



ST MARGARET'S
SCHOOL

Attendance Policy &
Procedure

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SCHOOL

Attendance Policy and Procedure Review:

Review Date	Autumn 2025
Reviewed By	Julie Chatkiewicz - Vice Principal
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1. Aims

This is the attendance policy of St Margaret's School (the **School**). 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. The School aims for all pupils to achieve 100% attendance and punctuality. Where this is not possible we aim to explore the reason behind this and put in place safeguarding, wellbeing and pastoral support.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance and punctuality;
- 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;
- 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;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

2. Scope and Application

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

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

- Education (Independent School Standards) Regulations 2014;
- National minimum standards for boarding schools (Department for Education (DfE), September 2022);
- EYFS statutory framework for group and school-based providers (DfE, January 2024);
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Sponsorship Duties (UKVI, July 2023);
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, August 2024);
- Summary table of responsibilities for school attendance (DfE, August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, August 2024);
- Guidance for parents on school attendance (Office of the Children's Commissioner, July 2024);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2024);
- Children missing education (DfE, August 2024);
- Supporting pupils with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018);
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);
- Providing Remote education: guidance for schools (DfE, updated August 2024); and
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

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

- Safeguarding and Child Protection Policy and Procedures
- Risk Assessment Policy for Pupil Welfare
- Missing Child Policy and Procedures
- Policy on Special Educational Needs and Disability Policy
- Behaviour Management Policy (including School Rules)
- Parent Contract

4. Publication and Availability

This policy is published on the School website. This policy will be sent to parents when pupils join the School and parents will be reminded of it at the beginning of the School year and when the policy is updated. This policy is available in hard copy on request. A copy of the policy is available for inspection from the School Office during the school day. This policy can be made available in large print or other accessible format if required.

5. Definitions and Interpretation

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

- references to **attendance** include references to attendance for all or part of the timetabled school day
- references to the **Proprietor** are references to the board of Governors
- references to a **parent** means:
 - all natural parents, whether they are married or not;
 - any person who has parental responsibility for a pupil; and
 - any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil)
- references to a **pupil** includes anyone who is receiving an education at the School except a person who is 19 or over for whom further education is being provided
- SAC** means the School's Attendance Champion.

6. Responsibility Statement and Allocation of Tasks

The Head has overall responsibility for all matters which are the subject of this policy. The Head 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 SAC. To ensure the efficient discharge of its responsibilities under this policy, the Head has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	Governors	Annually

7. The Importance of Good Attendance

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:

- the importance of good attendance, alongside good behaviour, as a central part of the School's vision, values, ethos, and day to day life;
- 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;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 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.

As a school we recognise the importance of school attendance and the impact absence can have on the welfare of a child; as referenced in KCSIE absence is seen as the unexplained or persistent absence of a child from education. This can raise safeguarding concerns including but not limited to sexual abuse, sexual exploitation and/or criminal exploitation.

8. School Responsibilities

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. Any action the School takes will include:

- Identification
- Support
- Intervention
- Follow up

The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents. 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.

The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the 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.

The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify 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

The School's Attendance Champion (SAC)

The Head has appointed a senior member of staff of the School's leadership team as SAC 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 widely publicised within School.

The SAC's responsibilities are:

1. to set a clear vision for improving attendance in school;
2. to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

3. to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
4. to have oversight of and analyse attendance data; and
5. to communicate clear messages on the importance of attendance to pupils and parents.

Staff with Specific Responsibilities for Attendance

The staff identified in Appendix 1b of this policy - List of Form Tutors/Heads of Year/Heads of Section have day to day responsibility for monitoring and promoting good attendance and punctuality.

They should:

- have a formal routine for registers being taken accurately each morning and afternoon
- record all absences promptly and accurately using the processes specified;
- seek explanations of absences required from pupils on their return to School;
- make enquiries about unexplained absences, including those within the School day, and follow up with pupils to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- discuss non-attendance and / or lateness with pupils and parents and emphasise the importance of punctuality and attendance.

