

# EFFINGHAM

ST TERESA'S • SIXTH FORM

## POLICY FOR ATTENDANCE AND MISSING PUPILS

<b>Policy Area:</b>	Safeguarding
<b>Relevant Statutory Regulations:</b>	<p>ISSR 2014 - Part 3</p> <p>Education Act 1996</p> <p>NMS Part D Standard 8; Part I Standard 20.5</p> <p>Children Act 2004</p> <p><a href="#">Equality Act 2010</a> and the <a href="#">UN Convention on the Rights of the Child</a>.</p> <p>DfE: School Attendance (Pupil Registration) (England) Regulations 2024.</p> <p>DfE: National Framework for issuing penalty notices and reflect changes to the law introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024</p> <p>DfE: Working Together to Safeguard Children 2026</p> <p>DfE: Children missing education Statutory guidance for local authorities August 2024</p> <p>DfE: Working together to improve school attendance August 2024</p> <p>Summary table of responsibilities for school attendance (2024)</p> <p>Mental health issues affecting a pupil's attendance: guidance for schools 2023</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrences ("RIDDOR") 2013</p> <p>DfE: Statutory guidance on children who run away or go missing from home or care, January 2014</p>

	<p>Remote education: guidance for schools (2023)</p> <p>Supporting pupils with medical conditions at school (2017)</p> <p>DfE Keeping Children Safe In Education - KCSIE 2025</p> <p>Annual South West Surrey Inclusion updates:  <a href="mailto:swinclusion.service@surreycc.gov.uk">swinclusion.service@surreycc.gov.uk</a></p> <p>Managing School Attendance – A practice guide for schools Surrey Attendance Service (SAS) Published: July 2024 (Version 1)  Review date: July 2025</p> <p>DfE Independent School Standards, guidance for independent schools 2026</p>
<b>Key Contact Personnel in School</b>	
<b>Nominated Member of Leadership Responsible for the policy:</b>	Deputy Head (Pastoral)
<b>Version:</b>	2026.01
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<b>Date of next review:</b>	01 September 2026

St Teresa’s and the Effingham Sixth Form (the “School”) is committed to safeguarding our pupils and ensuring they are able to benefit from all aspects of their education at school. Please note this policy should be read in conjunction with the Safeguarding and Child Protection Policy. One aspect of this safeguarding is to ensure that all pupils are in their lessons, activities, and boarding areas at the correct times. The following policy outlines procedures that aim to ensure the whereabouts of the pupils are always known and what to do in the event of a pupil going missing during the school day or missing from education. This policy is based upon the school’s legal requirements from Keeping Children Safe in Education (September 2025), Working together to improve school attendance (2024), and Children missing education (2024)

The School expects all pupils on roll to attend every day when the School is in session, provided they are fit and healthy enough to do so. Under the Education (Pupil Registration) (England) Regulations 2006, the governing body is responsible for making sure the School keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

The Deputy Head (Pastoral), who is a member of the Senior Leadership team, is the School’s designated ‘Attendance Champion’ and has lead responsibility for overseeing pupil attendance; they

will provide attendance data and information to The Surrey Attendance Service, Secretary of State and governing Council, where appropriate. They will lead on the implementation of this policy, seeking views from the community as necessary, monitoring efficacy of the School's strategies and provide a formal annual review to governing board.

The School monitors, records, and shares data about pupil attendance as part of its duty to safeguard and protect pupils and promote attendance. The School keeps an attendance record and an admission register which all pupils are placed on. Staff undergo training to allow them to look out for signs which identify students who may go missing from education and procedures to follow. The School recognises regular school attendance correlates directly with success in academic work and provides opportunities for important communication between teachers and pupils. Enabling students to maximise the educational opportunities available to them and become resilient, confident, and competent adults who are able to realise their full potential and make a positive contribution to their community.

The School values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEND. St. Teresa's regularly analyses attendance data, comparing it with national and local benchmarks which is then reported to Governors. This helps the School identify strategies to enhance attendance, both collectively and for individual students. Additionally, the School will examine links between attendance trends and other factors impacting students, ensuring a data-driven approach to improve their overall educational experience. 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 encourages full attendance and informs parents regularly about the importance of ensuring their child is present at School. Every instance of a pupil's whereabouts being unknown and giving cause for concern varies and the guidelines outlined below are adapted to each situation. The pupil's age, their emotional state and the time of day influence what action to take.

When abduction is suspected, the situation will be referred to the Police immediately as a criminal matter. The School recognises that the Police are more likely to respond if any of the following conditions are obtained:

- Pupil is under the age of 14;
- Pupil is in an emotional or depressed state of mind;
- Unusual behaviour prior to disappearance;
- Pupil needs essential medicine or treatment;
- Suspicion of abduction;
- Suspicion of self-harm/suicide;
- Involvement in a violent confrontation prior to disappearance; and/or
- Previously disappeared and suffered, or was exposed to, harm whilst missing.

## **INFORMATION**

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A child **absent** from education is a child not at a place where they are expected or required to be. Pupils who are persistently absent (absent repeatedly and/or for prolonged periods). A child absent from education is at risk of becoming a child missing education.

A child **missing** education is a child aged 5 to 16 not on a school roll and not being educated elsewhere.

