effort to have checked registers by no later than 9.45am each day to identify those pupils who are absent. When the School is unaware why a pupil is absent, the School will make all reasonable attempts to contact parents to establish the pupil's whereabouts and/or reasons for their absence.

When a pupil faces an illness or other circumstances that means they will be away from school long term, the School will do all that it reasonably can to maintain continuity of academic progress.

Following a long period of absence, a pupil may feel vulnerable so staff may wish to arrange a phased or gradual return, consider whether additional support is appropriate, ensure that all staff are aware of the situation and nominate a key person to monitor the pupil's reintegration into school. All pupils must feel welcomed back and know from whom they can seek help. Pupils should not be left waiting in corridors or outside of an office for long periods.

The School categorises attendance as follows:

|          |                                                  |
|----------|--------------------------------------------------|
| 95-100%  | Excellent                                        |
| 90-94.9% | Cause for concern                                |
| < 90%    | Significant negative impact on academic progress |

95% equates to half a day off every two weeks.

90% equates to a day off every two weeks.

85% equates to 1 1/2 days off every two weeks.

80% equates to one whole day off every week.

A secondary age child whose attendance is 80% will have missed one whole year of education by the time they leave school.

## 7 Authorised absences

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

## 8 Applications for an authorised leave of absence

- 8.1 Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to:
- Graeme Hallam (Head) at [ghallam@newcastleschool.co.uk](mailto:ghallam@newcastleschool.co.uk) for leave of absence requests more than three consecutive school days.
  - Alex Newman (Senior School Deputy Head) at [anewman@newcastleschool.co.uk](mailto:anewman@newcastleschool.co.uk) for Senior School leave of absence requests up to three consecutive school days.
  - Graeme Hallam (Head) [ghallam@newcastleschool.co.uk](mailto:ghallam@newcastleschool.co.uk) for Junior School leave of absence requests up to three consecutive school days.
- 8.2 Dental or medical appointments should be made during school holidays except in cases of emergency when the relevant school office should be informed. One-off dental or medical appointments can be authorised by the relevant school office on the production of an appointment card or letter.
- 8.3 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request. It is unlikely a leave of absence will be granted routinely for the purposes of a family holiday or a similar trip.
- 8.4 Apart from illness, no pupil should be away from school without prior permission from the Head, Deputy Head of Senior School or Head of Junior School.
- 8.5 If a leave of absence is granted, it is for the Head, Deputy Head of Senior School or Head of Junior School to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of **Appendix 3** for more details.
- 8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

## 9 Reporting duties

- 9.1 The School has statutory reporting obligations if a pupil fails to regularly attend or their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- 9.2 In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.
- 9.3 Each time the School's attendance register is completed it is treated as a contact point for these purposes.
- 9.4 The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

- 9.5 Action will also be taken in accordance with the School's Missing child policy and Safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

## **Appendix 2 Admission register**

### **1 Admission register**

- 1.1 In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the School will:
  - 1.1.1 maintain an admission register of pupils admitted to the School (also known as the school roll); and
  - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
- 1.2 The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.
- 1.3 Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:
  - 1.3.1 the full name of the pupil.
  - 1.3.2 the full name and address of any parent with whom the pupil lives.
  - 1.3.3 at least one telephone number of any parent with whom the pupil lives.
  - 1.3.4 the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable.
  - 1.3.5 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable.
  - 1.3.6 the ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register.

## **Appendix 3 Attendance register**

### **1 Attendance register**

- 1.1 The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.
- 1.2 The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.
- 1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.4 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.5 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.6 On each occasion it will be recorded whether every pupil is:
  - 1.6.1 physically present in school when the attendance register begins to be taken; or
  - 1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
  - 1.6.3 attending a place other than the school; or
  - 1.6.4 absent.
- 1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
  - 1.7.1 Attending educational provision arranged by a local authority (K)
  - 1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff (V)
  - 1.7.3 Attending a place for an approved educational activity that is a sporting activity (P)
  - 1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education (W)
  - 1.7.5 Attending a place for any other approved educational activity (B).