All Staff

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. The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10. School Arrangements

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

11. Monitoring Attendance

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:

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

12. Pupil Responsibilities

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.

Pupils should be aware that:

- they are expected to be present in-person for the duration of each School Day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up.

Persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:

- offers of support to seek to identify and address any barriers to attendance;
- communication with parents;
- reporting to other agencies such as children's social care; and
- sanctions against them or their parents in line with the School's behaviour policies.

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 or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13. Additional Needs

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.

The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

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 pupils education, health and care plan is accessed.

Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

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 or other relevant external services.

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 or cumulative 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. Parent / Carer Responsibilities

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. 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.

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. Expectations the School places on parents can be found in Appendix 1 of this policy. 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.

15. Training

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:

- a. the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- b. the School's strategies and procedures for tracking, following up and improving attendance.

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:

- a. the law and requirements of schools including on the keeping of registers;
- b. the process for working with other partners to provide more intensive support to pupils who need it;
- c. the necessary skills to interpret and analyse attendance data; and
- d. any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

The School maintains written records of all staff training.

16. Information Sharing

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. 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-familiar harms).

Where appropriate the schools will attend regular targeting support meetings. The School is legally required to share information from the registers with the local authority. As a minimum this includes:

1. New pupil and deletion returns;
2. Attendance returns;
3. Sickness returns.

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.

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 (iSAMS) 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.

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

17. Record Keeping and Confidentiality

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. 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.

18. Version Control

Date of adoption of this policy	[• 00 month year]
Date of last review of this policy	[• 00 month year]
Date for next review of this policy	[• 00 month year]
Policy owner (SMT)	[• name]
Policy owner Governors	[• name]

Appendix 1a - School Arrangements

Managing attendance

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 required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the School day, usually from registration at 08:25 to close at 16:10, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

The role of parents / carers

The School expects all parents to:

- make any application for an authorised leave of absence at the earliest opportunity;
- 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
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Parents of day pupils should ensure their child attends School by 08:25 am for morning registration. Parents of weekly (5 night) boarding pupils should ensure their child returns to the Boarding House accommodation by 20:00 on Sunday before the beginning of the school week. Parents of full boarding students should ensure that their child returns to the Boarding House by 20:00 on the evening before the start of term or the start of a new half term and remain in school until the final day of term.

Registration and attendance checks

- Morning registration is at 08:25 am. The registers will remain open for 20 minutes after the start of morning registration.
- Afternoon registration will be at 14:00 pm during tutor time.
- Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom.
- If a pupil is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).
- If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.
- Registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.
- The School uses E-Registration and Attendance Management Systems (iSAMS).

Reporting absence

If a pupil is to be absent from School for any reason, the parent / carer should notify us using My School Portal (MSP) by 08:15 am on first morning of absence. Where a pupil is ill, the School should be notified of the nature of the illness.

Arrangements for reporting subsequent absence

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

Managing absence

The School's day to day processes for managing attendance, for example processes to follow up on unexplained absence and appropriate escalation procedures are:

- sending emails to parents or carers;

- telephoning parents;
- meetings with parents/child and Head of Year/Head of Section/DSL/SAC;
- phased/supported returns;
- pre-arranged home visits.

Authorised absences

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.

Applications for an authorised leave of absence

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 the appropriate Head of Section.

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.

Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head of Section/Vice Principal.

Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when the Form Tutor should be informed via the MSP and should include a screenshot of the appointment details (this only needs to show the time and date of the appointment).

If a leave of absence is granted, it is for the member of staff authorised to grant permission to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

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.

The School has generous holidays and it is not usual for additional holiday dates to be authorised except in exceptional circumstances.

Reporting duties

The School has statutory reporting obligations if a pupil fails to regularly attend their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

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.

