



PLYMOUTH COLLEGE

# ATTENDANCE & REGISTRATION POLICY

Including Early Years Foundation Stage

Last reviewed:	<b>August 2025</b>
Next review date:	<b>August 2026</b>
Responsibility:	<b>Assistant Head (Pupil Welfare) Heads of Year</b>

## Statement of Intent

At Plymouth College, our aim is to see all pupils develop into rounded, grounded, interesting, happy and confident young adults. We believe that regular attendance at school gives them full access to our broad and stimulating curriculum, wider life experiences through trips and activities, social development and promotes positive well being. We expect all pupils to attend school every day, for the duration of each day, in order to maximise the opportunities to access all that is on offer at Plymouth College.

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.

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Good attendance begins with school being somewhere pupils want to be, and so at Plymouth College, we aim to make our community welcoming, inclusive and adaptive to the needs of individuals. We provide a diverse range of opportunities for pupils to grow and achieve, and we value each member of the community individually.

Where a pupil struggles to attend school regularly, Plymouth College will work collaboratively with the pupil, their parents, staff and external agencies to find solutions to any barriers identified.

## Legislation and guidance

This policy has been developed in line with the following statutory guidance and legislation:

Working together to improve school attendance (Aug 24)

The School Attendance Regulations (2024)  
 Working together to safeguard children (2023)  
 Keeping children safe in education (2024)  
 Children missing education (Aug 2024)  
 Support for pupils where a mental health issue is affecting attendance (Feb 2023)  
 Summary table of responsibilities for school attendance (Aug 2024)  
 Supporting pupils at school with medical conditions (Dec 2015)  
 Special educational needs and disability code of practice (Jan 2015)  
 Equality Act 2010

## Governance and quality assurance

Improving attendance requires a whole school approach through regular support, guidance and challenge.

The Schools' Management Board and Local Advisory Board are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance

## Summary of roles and responsibilities

Everyone at Plymouth College is responsible for attendance.

Below is a list of specific tasks and responsibilities of different members of the community, although this is not exhaustive.

The Schools' Management Board and Local Advisory Board	<p>Take an active role in attendance improvement, support the school to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Use data to understand patterns of attendance, compare with local schools, identify areas of progress and where greater focus is needed.</p> <p>Ensure school staff receive training on attendance.</p>
Head Teacher	Ensure that sufficient resources are available to record, monitor and support attendance for all pupils.
Senior Deputy Head	Ensure that the behaviour policy and whole school culture makes Plymouth College somewhere that pupils want to be.

<p>Assistant Head (senior attendance champion)</p>	<p>Have a clear school attendance policy which all staff are aware of and understand.</p> <p>Produce information for all pupils and parents (that is available on the school website) that highlights the importance of attendance, how to report absence and where to seek help if there are barriers to attendance.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Overall responsibility for the systems in school for recording and monitoring attendance.</p> <p>Identify emerging trends in attendance and cohorts to focus on.</p> <p>Ensure that those staff responsible for recording and monitoring attendance fulfil their roles.</p> <p>Chair attendance review meetings when a pupil's attendance becomes a concern. Identify barriers to attendance and take a child-centred approach to removing them, signposting both internal and external sources of support.</p> <p>Liaise with our School Links Worker and Access and Attendance Officer once a term to discuss pupils of concern, and to collaboratively implement and review attendance plans.</p> <p>Refer any safeguarding concerns to the Local Authority where attendance has raised a cause for concern, in line with local procedures.</p>
<p>Heads of Year / Deputy Heads of Year</p>	<p>Review attendance data for all pupils once a half term and identify pupils of concern.</p> <p>Proactively and collaboratively communicate with pupils and parents when attendance becomes an area of concern.</p> <p>Celebrate with pupils and their families when attendance improves.</p> <p>Liaise with the attendance officer on daily absence.</p> <p>Participate in Attendance Review Meetings.</p>
<p>Attendance Officer</p>	<p>Ensure daily registers are completed, and that N codes are investigated and cleared within 5 days.</p> <p>First point of contact with parents when a pupil has unexplained absence.</p> <p>Update iSAMS when parents communicate that a pupil will be absent.</p> <p>Raise concerns with form tutors, heads of year or safeguarding team if a pupil has been absent for 5 or more consecutive days.</p> <p>Produces half termly attendance data for deputy heads of years and form tutors.</p>

