



**Attendance &
Digital
Registration
Policy – Whole
School,**

September 2025
V2

SECTION 1: Contacts

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Attendance Champions	<u>Junior School</u> : Katie Wright, Head of the Junior School; e: katie.wright@stchris.co.uk <u>Senior School</u> : Alistair Phillips, Assistant Head (Pastoral); e: alistair.phillips@stchris.co.uk
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SECTION 2: ABOUT THIS POLICY

- 2.1 This policy applies to all students on roll, including EYFS as it is now statutory to report absences in line with EYFS Statutory guidance 2025.
- 2.2 It is essential that we are aware of where students are at all times, this includes students being educated on site, and those attending alternative provision out of school.
- 2.3 St Chris recognises that positive behaviour and good attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances.
- 2.4 The law entitles children of compulsory and non-compulsory (EYFS) school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.
- 2.5 It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.
- 2.6 Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time.
- 2.7 This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.
- 2.8 The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called “Working together to improve school attendance” and it includes a National Framework in relation to absence and the use of legal sanctions.
- 2.9 Our School Attendance Policy reflects the requirements and principles of that guidance.
- 2.9 This policy is written with the above guidance in mind and underpins our school aims to:
 - 2.9.1 Promote children’s welfare and safeguarding.
 - 2.9.2 Ensure every pupil has access to the full-time education to which they are entitled.
 - 2.9.3 Ensure that pupils succeed whilst at school.
 - 2.9.4 Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.
- 2.10 It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school’s commitment to attendance being everyone’s responsibility.
- 2.11 It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.
- 2.12 In addition, all schools follow the DfE’s statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.
- 2.13 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- 2.14 Our policy aims to promote high levels of attendance by:



- 2.14.1 Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
 - 2.14.2 Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
 - 2.14.3 Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- 2.15 For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.
- 2.16 It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances, and it is the Head, not the parent, who can authorise any absence.**

SECTION 3: PROMOTING REGULAR ATTENDANCE

- 3.1 At St Chris, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos and day-to-day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.
- 3.2 Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.
- 3.3 To help us all to focus on this, we will:
- 3.3.1 Build strong relationships and work jointly with families.
 - 3.3.2 Give parents/carers details on attendance regularly
 - 3.3.3 Promote the benefits of high attendance.
 - 3.3.4 Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence as required by law.
 - 3.3.5 Celebrate excellent attendance.
 - 3.3.6 Recognise good or improving attendance.
 - 3.3.7 Contact parents/carers should their child's attendance fall below the school's target for attendance.
- 3.4 Our expectations for attendance are:
- 3.4.1 97%-100% Expected
 - 3.4.2 95%-97% Emerging cause for concern
 - 3.4.3 90%-95% Cause for concern
 - 3.4.4 Below 90% Serious cause for concern



SECTION 4: TYPES OF ABSENCE

- 4.1 Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress.
- 4.2 Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class.
- 4.3 Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.
- 4.4 Every half-day absence from school has to be classified by the school (not by the parent), as either authorised or unauthorised.
- 4.5 This is why information about the cause of any absence is always required.
- 4.6 Each half-day is known as a 'session'.
- 4.7 Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.
- 4.8 Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted.
- 4.9 Unauthorised absence includes, (however this list is not exhaustive):
 - 4.9.1 Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
 - 4.9.2 Absences which have never been properly explained.
 - 4.9.3 Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however, is counted as an absence for the session.
 - 4.9.4 Shopping trips.
 - 4.9.5 Looking after other children or children accompanying siblings or parents to medical appointments.
 - 4.9.6 Their own or family birthdays.
 - 4.9.7 Holidays taken during term time, not deemed 'for exceptional purposes' by the Head, including any arranged by other family members or friends.
 - 4.9.8 Day trips.
 - 4.9.9 Other leave of absence in term time which has not been agreed.
- 4.10 Persistent Absenteeism and Severe Absenteeism:
 - 4.10.1 A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence.