Children absent from education and children missing education can be vital warning signs of safeguarding issues. Being absent from education or missing education:

- Are potential indicators of abuse or neglect
- Leaves children more vulnerable to other safeguarding issues (such as becoming a victim of harm, sexual or criminal exploitation, or radicalisation)
- Can indicate mental health problems
- Can indicate risk of substance abuse, travel to conflict zones, female genital mutilation, 'honour'-based abuse or forced marriage

The register must record whether a pupil was:

- Present;
- Absent;
- Not expected to be in School (Post-16; non-compulsory school age only)

As we are a boarding school, we also have some bespoke code to indicate a child is physically on site, so to be accounted for in the instance e.g. of a fire, but that they will not be expected to attend lessons i.e. "HB" when a pupil is in the Medical Centre or Boarding poorly and unable to attend school, but on site, or "SL" when a pupil is in a supervised lesson such as LAMDA, or Music lesson.

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. The decision as to whether an absence is authorised or unauthorised rests solely with the School and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

**Authorised absence:** When a pupil is away from school, the School has received notification from a parent or guardian, and the School has granted permission for the absence.

**Unauthorised absence:** When a pupil is away from school without the permission of the School.

## **ATTENDANCE DURING THE SCHOOL DAY**

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Parents are responsible for making sure their children come to and are delivered to the School safely. Registration takes place at the beginning of the school day, after lunch (Prep School) and for senior school at the beginning of each lesson. The registration process is electronic (see the relevant pages in the staff handbook for instructions). Registration also takes place for lunch and after school activities.

Pupils arriving after these times report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L'). Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Pupils absent from morning registration will be identified by the registration documents on the School MIS. It is the parents' responsibility to contact the School by 9am on the first day their child is absent. Parents should complete the school [absence form](#) or email [absence@st-teresas.com](mailto:absence@st-teresas.com).

A more detailed explanation of absence categories and attendance codes from the DfE Working together to improve school attendance (2024 pages 55-65) can be found in the Admission and Attendance Registers Procedures (Appendix A)

Registers are a legal record. Attendance data is stored in our electronic database and backed up every day. Data is retained for a period of six years. Where amendments are made to the registers, the School will ensure that the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment.

### **When a Day Pupil Does Not Arrive at School**

The Attendance Officer should, after the closing of the registers at 8.45am be alerted to any pupils missing. Before 9am, the absence form responses and any emails will be checked and if no clarity of the pupil's whereabouts is obtained:

- Follow up with the School Nurse as to whether the pupil is in the Medical Centre/in bed/out of School with permission, and with pupil's Head of Year ("HoY") to see if they have knowledge of the pupil's whereabouts.
- Period 1 registers will be checked.
- Phone home to check the pupil's whereabouts and alert HoY if parents are uncontactable.
- Ask friends of pupil whether they know or have made contact with the pupil. Ask them to call if necessary.
- Continue to make attempts to contact emergency contacts and relevant guardians.
- Inform HOY if still unable to contact and firmly ascertain the pupils' whereabouts.
- If recurrent absence, consider notifying the local authority at the earliest opportunity.

If a pupil is missing from school, action should be taken to ascertain her whereabouts following the guidance below.

#### **Procedure for finding a missing pupil who has been on site (Prep and Senior)**

A pupil is required to inform her teacher in advance if she is to be absent due to individual music, learning support, sport lessons. There will be a note in the diary, or email, if the parents have given prior notice of an absence.

If a pupil is missing from a lesson without a valid reason, the teacher concerned should report this immediately to a member of the SLT and, in the senior school, the pupil's Head of Year or email [missingpupil@st-teresas.com](mailto:missingpupil@st-teresas.com) so any member of staff on duty is alerted to the absence.

A teacher should ask a pupil's peers if they know of the missing pupil's whereabouts without causing panic. Any information needs to be verified.

The time will be noted and checks will be made to see if the pupil is at:

- All those on duty on the missing pupil email with a radio turn to channel 1, so that we can communicate next steps
- Individual music, learning support, sport lesson, medical appointment, in medical centre, in changing areas or in boarding areas. Checking the Supervised lesson register mailbox.
- Trip and fixture lists will be double checked.
- HoY will search emails for any notification from parents.
- Staff leading the response will instigate a search of the premises/grounds and keep staff informed via agreed radio channel.

If the pupil still cannot be located the Head will be informed and a fire alarm will be sounded to bring the whole school together and 'flush out' the pupil.

If the pupil has still not been located within 30 minutes, contact parents to see if they know the pupil's whereabouts and/or report the pupil missing and explain what steps have been taken and next steps.

At this point:

- The Senior member of staff on site will follow the advice given by the Police.
- The Head will inform the Chair of Governors.
- The Insurers will be informed by the Director of Finance
- If the pupil is injured, a report would be made under RIDDOR to the HSE by the Nursing staff.

Once the pupil is found, prior to reintegration, they and, if appropriate, their parents will be spoken to by either the Deputy Head Pastoral or Head to discuss the reason for the absence.

The decision will be made at that meeting as to whether the pupil is fit to return immediately to the School or if further action may be needed to deal with the issue which initiated this sudden departure. Help will be offered to the pupil, depending on the circumstance of her absence.

A full record of all activities taken up to the stage at which the pupil was found will be made for the incident report. If appropriate, procedures will be adjusted.

## **BOARDING**

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Boarding Staff are responsible for knowing the whereabouts of all the children in their care when on duty. In addition to the registration times during the school day, Boarders are registered by Boarding Staff at the following times and a record is kept on the appropriate register.

- Breakfast
- Lunch (weekends only)
- After school registration
- Supper
- Bedtime

In the evening, the nighttime lock-up routine of the main building is carried out by the School Staff but Boarding Staff should double check that the relevant doors in their area are locked and/or alarmed at night once all girls have been accounted for and before retiring to bed.