	<p>Validates reasons for pupils signing in and out during the school day.</p> <p>Follows the missing pupil protocol should a pupil go missing during the school day.</p> <p>Update CME with pupils who have more than 10 consecutive days of unexplained absence or where they have been removed from the admission register.</p> <p>Update CME if a temporary reduced timetable has been put in place for a pupil.</p>
SENCo	<p>Where a pupil's special educational need or disability creates a barrier to attendance, work collaboratively with the school's pastoral team, the parents and the pupil to put additional support and adjustments in place.</p> <p>If applicable, ensure any provision made is in agreement with stipulations made in all EHCP plans.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Offer specific training to staff who work with SEND pupils to ensure additional support and adjustments are being made appropriately and consistently.</p>
School nurse	<p>Where a pupil's medical condition creates a barrier to attendance, work collaboratively with the school's pastoral team, the parents and the pupil to put additional support and adjustments in place.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Ensure staff know how best to support these pupils in school.</p>
Class teachers	<p>Complete registers on iSAMS within the first 10 minutes of a lesson.</p> <p>Update the register if a pupil arrives late, including how many minutes late they were.</p> <p>Provide materials for pupils to catch up work following an absence.</p>
Form tutors	<p>Contact parents and carers if attendance is becoming a concern.</p> <p>Investigate N and NR codes on their tutees registration.</p> <p>Support Heads of Year by challenging lateness and truancy, awarding sanctions where appropriate.</p> <p>Welcome pupils back after any prolonged periods and absence, and support them to catch up on any work missed and reintegrate into their peer groups.</p>

Parents	<p>Ensure their child attends school every day and is on time.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. through illness).</p> <p>Only request leave of absence in exceptional circumstances and do so 4 school weeks in advance.</p> <p>Support their child in catching up on any missed work.</p> <p>Book any medical appointments outside of the school day where possible.</p> <p>Where attendance is becoming a concern, work with the school to identify and remove barriers, and accept the support offered.</p>
Pupils	<p>Attend school every day.</p> <p>Be on time to every lesson.</p> <p>Be proactive in catching up on any work missed through absence, planned or otherwise.</p>
Data manager	<p>Ensure that the admissions register (“the school roll”) is up to date and accurate.</p>

## Admissions register (the school roll) and Attendance Register

When a child becomes a pupil at Plymouth College, they must be placed onto the Admissions Register (sometimes known as the “school roll”, which is kept electronically on iSAMS). See Appendix 1 for more information about the Admissions Register.

Every pupil on the Admissions Register must have their attendance recorded on the Attendance Register, which is done electronically on iSAMS or SOCS.

In the Senior School, formal registration is taken at the start of Period 1 (08:40) and Period 5 (14:00). All other periods of the school day, PPD and after school activities are also registered. In the Prep School, formal registration is taken at 08:30 and again at 13:00 for EYFS and KS1, and at 13:30 for KS2 by form tutors.

The national absence and attendance codes are used, which can be found in Appendix 2.

House assembly registers are completed on paper and returned to the Attendance Officer in the Hub to be transferred onto iSAMS.

Senior pupils with internal appointments (e.g. music lessons, counselling session, learning support lesson) must report to the Hub to be registered.

Unusual whole school events (e.g. House Cross Country) may require paper registers to be completed and returned to the Attendance Officer to be transferred onto iSAMS.

## Safeguarding and Children Missing Education

Regular attendance at school is an important protective factor for all children and by attending school every day, it allows the best opportunity for needs to be identified early and appropriate support put in place.

Where a child has unexplained absence from school, enquiries will be made by the school's attendance officers by phone or email. Please see the [Children Missing Education](#) policy.

Attendance of each child will be monitored at half termly intervals by pastoral staff and the Senior Attendance Champion, and poor or irregular attendance will be addressed in a supportive manner. The school's Access and Attendance Officer at the local authority may also be informed of any concerns relating to a pupil's attendance.

The local authority must be informed in either of the following scenarios:

- A pupil has not returned to school for ten consecutive days after an authorised period of absence
- A pupil has had twenty consecutive days of unauthorised absence
- A pupil has had or is believed likely to have 15 days of absence due to illness, whether consecutive or not

If the school and local authorities have made enquiries and cannot locate the pupil or have no reasonable grounds to believe they will return to school, they can be removed from the Admission's Register and a "deletion return" should be made to the local authority.