- 4.10.2 Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.
- 4.10.3 All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.
- 4.10.4 A pupil who has missed 50% or more schooling is defined by the Government as 'severely absent'.
- 4.10.5 Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

SECTION 5: ABSENCE PROCEDURES

- 5.1 The name and contact details of the school staff member pupils and parents should contact about attendance on a day to day basis is:

- 5.1.1 Junior School: Jo Pitts
- 5.1.2 jsattendance@stchris.co.uk
- 5.1.3 Senior School: Amelia Turvey
- 5.1.4 attendance@stchris.co.uk

- 5.2 We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

- 5.3 If a child is absent from school the parent must follow these procedures:

- 5.3.1 Contact the school on the first day of absence before 08:30 via the attendance email: jsattendance@stchris.co.uk (Junior School); attendance@stchris.co.uk (Senior School)

- 5.3.1 The school has an answer phone available to leave a message before opening hours if you prefer to phone reception, or you may call and ask to speak to the Junior School Office or Mulberry Building if calling during the schools opening hours. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before making a decision as to whether the absence is to be recorded as authorized.

- 5.3.2 Contact the school on every further day of absence, again before 08:30 am;

- 5.3.3 Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested (where school have reasonable doubt as to the authenticity of the absences) where your child is having multiple periods of absence which are reported as being due to medical reasons. When determining whether a child is too ill to attend school, both parents and school staff can consider the advice contained within the NHS Guidance on School Absence and Childhood Illness.

- 5.4 If your child is absent, we will:

- 5.4.1 Telephone, or email you on the first, and every subsequent day of absence, if we have not heard from you by 08:30. We aim to contact all parents of students not in school by 09:30. However, it is your responsibility to contact us.



- 5.4.2 If we are unable to make contact with parents, we will contact emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.
 - 5.4.3 The Local Authority will be informed if no contact has been made with parent/carers by the 10th day of absence (or sooner if deemed appropriate) as The School Attendance (Pupil Registration) (England) Regulations 2024 Section 13 requires schools to inform the local authority of any pupils absent from school and where absences amount to more than 10 or more days, either consecutively or irregularly and have been unauthorised. This means school will have unauthorised 20 am/pm sessions of absences.
 - 5.4.4 Schools are also under a safeguarding duty, under section 175 of the Education Act 2002 to investigate any unexplained/unauthorised absences. At this point your child will be considered to be “absent from education”.
- 5.5 If absence continues, we will:
- 5.5.1 Write to you if your child’s attendance is causing concern, and/or where punctuality is a concern.
 - 5.5.2 Arrange a meeting so that you may discuss the situation with our SLT Attendance Lead or
 - 5.5.3 Consider and offer reasonable adjustments.
 - 5.5.4 Offer a Families First Assessment to ensure appropriate support is considered.
 - 5.5.5 Create a personalised robust support plan, such as an attendance contract, to address any barriers to attendance and make clear each person’s role in improving the attendance patterns of your child.
 - 5.5.6 Offer signposting support to other agencies or services, if appropriate.
 - 5.5.7 Seek advice, guidance and support from the Local Authority Statutory Attendance Support Team and consider appropriate legal sanctions, if attendance deteriorates following the above actions.

SECTION 6: LATENESS

- 6.1 Lateness is not acceptable and can sometimes lead to irregular school attendance patterns. Good timekeeping is a vital life skill, which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.
- 6.2 The times of the start and close of the school day for all pupils at St Chris School are:
 - 6.2.1 Gates open: 08:00
 - 6.2.2 Registration starts: 08:30
 - 6.2.3 Registration closes: 09:00
 - 6.2.4 End of the school day: 15:55
 - 6.2.5 School busses depart: 16:05



- 6.2.6 Mulberry Building closes: 17:30
- 6.2.7 Late bus (Tuesday-Thursday) departs: 17:30

6.3 How we manage lateness:

6.3.1 The school site is open from 08:00 when children can begin to come into school;

6.3.2 Senior School

6.3.2.1 Registers are taken between 08:30 and 08:35 in company time, at formal start to the school day.

6.3.2.2 At 08:35 the registers are closed and student who arrive after this will be marked as late.

6.3.3 Junior School

6.3.3.1 Registers are taken between 8.30 and 8.40.

6.3.3.2 At 08:40, the registers are closed and students who arrive after this will be marked as late.

6.3.4 Children arriving after 09:00, or who are unable to go to company time are required to come into school via the Junior School Office or Mulberry Building and provide a reason for their lateness, which is recorded.

6.3.5 In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – ‘U’, but this will not count as a present mark and it will mean that they have an unauthorised absence;

6.3.6 The school may contact parents/carers regarding punctuality concerns.

6.3.7 If your child has a persistent lateness record, you may be asked to meet with their respective Head of Year, but you can approach us at any time if you are having difficulties getting your child to school on time.