Boarders must be checked by informal 'patrols' particularly during the evenings and at weekends. A special note should be kept of any flexi-boarders.

Boarders should sign out in the Boarding Office/Magdalen Reception (Sixth Form) if they are leaving the School site at any time (apart from school trips, matches etc.)

Boarders should notify a member of the Boarding Staff if they wish to use any of the School facilities (art/music/sports) or visit a friend in one of the other boarding areas.

If a boarder cannot be found or there is reason to believe she may have gone missing then:

- check the Day Book carefully for notes/message which may be relevant
- check the details of any trips/matches
- check the signing in/out sheets in the house
- ring her mobile – if she is on site she may not have reception but it is always worth a try. Call using WhatsApp on boarding mobile
- Check with Reception/Prep School (if before 6pm) to ascertain whether the pupil was registered as being in school – many weekly/flexi-boarders forget to inform boarding if they are absent. In the senior school the staff can check the electronic register for information.
- Check with peers about known whereabouts, identify when the pupil was last seen
- Check their bedroom for signs of packing etc.
- Check for communication with parents and guardians
- Consider the emotional state of the pupil

If the pupil has still not been located, enlist the help of another member of staff or reliable girl who is able to wait in a central location whilst a search is carried out. Given the layout of the buildings it is highly likely that the search route may not cross with that of the 'missing' girl who could in fact be in the house – the 'stationary helper' may find them first.

- check everywhere in the house
- check the bathrooms & bedrooms AGAIN
- ask her friends but be careful not to arouse concern
- ring staff in the other boarding areas
- ring art/music/sports hall or send reliable pupils to check these areas

If the search is unsuccessful, inform the Head of Boarding or Senior Member of Staff on Duty who will then help co-ordinate further searches and sound a fire alarm in an attempt to 'flush out' the missing pupil.

If still unsuccessful the Head of Boarding or Head will contact the police and inform the parents and guardians.

If the pupil's whereabouts are still unknown the DSL will support the Head of Boarding to contact the Police and C-SPA. The School would cooperate fully with any Police advice/investigation and any safeguarding investigation by Social Care.

- The Head to inform the Chair of Governors.
- The Insurers would be informed by Director of Finance
- If the pupil is injured, a report would be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the pupil was found will be made for the incident report. If appropriate, procedures will be adjusted.

It is expected that UKVI sponsored students will not drop below 80% attendance or miss 10 consecutive days of unauthorised absence. If any attendance reaches these levels the Deputy Head (Pastoral) will assess the reasons for the absence and, if necessary, report in line with sponsor guidance via the sponsorship management system.

Pupils who attend the School under a Child Student Visa must inform the School of travel details (including details of their transport arrangements from the airport to School) and accommodation plans for all Short/Long breaks from school and end of terms as well as the details of any additional time away from School e.g. Weekend Leaves. This information will be recorded centrally. Pupils, parents, and pastoral teams are reminded of this procedure at regular intervals.

From 1 January 2021, EU pupils who join the School who do not have settled/pre-settled status are required to follow additional rules regarding attendance, travel, and Exeats. From July 2021 all EU pupils who do not have settled/pre-settled status (including those who joined the School prior to January 2021) are required to comply with new government regulations. The School will communicate the requirements to pupils and parents as appropriate.

## **EDUCATIONAL VISITS**

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When on an educational visit outside the School environment staff will ensure they take precautions to ensure the safety of all pupils in accordance with the School's Educational Visits and School Trips Policy and refer to the individual Risk Assessment prepared for that trip. Staff also have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to act in an emergency and to take lifesaving action in an extreme situation. Parents will be notified within 30 minutes if the pupil is deemed to be missing and the Police will be notified within the hour.

If a pupil goes missing on a trip the following action will be taken:

- The Trip Leader will take an immediate head count to ensure that all other pupils are present.
- Lead member of staff will (or instruct another member of staff to) call the pupil's mobile.
- If the pupil is not answering their mobile phone, the Trip Leader will check with close friends to see if they know the whereabouts of the missing pupil and if they can locate/contact them.
- If pupil is still missing the lead member of staff will instruct a search of the immediate vicinity.
- If the pupil is still not found the remaining pupils will be taken back to the School where appropriate or to the base in which the trip is located whilst the lead member of staff will remain in situ. In certain circumstances it may be appropriate for this to be delegated to another, suitably experienced, member of staff.
- At this point, the Lead member of staff will inform the DSL by mobile phone. If uncontactable then the Duty SLT member.
- Duty SLT member to inform the Head.
- Lead member of staff (or designate) to contact the venue manager and arrange a wider search, if appropriate.
- If the pupil has still not been located, the DSL is to contact parents to see if they know the pupil's whereabouts and/or report the pupil missing and explain what steps have been taken and next steps.
- If the pupil's whereabouts are still unknown DSL to contact the Police and C-SPA.
- The School would cooperate fully with any Police advice/investigation and any safeguarding investigation by Social Care.
- The Head will inform the Chair of Governors.
- The Insurers will be informed by the Director of Finance.
- If the pupil is injured, a report will be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the pupil was found will be made for the incident report. If appropriate, procedures will be adjusted.

### **Action to be Followed After the Pupil is Found**

- Talk to, take care of and, if necessary, comfort the pupil.
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing and to ensure they are safe and secure.
- Media queries should be referred to the Director of Marketing, who will liaise with the Head.
- The investigation should involve all concerned providing written statements.
- If disciplinary action is required this must involve consultation with the Head.
- Ensure all parents and relevant parties know that the pupil has been found.
- A timeline report should be written up about what happened, how the situation was managed and the outcome. The report should be detailed covering time, place, numbers of staff and pupils, when the pupil was last seen, what appeared to have happened, the purpose of the outing, the length of time that the pupil was missing and how she appeared to have gone missing, lessons for the future.
- The Head will review the reasons for the event happening and make any necessary amendments to School procedures.