### [Children Missing Education - Guidance for Local Authorities 2024](#)

For any student holding a Child Student Visa, if they miss 10 consecutive expected contacts (such as morning registration) without the school's permission, the UKVI will be notified, and their sponsorship may be withdrawn as a result.

## Expectations of attendance

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.

The attendance figures for all pupils are reviewed every half term.

Excellent attendance	Greater than 97%	Excellent attendance leads to better outcomes academically and pastorally. 97% attendance equates to missing one day of school a half term.
Good attendance	95%	This equates to missing approximately three days of

		school a term.
Enhanced monitoring	92%	The form tutors and Deputy Heads of Year would begin monitoring attendance more carefully, and contacting home to find out more about the absences. This equates to missing approximately one week of school per term.
Persistent absence	Less than 90%	Parents could be contacted by the Head of Year for a supportive conversation and potentially an Attendance Review Meeting. The Access and Attendance Officer at the local authority may be informed if the school feels it would be beneficial. This equates to missing one day a fortnight.
Severe absence	Less than 50%	The Access and Attendance Officer at the local authority would be informed. Attendance Review Meeting would be held to review the impact of support already in place and alternative strategies for removing barriers to attendance would be explored.

Plymouth College recognises that there are sometimes barriers to attendance and we aim to work closely with families to support every pupil to have excellent attendance, as we firmly believe that school is the best place for all children to be. The approach will always be collaborative and we will not actively seek to take a penal route.

## Unplanned, planned and unauthorised absence

### *Unplanned absence*

If a child is too unwell to attend school, parents and carers are asked to inform the School before 09:00am each day of their absence. This can be done through the main switchboard (01752 505100) or by email ([reception@plymouthcollege.com](mailto:reception@plymouthcollege.com) for Prep School pupils or [absence@plymouthcollege.com](mailto:absence@plymouthcollege.com) for Senior School pupils).

If we have not received a notification for a student's absence by 9.30am, we will contact parents / guardians either by email or phone call. The office will attempt to contact all parents of unauthorised absences by 10:30am.

If a boarding pupil is unwell before school, a member of the boarding staff will direct them to the School Nurse to make a decision on whether they need to be absent from school that day or not.

If a pupil attends school but becomes unwell during the school day, the School Nurse will make a decision about whether they need to go home. They will be cared for in our Health Centre or Prep Medical Room until someone is able to collect them. It is therefore important that the emergency contact details we hold for each pupil are accurate and up to date.

### *Planned absence*

If a child needs to be absent for part of a day, the parents or carers need to inform the Form Tutor and [reception@plymouthcollege.com](mailto:reception@plymouthcollege.com) for Prep School pupils, or the Head of Year and [absence@plymouthcollege.com](mailto:absence@plymouthcollege.com) for Senior School pupils.

Wherever possible, medical and dental appointments should be made outside of the school day in order to minimise disruption to the child's education.

If a pupil needs to leave school during the school day (e.g. for an appointment), they must be collected from the Prep Reception if they are a Prep School pupil, or they must sign out at the Hub if they are a Senior School pupil.

If there is a planned absence for a full day or longer, parents or carers need to request a leave of absence from the Head of Prep (Mrs Newnham, [jnewnham@plymouthcollege.com](mailto:jnewnham@plymouthcollege.com)) or the Head (Mr Watts via his PA, [kfrench@plymouthcollege.com](mailto:kfrench@plymouthcollege.com)) at least 4 weeks in advance, wherever possible.

The decision to authorise a planned absence will be made based on the purpose of the absence, the length of time the absence is planned for and how much notice we've received.

### *Unauthorised absence*

If a leave of absence request has been made and not agreed to, it will be recorded as unauthorised absence on iSAMs.

We expect all pupils to attend school every day, for the duration of each day. In cases where a pupil has missed part or all of the school day without permission, this will be recorded as truancy and the school's [behaviour policy](#) will be followed.

### *Emotional based school absence*

We recognise that some pupils face emotional barriers to attending school. The Welfare Teams are committed to helping identify those barriers and finding ways to remove them. The approach taken will be collaborative and supportive.

## **Lateness**

All pupils are required to attend all lessons on time. Lateness to lessons causes a loss of learning time for the pupil and can be disruptive to others in the room.

Teachers will update their register to show how many minutes late a pupil arrives, and Form Tutors and Heads of Year will monitor this data. Sanctions may be applied if there are persistent patterns of poor punctuality.