### **2 Recording absence**

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

Absent - leave of absence:

- 2.1.1 Leave of absence for exceptional circumstances (C)
- 2.1.2 attending a medical or dental appointment (M)
- 2.1.3 attending an interview for employment or for admission to another educational institution (J)
- 2.1.4 study leave (S)
- 2.1.5 non-compulsory school age pupil not required to attend school (X)

Absent - other authorised reasons:

- 2.1.6 parent travelling for occupational reasons (T)
- 2.1.7 religious observance (R)
- 2.1.8 illness - not medical or dental appointment (I)
- 2.1.9 suspended or permanently excluded (E)

Absent - unauthorised absence:

- 2.1.10 holiday not granted by the school (G)
- 2.1.11 reason for absence not yet established (N)
- 2.1.12 other or unknown circumstances (O)
- 2.1.13 arrived in school after registration closed (U)

### 3 Authorised absence from school

- 3.1 All applications for an authorised leave of absence from school should be made with reasonable notice and addressed to:
  - Graeme Hallam (Head) at [ghallam@newcastleschool.co.uk](mailto:ghallam@newcastleschool.co.uk) for leave of absence requests more than three consecutive school days.
  - Alex Newman (Deputy Head of Senior School) at [anewman@newcastleschool.co.uk](mailto:anewman@newcastleschool.co.uk) for Senior School leave of absence requests up to three consecutive school days.
  - Graeme Hallam (Head) [ghallam@newcastleschool.co.uk](mailto:ghallam@newcastleschool.co.uk) for Junior School leave of absence requests up to three consecutive school days.
- 3.2 Only exceptional circumstances will warrant an authorised leave of absence. The School will consider each application for an authorised leave of absence individually taking into account the specific facts and circumstances and the relevant background context behind the request. It is unlikely a leave of absence will be granted routinely for the purposes of a family holiday or a similar trip.
- 3.3 If a leave of absence is granted, it is for the Head, the Deputy Head of Senior School or Head of Junior School to determine the length of the time the pupil is authorised to be away from school.
- 3.4 Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

## **4 Remote education**

- 4.1 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.
- 4.2 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:
  - 4.2.1 ensuring mutual agreement of remote education by the School, parents, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care Plan (EHCP) or has a social worker, the local authority should also be involved in the decision.
  - 4.2.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity.
  - 4.2.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.
- 4.3 There is no specific code for remote education and in these circumstances the attendance code B 'educated off site (authorised absence)' will be used. Separate records will be maintained to monitor a pupil's engagement with this activity and plans for their reintegration to class.
- 4.4 The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

## **5 Unauthorised absence**

- 5.1 The 'unauthorised absence' code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for 'unable to attend due to an exceptional circumstance' is not appropriate. Examples include:
  - 5.1.1 holiday has not been authorised by the School or is in excess of the period determined by the Head, Deputy Head of Senior School or Head of Junior School.
  - 5.1.2 the reason for absence has not been provided.
  - 5.1.3 a pupil is absent from school without authorisation.
  - 5.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

## **POLICY CONTROL - ATTENDANCE POLICY AND PROCEDURE**

### **Status & Review**

|                                     |                |
|-------------------------------------|----------------|
| <b>Statutory policy or document</b> | Yes            |
| <b>Publish on school website</b>    | Yes            |
| <b>Review frequency</b>             | Every year     |
| <b>Approval date</b>                | September 2026 |
| <b>Review date</b>                  | September 2027 |

### **Version Control**

| <b>Author</b>            | <b>Creation / Revision Date</b> | <b>Version</b> | <b>Status</b>                                                                                          |
|--------------------------|---------------------------------|----------------|--------------------------------------------------------------------------------------------------------|
| Head (GH)                | January 2026                    | 1.0            | Final approved version for publication.<br><br>Updated percentages in relation to attendance bandings. |
| Executive Assistant (TA) | April 2026                      | 1.1            | Changed location of infants (Nursery to Year 2) to West Avenue                                         |
| Executive Assistant (TA) | April 2026                      | 1.2            | Updated links to policies that have been updated                                                       |
| Executive Assistant (TA) | September 2026                  | 2.0            | Updated School name                                                                                    |