### **PUPIL NOT COLLECTED FROM SCHOOL**

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- If prior to 6pm Reception will phone parents/ guardian to ascertain what time the designated adult will be at School. Thereafter, the Boarding staff on duty will support the pupil and attempt to make contact with parents/ guardians.
- A Member of staff to stay in School with pupil until collected by designated adult (or delegate to a residential member of staff with seniority).
- Member of staff to hand pupil over to designated adult.
- If no-one is available to collect the pupil a member of SLT will be informed.
- The member of SLT will contact parents/guardians to explain the seriousness of the issue and that should no collection time be agreed the School would have to contact the Local Safeguarding Team.
- If a pickup time is agreed the SLT/ designated adult will wait with the pupil until handed over to designated adult.
- If a time is not agreed the SLT/ designated adult will inform the Head and contact the C-SPA. Boarding will provide an emergency safe place for a pupils where possible.

### **MISSING FROM HOME**

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When a child goes missing or runs away they are at risk. Safeguarding children therefore includes protecting them from this risk. Local authorities are responsible for protecting children whether they go missing from their family home or another venue, however, the School will offer its full support in assisting enquiries to find the pupil.

- The lead person in local authority or police will speak with the DSL and discuss the instances surrounding the pupil going missing.
- The School will co-operate allowing access to pupils within the pupil's friendship group, aiming to access as much information as possible.

- If the parents decide to allow the press to appeal for the whereabouts of the pupil, the DSL will inform all staff and ensure that the guidelines on speaking to the press are expressed.
- The Head will manage all communications on behalf of the School – in consultation with SLT and the Director of Marketing
- The Head will inform the Chair of Governors.
- The Insurers will be informed.
- Director of Marketing will be informed by SLT, and in consultation a decision made over when to inform the Parent body
- Safe and well checks are carried out by the police as soon as possible after a child reported as missing has been found. Their purpose is to check for any indications that the child has suffered harm, where and with whom they have been, and to give them an opportunity to disclose any offending by or against them
- Repeatedly going missing should not be viewed as a normal pattern of behaviour. For example, repeat episodes of a child going missing can indicate sexual exploitation.
- If a child has run away two or more times, local authorities should ensure a discussion is held, either with the child, their family or both, to offer further support and guidance. Actions following earlier incidents will be reviewed and alternative strategies considered.

## Follow Up

When the pupil returns to School it is vital that the pupil is given appropriate support. This may involve the Pastoral Support team. If disciplinary action is required this must involve consultation with the Head. Ensure all parents and relevant parties know that the pupil has been found. A timeline report will be written up about what happened, how the situation was managed and the outcome.

## ABSENCE

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### Requests for leave of absence

Parents are issued with an attendance leaflet to help explain the importance of attending school and the process they need to adhere to. A parent's explanation, a letter or telephone message does not in itself authorise an absence. Absences will only be authorised if an explanation is received and agreed by the School.

Term dates are published in advance in order that parents can arrange holidays and family activities without disrupting their child's education. The School therefore expect pupils to arrive punctually on the first day of term and not to leave School before the end of term. It is the School's policy not to allow holiday to be taken during term unless there are exceptional circumstances.

**Parents are requested to note that pupils are required to attend a number of events that occur after the normal School day or on Saturdays. These compulsory events are advertised in advance.**

The following reasons are examples of absence that will not normally be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill

- Oversleeping
- Confusion over school dates
- Medical/dental appointments of more than half a day without particularly good reasons,
- Child's/family birthday
- Family holidays
- Travelling during term time

### **Authorisation of absence: up to one day**

Absence can be authorised by the relevant HoY or Deputy Head Pastoral for:

- interviews
- careers courses etc. connected with a pupil's future,
- participation in representative games and activities.
- unavoidable doctors' and dentists' appointments. Whenever possible these should be arranged after the School day, at weekends or during the School holidays.

### **Authorisation of absence: absence of more than one day**

Only the Head can authorise absence of more than one consecutive day.

Requests for leave of absence on compassionate grounds or in exceptional family circumstances should be made in writing to the Head.

Where there is doubt, the Head, on behalf of the governing body, should take a consistent approach. **The absence must be absolutely unavoidable.**

If absences are not authorised, parents will be notified.

### **Medical long-term absence**

Parents are asked to use their discretion but the School retains the right to ask for medical evidence if a pupil is judged to have excessive illness.

When a pupil has an illness or injury that means a pupil will be away from school for over five days, the School will do all it can to send material home, so that the pupil can keep up with their school work. After five consecutive days' absence, a doctor's note or in the case of absence due to mental health conditions communication with e.g. Psychologists must be provided. Supporting Pupils with Medical Conditions Policy offers greater guidance on our support and monitoring of the pupil.

If the absence is likely to continue for an extended period, or be a repeated absence, the School reserves the right to contact the support services, so that arrangements can be made for the pupil to be given some tuition outside School.

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.

## **Study leave**

Pupils will be granted study leave during public exams. During this time, pupils will be expected to sign in and out at reception. Pupils are only allowed to take study leave that has been agreed with the School and their parents.