Pupils arriving late to school in the morning must either sign into Prep Reception or The Hub as appropriate. Anyone arriving after registers close at 09:10 will be recorded with a U code (unauthorised lateness). If there has been widespread disruption to travel, this will be recorded appropriately using the correct code listed in Appendix 2.

If there are barriers to punctuality (e.g. SEND needs), the Welfare Team is committed to identifying and removing them.

## Missing pupil protocols

If a day pupil goes missing from school site within school hours:

1. Contact the school office immediately.
2. The HOY and the SLT will start to search the premises with help from other staff if possible. Review CCTV footage if necessary.
3. Attempt to make contact by mobile phone if a number can be accessed through friends.
4. If the child is not found within 15 minutes, parents must be notified.
5. Continue searching and keeping contact with parents.
6. Consider involving the police if the timescale of absence is long and parents are in agreement.
7. Record the incident on ISAMS Behaviour Management and CPOMs.

If a boarding pupil goes missing from school site within school hours, the Head of Boarding must also be informed and a search of the boarding houses conducted.

If a Prep School pupil goes missing, the [Prep - Missing Child and Uncollected Child policy](#) should be followed.

## Supporting pupils with medical conditions

All children with medical conditions, both physical and mental, should be properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. The School Nurse will work closely with pupils and their families who are impacted by a medical condition, for example by ensuring any Individual Healthcare Plans are fully implemented at School.

Short-term and frequent absences, including those for appointments, are more likely for pupils with a medical condition and they will not be penalised for this. Support will be offered to help them re-integrate into school following any periods of absence and measures will be taken to limit the impact of any absence on the pupil's educational attainment, emotional and general well being.

Some pupils with medical conditions may be considered to have special educational needs or a disability (SEND) as defined under the [Equality Act 2010](#), and the SENCo will help support these pupils under the [Special Education Needs and Disability \(SEND\) Code of Practice](#). The School will take positive action to ensure reasonable adjustments are made for these pupils to maximise their attendance.

Some pupils will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods. It is important to note that these pupils are still expected to attend school regularly. We aim to work together, quickly, with parents and carers and pupils to implement any reasonable adjustment that will maximise school attendance.

## **Part time timetables, temporary reduced timetables and flexi timetables**

In some rare cases, a reduced, part time or flexible timetable might be deemed appropriate in order to support a pupil's attendance, health, academic outcomes or well being.

These arrangements will be made in collaboration with the School, parents / carers, pupils and any relevant external agencies. They will usually be temporary, with a defined review date and reintegration plan. The local authority will be informed whenever a temporary reduced timetable is put in place.

## **Private Study and Independent Sessions**

Sixth form students will have a number of private study sessions in their timetable. These are intended to provide time to devote to their independent learning.

Lower Sixth pupils must be present in the Library for these sessions, where they will be registered.

Upper Sixth pupils must be present in the Sixth Form Centre for these sessions, where they will be registered.

Sixth Form pupils will then also be awarded Independent Sessions if their academic performance and attitudinal grades allow. Pupils can elect how to use these sessions to the benefit of their own well being and do not have to be present on school site during these times. They must have informed the Head of Sixth Form in advance when they intend to have an Independent Session, and they will be recorded on iSAMS with a code X.

## **Games, Friday afternoon activities and after school clubs**

All timetabled Games sessions, Friday afternoon activities (year 10 and above) and after school clubs will be registered on SOCS. The attendance officer will monitor attendance using SOCs and chase any unexplained absence with the relevant members of staff (e.g. Deputy Head Co-Curricular, Director of Sport).

## Appendix 1 - The Admissions Register

When a child becomes a pupil at Plymouth College, they must be placed onto the Admissions Register (sometimes known as the “school roll”, which is kept electronically on iSAMS).

This should happen on the first day that it is agreed the pupil will start at Plymouth College. This agreement occurs when an offer is made and then accepted by the person responsible for the pupil’s attendance, and will usually include an agreed start date.

If no start date has been agreed or notified, the pupil must be entered on the first day they attend Plymouth College.

If the pupil does not attend on their agreed start date, Plymouth College must follow this up to establish a reason and contact the local authority if there is any cause for concern or if the pupil was not successfully located.