6.3.8 We expect parents and staff to encourage good punctuality by being good role models to our children and, as a school, we celebrate good class and individual punctuality.

6.3.9 Unauthorised lateness could result in the school seeking advice and guidance from the Local Authority.

SECTION 7: UNDERSTANDING BARRIERS TO ATTENDANCE

- 7.1 Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents, and the child.
- 7.2 If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can consider a Families First Assessment, use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Family Support Worker, or the relevant Local Authority team/s.
- 7.3 Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve.



- 7.4 An individual support plan will be agreed and subsequently reviewed.
- 7.5 Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced.
- 7.6 We can discuss reasonable adjustments and additional support from external partners, where appropriate. Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.
- 7.7 The name and contact details of the school staff member pupils and parents should contact for more detailed support on attendance can be found in section 1 of this policy.
- 7.8 We also recognise that some students travel considerable distance to reach St. Chris or are subject to public transport. We will take this into account when registering lateness and absence.

SECTION 8: SCHOOL ATTENDANCE AND THE LAW

- 8.1 New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024, which introduced a National Framework in England.
- 8.2 By law all children of compulsory and non-compulsory (EFYS) school age must receive an appropriate full-time education (Education Act 1996).
- 8.3 Parent/Carers have a legal duty to ensure their child attends school regularly at the school at which they are registered.
- 8.4 Parent/Carers may be recognised differently under education law, than under family law.
- 8.5 Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

SECTION 9: ABSENCE DATA

- 9.1 We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024.
- 9.2 Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.



SECTION 10: DIGITAL REGISTRATION

- 10.1 Digital registration in the Senior School will be taken at the beginning of every lesson, usually within the first 5 minutes.
- 10.2 The morning and afternoon registrations, taken in company time and the beginning of period 4 respectively, register students for each 'session' in school for absence reporting purposes.
- 10.3 On each occasion the register is taken, a national attendance and absence code is used and recorded on iSAMS.
- 10.4 Registration Codes:

Attending School	
/	Present at school (morning session)
\	Present at school (afternoon session)
L	Arrived before register closed
K	Attending alternative provision in another institution arranged by the local authority
V	Attending an educational visit or trip
P	Participating in an approved sporting activity
W	Attending work experience
B	Attending another approved, educational activity: Music lesson, LAMDA, counselling, etc...
Absent – Leave of Absence	
C1	Participating in a regulated performance or undertaking regulated employment abroad.
M	Medical or Dental appointment
J1	Interview for employment or admission to another educational establishment
S	Study leave
X	Non-mpulsory school aged pupil, not required to attend.
C2	Leave of absence for a compulsory school aged pupil subject to a part-time timetable.
D	Dual registered at another school
C	Leave of absence for exceptional circumstances.
Absent- Other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observances
I	Illness (not medical or dental)
E	Suspended or permanently excluded
Absent – Unable to attend due to unavoidable cause	
Q	Lack of access arrangements (local authority duty)
Y1	Unable to attend due to transport normally provided not being available.
Y2	Unable to attend due to widespread disruption to travel.
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to whole school site being unexpectedly closed
Y5	Unable to attend due to a criminal justice detention



Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend due to any other unavoidable cause
Absent – Unauthorised	
G	Holiday not granted by school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrival in school after registration closes
Administrative Codes	
Z	Prospective student not on admissions register
#	Planned whole school closure