## **Boarders**

**Term dates are published over a year in advance in order that flights can be booked without disrupting a pupil's education. The School therefore expects all pupils to arrive punctually on the first day of term, and not to leave School before the last day of term.**

All pupils who board are cared for by House staff, who are responsible for the pupils during term-time, including ensuring that they are safely occupied outside normal school hours.

The School expects pupils to 'sign out' when they leave the School and 'sign in' on return. This is to ensure that the School always knows the whereabouts of the pupils during term time when they are under the School's care. Boarders also sign in for supper and are checked in at bedtime to ensure all pupils are accounted for.

The School expects the pupils to live with their parents or their guardian when they are away from School during exeats and half terms (see Educational Guardian Policy). Permission must be sought from the pupil's Housemistress if a pupil is invited to stay with another family. The House staff will liaise with both families. Permission forms are gathered to ensure that the School has a clear picture of who is taking responsibility for a pupil when they are away from School.

If a pupil is taken ill and will not be returning on time parents or guardians must inform the School. The School will always telephone the home if the pupil is more than three hours late in returning from a weekend.

## **Sixth Form attendance privileges**

Sixth Form pupils are expected to attend the full school day. However, as befits their increasing responsibility and independence, they may be granted a number of unique privileges. These privileges are given at the discretion of the School and will be removed should there be any academic or pastoral concerns.

Written permission must be provided by home and agreed by the Head of Sixth Form.

Any pupil leaving site **must** sign out with their Sixth Form staff and/or at reception. On their return pupils must also sign in. Failure to do this will be treated according to the Pupil Code of Conduct Policy.

## **After School**

Any Day Pupil remaining in School after 16:15 should either be in a Co-Curricular club or Day Girls study. When they leave they must remember to sign out using the Sign In portal.

All Co-Curricular clubs must take a register of attendees and pupils are registered at their prep sessions – not sure this is done in the case of clubs.

## **ATTENDANCE CONCERNS**

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In the case of prolonged and persistent absence where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the School and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name from the admission register. The School will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

The School will inform, and consult with, the Education Welfare office/the local authority with regard to any pupil who fails to attend school for an extended period of time. Persistent absence is when a pupil enrolment's overall absence equates to 10% or more of their possible sessions. Severe absence is when a pupil enrolment's overall absence equates to 50% or more of their possible sessions. Educational Neglect is recognised when a pupil's attendance has dropped below 20% and C-SPA and the Educational Welfare Officers and Attendance Advice and Intervention Officer (AAIO) will have to be informed, they will then work with the families to come up with plans for improving attendance. Form teachers and Class teachers monitor attendance weekly and will identify any pupils they are concerned about to the Head of Year/SLT.

The Attendance Register is monitored regularly by the Deputy Head Pastoral Senior, Head of Prep and Designated Safeguarding Team, and discussed at least every half term with the Heads of Year/SLT and Senior Nurse. The parents of pupils, whose attendance falls below 85%, will be written to outlining their responsibility, action to be taken and the involvement of the local authority will be necessary.

The standard expected attendance is 95%. Attendance data is recorded on Full reports to notify parents and low attendance is commented on by Heads of Year as required. Scrutiny of attendance data may lead to parents/guardians being notified of their daughter's percentage attendance more regularly.

If a pupil is absent for a continuous period of 10 school days or more, without parental notification or supporting medical evidence, Surrey Safeguarding Children's Board will be notified.

The School recognises that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. The School also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children. The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and students
- Attendance contracts/ report cards
- Referrals to support agencies

- Learning/ Peer mentors
- Friendship groups
- PSHE
- Reward systems
- Time limited part time timetables
- Additional learning support
- Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

### **Removing pupil from the Admissions register:**

The main reasons pupils may be deleted from the register are if they:

- have been taken out of school by their parent
- cease to attend school
- certified by **medical authority** that they are not fit to attend school

When a pupil leaves the School before the end of the final day of term in the Upper Sixth, the following action will be taken by the School:

- Determine with the pupil/parents the next school which will be attended.
- Make contact with the next school to determine that the pupil is intending to start there and that there is an agreed/official start date.
- Transfer all relevant information to the next school (including any safeguarding records).

Should the next school not yet be determined the School will:

- Ask parents to inform the School when a new school has been chosen/allocated.
- If there is a significant period of time between a pupil leaving and the next School being determined (10 school days) then the DSL will inform the Local Authority in which the pupil resides.

The School informs the Local Authority when any pupil leaves (or joins) the School at non-standard transition times. Further details are set out in the Admissions and Registers Procedures Policy

If a pupil is removed from the Admissions register, the Deputy Head (Pastoral) Senior or Head of Prep will inform the local authority passing on any information they have about where the pupil is now being educated. This should be done when the above requirements are met and before the removal date.

Refer to the Admissions and Registers Procedures (See Appendix A) and Child Missing Education Policy documents for further details.

Created 08/09 LF/HV

Revised JE 08/11, Revised HV/JE/VL 01/12, Revised JE/VL 01/14, Revised JE/ VL28/8/2015, Revised JE 15/02/16, Revised VL SR 15/2/17, Reviewed VL SR 4/2/19, Reviewed and Updated VLO SRA 28/10/20 JME 01/11/2020, VLO 08/08/2021 VLO3/09/2022. Reviewed and Updated RWH CMS 19/01/2024, Reviewed and Updated September 2024, Reviewed and Updated May 2025, Reviewed and Updated RWH, SFI, SRA September 2025

Next Review: September 2026

## APPENDIX A

### I Admissions and Registration Procedures

#### I.1 Introduction

This outlines the procedures that The School School uses to maintain their admissions and attendance registers within the school. It is based upon the guidance given in Keeping Children Safe in Education September 2025, DfE Working together to improve school attendance (2024) and Missing from Education (2016). Attention is directed to Appendix B of this document for the DfE Statutory Attendance codes.