Each time the School's attendance register is completed it is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

Action will also be taken in accordance with the 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 1b - List of Form Tutors/Heads of Year/Heads of Section (2025/26)

Senior School

TUTOR GROUP	FORM TUTOR	ROOM
Head of Section (7-8): Mrs B Rixon	Head of Year 7 - Miss A Peries Head of Year 8 - Mrs A Winslett	
7C	Ms J Cromie	GB01
7D	Mr T Dombach	GB02
7E	Mrs C Ezekiel, Ms De'Ath	GB06
7T	Miss A Tucker	GB05
8D	Miss L Dolan	PB03
8H	Mrs S Hirani-Dabasia	PB12
8K	Miss Khimani	PB02
8YW	Miss N Yao, Mrs H Wallis	PB11
Year 7-8 Helpers:	Mr J Baird, Mr D Payne-Cook, Ms N Sender, Mrs E Onal	
Head of Section (9-11): Mrs B Rixon	Head of Year 9 - Miss E Murray Head of Year 10 - Mrs M Perry Head of Year 11 - Miss E Desmond	
9D	Miss D Dobrevva	SC03
9O	Mrs Owusu-Appiah	WG15
9P	Mr W Pearse	WG14
9S	Ms KY Siu	WG16
10CT	Mrs N Cohen, Mr A Tam	GB13
10F	Miss R Frankel & Miss E Walker	LC04
10H	Mrs A Hammond	Lib RR
10I	Mr D Isham	SC10
10MG	Miss D Murray-Gill	LC11
10RF	Mr R Frater	LC12
11D	Mr H Dichmont	MU01
11DH	Mr D Holmes	GB14
11F	Miss S Fernandez, Mrs N Burman	GB15
11H	Mrs C Hooper	LC05
11S	Mrs S Bhudia	LC01
Year 9-11 Helpers:	Mrs Alonso Sanchez, Mrs D Montalvan, Mr S Perry, Mr C Redfern	

Head of Section (12-13): Mr S Walsh	Head of Year 12 - Dr L D'Souza Head of Year 13 - Rev S Mephram	
12B	Mr C Browne	SC01
12MD	Mrs P Metcalfe, Mrs D Dawson	LLib
13C	Ms E Chaudhri	SC08
13J	Mr A Jones	GB11
13R	Mr D Rowe	PB01
13T	Miss C Thomas	LC03
Year 12-13 Helpers:	Mrs L Anaya, Mrs H Laird, Ms A Lockwood, Mrs J Shah	

Junior School

TUTOR GROUP	FORM TUTOR	ROOM
	Nursery Manager - Mrs L Pickles Head of Reception - Mrs S Coventry	
Nursery Caterpillars	Miss S Hill	JNR02
Pre-Reception Butterflies	Mrs S Shah	JNR01
Pre-Reception Bumblebees	Mrs F Khaki	JNR03
Nursery Teaching & Learning Assistants:	Miss C Leslie, Mrs R Dhamecha, Mrs Z Aydemir, Mrs M Nasser	
Reception Acorns	Mrs S Coventry	JNR07
Reception Conkers	Mrs D Michael	JNR06
Reception Teaching & Learning Assistants:	Mrs P Saxena, Miss N Gocevska	
	Head of Year 1 & 2 – Mrs M Desai Patel	
Year 1 Chestnuts	Miss J Wong	JNR04
Year 1 Oaks	Mrs M Desai Patel	JNR05
Year 2 Goldfinches	Miss C Gocher	JNR14
Year 2 Robins	Mr J Jones	JNR19
Y1 Teaching & Learning Assistants: Y2 Teaching & Learning Assistants:	Mrs K Azar Mon-Wed, Mrs Newell Mon, Tue, Thu & Fri & Ms Zdravka Nenova Wed-Fri Mrs D Connor & Mrs C Pilla FT	
	Head of Year 3 – Mrs P Taylor	
Year 3 Owls	Miss Pares	JNR12
Year 3 Hawks	Mrs J Bryson	JNR11
	Head of Year 4 & 5 – Mr Maranzana	