The Admissions Register must include the following information about every pupil at Plymouth College:

- Full name
- Name the pupil uses at school
- Sex
- Address
- The full name and address of each of the pupil’s parents
- Which of the pupil’s parents, if any, the pupil normally lives with
- Two emergency contact numbers
- Date of birth
- Starting date at school
- Name and address of the previous school attended, if any
- Whether the pupil is a boarder or day pupil

Local authorities have a legal obligation to identify children of compulsory school age who are not in education. As of 1 September 2016, this duty has been expanded. Schools must notify their local authority when they add or remove a pupil’s name from the admissions register at non-standard transitions, such as when a compulsory school-age pupil leaves the school before completing its final year or joins after the beginning of the first year.

The school will notify Plymouth City Council when a pupil is to be removed from the admissions register under the following circumstances:

**Ground A:** The pupil has been registered at another school.

- **Reason:** The pupil is enrolled in a different school without an attendance order in place.

**Ground B:** The pupil has not continued at the school following completion of nursery education.

- **Reason:** The pupil completed nursery education but did not move on to reception or a higher class.

**Ground C:** The pupil is also registered at one or more other schools, and the other schools have agreed to the deletion.

- **Reason:** The pupil is registered at multiple schools, and all agree to the deletion, with no attendance order affecting registration.

**Ground D:** The pupil has a school attendance order which has been changed to name another school.

- **Reason:** The school attendance order has been amended to list a different school.

**Ground E:** The pupil had a school attendance order that has been revoked.

- **Reason:** The local authority revoked the attendance order after confirming suitable educational arrangements elsewhere.

**Ground F:** The parent of a pupil has notified the school in writing that the pupil will be leaving to be educated otherwise than at a school.

- **Reason:** The parent has provided written notification that the pupil will no longer attend and will receive education outside the school system.

**Ground G:** The pupil no longer normally lives a reasonable distance from the school.

- **Reason:** The pupil has moved far away, and the school believes they will not return.

**Ground H:** The pupil has not returned following a leave of absence.

- **Reason:** The pupil was granted leave but failed to return within ten school days, with no reasonable grounds for their absence.

**Ground I:** The pupil has been continually absent from school for 20 school days.

- **Reason:** The pupil has not attended for 20 days without reasonable justification, and efforts to locate them were unsuccessful.

**Ground J:** The pupil is detained under a sentence of detention.

- **Reason:** The pupil is serving a detention sentence, and the school believes they will not return.

**Ground K:** The pupil has died.

- **Reason:** The school has been informed of the pupil's death.

**Ground L:** The pupil will be over compulsory school age and will not continue into the sixth form.

- **Reason:** The pupil will turn 16 before the next school term and will not enrol in the sixth form.

**Ground M:** The pupil is a boarder at a school maintained by a local authority or academy, and their boarding fees have not been paid.

- **Reason:** Boarding fees remain unpaid after the term ends.

**Ground N:** The pupil has ceased to be a pupil at an independent school or non-maintained special school.

- **Reason:** The pupil is no longer enrolled at the independent or non-maintained school.

**Ground O:** The pupil has been permanently excluded from the school.

- **Reason:** The pupil has been permanently excluded, and the outcome of any appeal or review is still pending.

## Appendix 2 - registration codes

<b>Present codes</b>	
/	Present at school for the morning session
\	Present at school for the afternoon session
L	Late arrival before the registered closed at 09:10
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
<b>Absent - leave of absence</b>	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual-registered at another school
C	Leave of absence for exceptional circumstances
<b>Absent - other authorised reasons</b>	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness
E	Suspended or permanently excluded
<b>Absent - unable to attend school because of unavoidable cause</b>	
Q	Unable to attend school because of a lack of access arrangement
Y1	Unable to attend due to transport normally provided not being available

<b>Y2</b>	Unable to attend due to widespread disruption to travel
<b>Y3</b>	Unable to attend due to part of the school premises being closed
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention
<b>Y6</b>	Unable to attend in accordance with public health guidance or law
<b>Y7</b>	Unable to attend because of any other unavoidable cause
<b>Absence - unauthorised absence</b>	
<b>G</b>	Holiday not granted by the school
<b>N</b>	Reason for absence not yet established
<b>O</b>	Absent in other or unknown circumstances
<b>U</b>	Arrived in school after registration closed
<b>Administrative codes</b>	
<b>Z</b>	Prospective pupil not on admission register
<b>#</b>	Planned whole school closure