The School has a legal responsibility for taking and maintaining an accurate Attendance Register of all pupils as outlined in the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). Additionally, Standard 20.5 of the [National Minimum Standards for Boarding Schools 2022](#), places a legal requirement on staff knowing the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

For the Attendance Register, all pupils (including boarders) are registered twice during the school day, Monday to Friday: once at the beginning of the morning session, which closes at 8:40am and once at the beginning of the afternoon session, which closes at 2:55pm. Every entry in the Attendance Register must be preserved for a period of six years after the date on which the entry was made. If, at the time the Attendance Register is taken, a pupil's absence is recorded using the code 'N' reasonable steps must be taken to establish the circumstances of the pupil's absence and the register must be amended within five school days. The School Office will coordinate this process with Tutors, Heads of Year, Heads of Section and Housemistresses, as necessary.

This policy is also linked to:

- Safeguarding and Child Protection Policy
- Children Missing from Education
- Effingham Schools Trust Admissions Policy
- Attendance and Missing Pupil Policy
- Supporting Pupils with Medical Conditions

### 2 Admissions and attendance registers

The School keeps two registers of pupils:

1. The admissions register, which records the personal details of every pupil at the School. This information is held on iSAMS.
2. The attendance registers which record every pupil's attendance at every session which the School is open to pupils. This information is also held on iSAMS.

Pupils may be absent for a variety of reasons that are personal to them and give no cause for concern; however, some absences are an indicator of wider needs which must be addressed. The School identifies how these absences are addressed in the Attendance and Missing pupil Policy and Children Missing from Education Policy.

### 3 Admissions Register

The admissions register includes the following:

- The pupil's full name
- The pupil's sex
- The pupil's date of birth (dd/mm/yyyy)
- The day, month, and year of admission to the School (Starting date at St Teresa's or Effingham Sixth Form)
- The name and address of the school the pupil last attended (if applicable)
- Whether the pupil is a day student or a boarder (full, weekly or flexi)
- The name, address and telephone number of parents/carers and guardians . . .  
Two contacts will be sought for each pupil
- The pupil's address and telephone number of where they are living

We may keep additional information which improves our ability to care for a child and the ability to communicate with parents/carers and guardians. Parents/carers and guardians are asked to inform us of any changes when they occur.

When parents notify the School that the pupil will live at another address, The School will record in the admissions register:

- Full name of the parents/carer or guardian with whom the pupil will live
- The new address; and the date from which the pupil will live at this address

### 4 Deletions from the Admissions Register

Pupils may be deleted from the admissions register if they meet any of the 125 grounds set out in the education (pupil registration) (England) (Regulations 2006). Below are examples of the circumstances for deletion:

- Death of a pupil
- Transfer to another school
- Pupil withdrawn to be educated outside of the school system
- Failure to return when expected after the School has tried to locate the pupil
- A medical condition that prevents a return to school
- After 20 days continuous absence where the School has tried to locate the pupil

All deletions will be notified to the Local Authority within 5 days. A child who is permanently excluded may not be deleted from the register until the appeals process has been exhausted.

Pupils may not be deleted from the attendance register until they have been deleted from the Admissions Register (iSAMS).

A pupil will only be removed from the register **only when** the School has failed to establish their whereabouts, after making 'reasonable enquiries', **jointly with the LA**, to locate them. This only applies if we don't have reasonable grounds to believe that the pupil is unable to attend because of sickness or another unavoidable cause.

The School **must** make 'reasonable' enquiries when the whereabouts of a child are unclear or unknown; these might include completing and recording **1 or more** of the following:

- Contacting parents, relatives and neighbours using known contact details
- Checking local databases within the LA, or the DfE's Key to Success or school2school systems
- Following local information sharing arrangements, making enquiries to:
  - Other local databases and agencies
  - Agencies known to be involved with the family
- Checking with UK Visas and Immigration and/or the Border Force
- Checking with the LA and school from which your pupil moved from originally, or any past LAs or schools that have educated the pupil
- Checking with the LA where the pupil lives, if it's different from the one where the school is
- In the case of children of service personnel, checking with the Ministry of Defence [Children's Education Advisory Service](#)
- Conducting a home visit, following own policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives

If we still aren't able to locate a pupil (and neither can your LA), Surrey can remove them from your register.

## 5 Additions to the Admissions Register

Any pupil starting the school must be added to the admissions register at the beginning of their first day. All additions will be notified to the Local Authority within 5 days.

## 6 Amending registers

The admissions register can be changed if:

- There is an error
- Details have changed e.g., address

Whenever a change is made to either register, both the original entry and the amendment must be clearly distinguishable. Registers must show the reason for the change, the date the change was made and who made it.

Printouts are taken of the electronic register termly and hand annotated to show any changes made during the term.

## 7 Notifying the LEA

If any pupils leave the School, the School will notify the local education authority in writing within 5 working days. The same happens with all pupils who are added to the school admissions register.

The School will provide the local education authority with all the information held in the admissions register about the pupil. The school will provide a Common Transfer File (CTF) to the local authority.

In addition, the School will inform the local education authority of any pupil who is absent for more than 10 days without a good reason (i.e., the absence is unauthorised). We must also inform the local authority of pupils with patterns of unauthorised absence. Further details can be found in the Attendance and Missing Children Policy.

## Attendance Registers

All pupils on the admissions register are automatically placed on the attendance register on the date of commencement.