Year 4 Fox	Mr J Moonie	JNR10
Year 4 Badger	Mrs Z Englander & Mrs P Taylor	JNR13
Year 4 Otters	Mr M Maranzana	JNR18
Year 5 Willow	Mrs E Onions	JNR16
Year 5 Sycamore	Mr M Murton	JNR17
	Head of Year 6 – Mrs M Keane	
Year 6 Redkite	Mrs H Ellis & Mrs A Vance	JNR20
Year 6 Osprey	Mrs L Niculau	JNR21
Year 6 Eagle	Mrs M Keane	JNR22
Upper Junior Teaching & Learning Assistants	Mrs A Johns Y3 Owls Mon, Wed & Fri Mrs D Flores Y3 Hawks Tue, Thu & Fri	

Appendix 2 - Admission Register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- 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.

The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The School must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the School year that it relates to.

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 and in the case of boarding schools whether each pupil of compulsory school age is a boarder or day pupil.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

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:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, 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;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3 - Attendance Register

The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) including boarders in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

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.

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.

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.

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.

On each occasion it will be recorded whether every pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the School when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the School; or
- absent.

The circumstances in which a pupil may be recorded as attending a place, other than the School, can include:

- attending educational provision arranged by a local authority;
- for an educational visit or trip arranged by or on behalf of the School and supervised by a member of school staff;
- attending a place for an approved educational activity that is a sporting activity;
- attending an approved educational activity that is work experience provided under arrangements made by the School as part of the pupil's education;
- attending a place for any other approved educational activity.

Recording absence

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:

- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

Remote education

The School is required to record all absence from in-person lessons.

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.

In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

- 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;
- 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.

Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

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.

Unauthorised absence

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 or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Head of Section/Vice Principal;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

If a child is noted to be late or missing from school the following actions will be taken:

- enacting the Missing Child procedure
- contact with parents/carers (or emergency next of kin) from attendance officer
- home visit from Tutor, Head of Year or other pastoral staff
- review of medical evidence
- child discussed at Safeguarding Panel to explore additional support and needs
- attendance data reviewed by Vice Principal and/or Director of Safeguarding (oversight given to Head and/or Governors)
- team around the child (family) meeting being facilitated
- referral to external agencies for support and intervention
- internal professionals meeting to review support
- consistent communication with parents/carers to advise on next steps
- notification sent to local authority and appropriate action taken

Appendix 4 - Attendance Chart

Good Attendance - What are the benefits and consequences of missing a few days over the School year?

Attendance	Missing Days from School	Benefits/Consequences
100%	Zero Days absent	Excellent! A child can take advantage of all learning opportunities both inside and outside the classroom.
98%	1 – 4 Days	Very Good – this will help all aspects of that progress and life in school.
96% - 98%	5 Days (1 school week)	Satisfactory attendance - a child should reach their full potential, giving them the best possible start in life.
95.5%	National Average	Nationally this was the average school attendance for 2018 – 19 (pre-pandemic)
93% - 96%	8 – 14 Days	Below the national average - if a child has more than 8 days away from school they may fail to make expected progress.
Below 93%	15 Days (3 school weeks)	Unacceptable – A child will now be finding it extremely difficult to keep up and achieve their best. Below 93% attendance is concerning.
Below 90%	20 Days (4 school weeks)	Unacceptable Persistent Absenteeism – A child will now be finding it extremely difficult to keep up and achieve their best. Below 90% attendance is considered persistent absenteeism and the Local Authority may become involved and take action.
Below 82%	30 Days (5 school weeks)	Children with this attendance are missing a week every half term. Absence is causing a SERIOUS CONCERN . It is seriously affecting attainment and progress and is disrupting the child's learning. The School will work with the Local Authority to take action.



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