The School believe that the most effective way of minimising the adverse effect that absence has on a pupil's attainment is to prevent all unnecessary absence and, where the absence is unavoidable, to help children to catch up the work they missed. We have a significant role to play in identifying pupils who might need additional support or who have poor attendance records.

The first registration takes place with form tutors/classroom teachers at 08:30 Prep School and 08:35 Senior School.

A second registration takes place in the afternoon at 13:20 in the Prep School and at 14:15 in the Senior School.

We use the national attendance codes to record attendance and absence and help to ensure consistency in the treatment and recording of attendance and absence. A copy of these codes is provided in Appendix B.

All details should be recorded in the class/form group's register on iSAMS and notes kept as to whether the absence is authorised or unauthorised. Unauthorised absences include holidays or days off that are not sanctioned by the School. We ask parents to provide us with confirmation of the reasons for their child's absence.

The online registers are printed out at the end of each month and kept in the Admin office for three years then archived for 7 years.

## 8 Notifying absence

Parents are asked to complete our [absence form](#) or email ([absence@st-teresas.com](mailto:absence@st-teresas.com)) the School as soon as possible (the School office is open from 08:00 each weekday) and before 9am on every day of absence if their daughter is unwell and unable to attend school.

If their daughter is going to be absent for some time, regular contact is essential to ensure that all appropriate support from the School is available.

## **Illness**

Where we accept that a pupil is ill we will authorise the absence. We reserve the right to challenge parents' statements about pupil absence or seek additional evidence if we have any concerns. This evidence may be an appointment card rather than a Doctor's note. If we have concerns we will invite parents to school to discuss our concerns. Please refer to our 'Unable to attend School for a Medical Reason Policy' and Supporting Pupils with Medical Conditions Policy.

## **Medical/Dental Appointments**

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, parents should give the School 24hrs notice of the absence, with evidence of the appointment submitted on the [absence form](#). Parents are reminded where possible pupils should attend school for part of the day.

## **Religious Observance**

We will authorise absence that is due to religious observance.

## **Study Leave**

Study leave may be granted for Year 11/13 pupils approaching GCSE/A Level examinations. The School will offer in-school study programmes during this period to reduce absence levels.

## **Interviews**

Pupils who must attend interviews for their prospective schools and post-18 options (university, apprenticeships, work) will have an authorised absence recorded. Interviews for part-time jobs do not fit into this category and should be arranged outside school hours.

### **8.1 Unavoidable absence**

A pupil's absence may be unavoidable due to individual circumstances, such as:

- A catastrophic event at their own home (e.g., parents' car broke down)
- Flight delays when returning from abroad

### **Leave of absence**

Leave of absence can only be granted in exceptional circumstances by the Head only. We respond to all requests for a leave of absence in writing/email giving the reasons for our decision. Request should state:

- The expected date of return
- That the parents are expected to contact the school if anything delays the pupil from returning to school by the expected date
- What action will be taken if the child fails to return when expected

- The absence confirmation will be emailed to [absence@st-teresas.com](mailto:absence@st-teresas.com) and reception will record the absence in the School's attendance diary.

### **Partial or forced closure**

When the Head decides to close all or part of the school.

### **Unexpected and unexplained absence**

Whenever pupils are absent from school and their parents have not told the school the reason for the absence we will mark the absence as unauthorised. We can change the mark later if a satisfactory explanation is provided.

## **9 Registration Period**

The register should be taken at the start of the morning and afternoon sessions. Any pupil arriving after the register has been taken but before the end of the registration period should be entered as late (L).

### **Monitoring attendance through the day**

Teachers should report absentees from lessons to the school office (Prep School) or Reception by email in the Senior School so that the pupil can be located.

### **Amending Attendance registers**

There are only three occasions when the attendance register can be altered:

- If an error has been made e.g.: the wrong code was used
- If an unexplained absence has since been explained
- If the child's name is legally changed

## **10 Roles and Responsibilities**

The School believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, students, and the wider school community.

As such, the **Governing Body** will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Regularly review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with.
- Agree school attendance targets and, where appropriate, link these to the Performance Management of Senior Leadership within the school.
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time.
- Ensure that there is a named senior manager to lead on attendance.

- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

The **Senior Leadership Team** will:

- Actively promote the importance and value of good attendance to students and their parents. Form positive relationships with students and parents.
- Ensure that there is a whole school approach which reinforces good school attendance. For example, good teaching and learning experiences that encourage students to attend and achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- Ensure that staff are aware of the Attendance Policy and are able to address attendance issues. Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with.
- Ensure that there is a named member of SLT to lead on attendance and allocate sufficient time and resource. The Deputy Head (Pastoral), who is a member of the Senior Leadership team, is the School's designated 'Attendance Champion' and has lead responsibility for overseeing pupil attendance; they will provide attendance data and information to the relevant Local Authority, Secretary of State, and governing Council, where appropriate.
- Report the school's attendance and related issues through termly reporting to the Governing Body.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that all the above priorities are shared with and reinforced by all relevant school staff. Develop a multi-agency response to improve attendance and support students and their families.
- Use the standard documents to support a move to legal proceedings should that be necessary.

**Attendance Champion:**

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers

**Parents will be asked to:**

- Talk to their child about school and education. Take a positive interest in their child's work and educational progress.
- Instill the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Using the [absence form](#) to notify the school in a timely manner.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists, etc. outside of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to become involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bedtimes, homework, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head in sufficient time.

**The Head of Year will:**

- Support reception in endeavouring to contact a parent or guardian at the earliest opportunity if an absence is unexpected
- Support reception to confirm whereabouts of an absent pupil
- Ensure teaching staff are made aware of any pupil absence where work needs to be sent home
- Ensure unauthorised absence is followed up
- Track attendance and lateness records
- Examine attendance figures and will identify all pupils whose attendance/ punctuality has dropped below 95%
- Liaise with parents using attendance contracts and support programmes to encourage improved attendance where needed.

**Form tutors will:**

- Complete a register at the beginning of each morning.
- Tutors mark pupils as present, absent or late; a teacher can only mark as present a pupil that they have seen;
- Notify Head of Year ("HoY") of any known/planned absences (via the [absence@st-teresas.com](mailto:absence@st-teresas.com) with the pupil's name in the subject line).

**All Teachers will:**

- Mark attendance in all lessons, period 5 registration will be recognized as PM registration session in the Senior School
- All staff will be vigilant if a pupil is missing from their lesson

## 11 Backup

The admissions register is on the school network requiring a password to access iSAMS. All staff have read-only access. Only administrators can alter the admissions registers. Attendance registers are kept in the School Office.

iSAMS is backed up regularly in order to ensure that we would recover quickly from any system failure.

The admissions and attendance registers are backed up every month. A printout is kept in a file as well as an electronic copy placed in the safe. This is done by the Head's PA (Senior School) and School Administrator (Prep School).

Printouts of the Admissions registers are done termly and kept in the Admissions Office.

## 12 Information Sharing, Record Keeping and Confidentiality

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-familial harms).

Where a pupil has not returned from a period of leave or has had a continuous period of absence, the School, together with the Local Authority, may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the pupil is.

The School is legally required to share information with the local authority, UKVI and Secretary of State. All records created in accordance with this policy are managed in line with the School's Data Management and Retention Policy and Privacy Notices.

## 13 Inspections

School Inspectors may choose to examine our registers. The school will allow them access to both electronic and manual registers upon request. There is no limit to the size of an extract that a Schools Inspector or local authority officer may take.

However, they are bound by a duty of confidentiality and legislation not to share the information improperly or with inappropriate people. Extracts could be used as evidence in a prosecution, for example.

The Safeguarding Governor will inspect both registers annually. This will be done in conjunction with the school's compliance officer.

## 14 UK Visas and Immigration department

When visas are issued to students to study at a school in the UK there is a reasonable expectation that the student will attend the school when it is in session. We have a responsibility to inform UK Visas and Immigration of periods of extended absence from school and must comply with any request for information from the Border Agency on a pupil's attendance.

## I5 Policy Monitoring

Create: September 2017 VL JE NM CDP KJ AN Reviewed and Updated: VL SRR 20 September 2018 Updated: VLO 26 March 2020

Amended: CPD VLO KJO 2 November 2020

Amended: VLO 1 September 2021 due to COVID changes. Amended and Reviewed: VLO ACH RNO KJO 8 February 2023

Amended and Reviewed: RWH, CMS 21 January 2024

Amended and Reviewed: RWH, CMS September 2024

Amended and Reviewed: RWH, Updates following DfE updates March 2025

Amended and Reviewed: RWH, September 2025

Amended and Reviewed: RWH, April 2026

Next review: September 2026 (Unless guidance changes sooner)

## **Appendix B: Attendance Codes**

In line with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#), updated registration codes come into effect for the beginning of the 2024-25 academic year. The codes highlighted in green are the only codes that need to be used by Tutors and teaching staff when completing the Attendance Registers (for the morning and afternoon registration periods) and lesson registers. Other codes may be entered as required by the School Office, Pastoral staff, or member of SLT as required and once the reason for a pupil absence is known.

A report on each of the codes is written for the Attendance Advice and Intervention Officer (AAIO) each year.

The following codes are taken from the DfE's [guidance on school attendance](#)

Code	Definition	Scenario
<b>Present codes</b>		
/	Present (am)	Pupil is present during the morning registration period
\	Present (pm)	Pupil is present during the afternoon registration period
L	Late arrival	
<b>Attending a place other than the School</b>		
K*	Attending education provision arranged by the local authority	Pupil is attending a place other than St Teresa's or Effingham Sixth Form for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/ trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B*	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The B code cannot be used for pupils who are receiving online learning within the home. The School will ensure "appropriate measures have been taken to safeguard the pupil."
D	Dual Registration	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
CI	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the School
M	Medical/dental appointment	Pupil is at a medical or dental appointment. Evidenced on the Absence notification form
Jl	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study Leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend e.g. our Year 14 students
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other Absent – other authorised reasons</b>		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national, or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the School is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> </ul> Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the School would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent - Unauthorised		
N	Reason for absence not yet established	Reason for absence has not been established before the register closes (8:55am and 2:30pm)
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the School
O	Absent in other or unknown circumstances	No reason for absence has been established, or the School isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative Codes		
Z	Prospective pupil not on admission register	Pupil has not yet joined the School, but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays
Internal Codes - the following context-specific codes may also be used in St Teresa's and Effingham Sixth Form attendance registers		
HB	On site but out of lessons	Pupils is in the Medical Centre for a reason that isn't covered by any of the codes above, for example because they are being supervised in the Medical Centre OR the pupil has remained in Boarding for medical or wellbeing reasons
H	At home overnight	A pupil who is a full boarder is staying overnight at home

\* - In accordance with The School Attendance (Pupil Registration) (England) Regulations 2024, where this code is used, the nature of the reason for the absence is also to be recorded in the attendance register.