SECTION 11: SIXTH FORM REGISTRATION

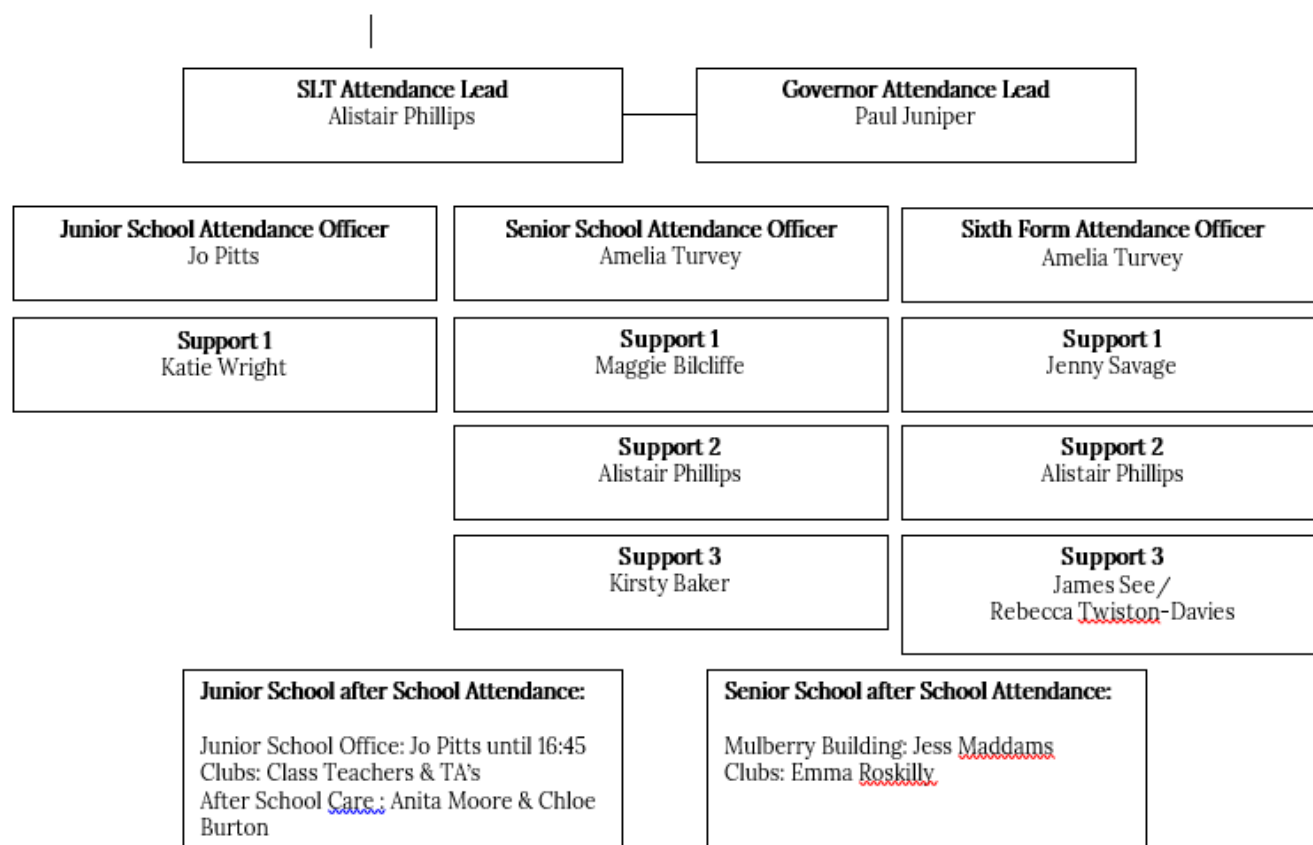
- 11.1 Sixth Form students are registered by their tutor at the same time as senior school students, 08:30.
- 11.2 Sixth Form students are expected to be in school at 08:30 regardless of if they have a lesson or not.
- 11.3 During timetabled lessons, Sixth Form students will be registered digitally with their teachers.
- 11.4 During study periods, Sixth Form students will be registered in the sixth form centre.
- 11.5 After Christmas in year 12, sixth formers may be given the privilege of signing out early if they do not have a lesson period 5, but this can be withdrawn at any time at the discretion of the sixth form team.

Responsible and Accountable Persons	Name	Position
Responsible	Alistair Phillips	Assistant Head (Pastoral)
Accountable	Rich Jones	Head
Date Policy Approved	September 2025 V2	
Review Period	Three years	
Review Date	September 2028	

Version History	Amendment Date	Amended by Whom	Previous Version Stored Where (If Applicable)
Previous version	September 2025	Katie Wright/ Alistair Phillips	Policy Archive Folder
Previous version	March 2023	Alistair Phillips	Policy Archive Folder
Previous version	Digital Registration Policy: December 2022	Cordy Lewis	Policy Archive Folder



Appendix A





Appendix B

Registration Times and Locations

Registration – Sixth Form

Morning Registration	Afternoon Registration
08:30 in Tutor Room	13:40 at start of lesson 4 or in Sixth Form Centre

Registration – Senior School

Morning Registration	Afternoon Registration
08:30 in Company Room	13:40 at start of lesson 4

Registration – Junior School

Morning Registration	Afternoon Registration
08:30 in Class Room	13:15 in Class Room



Appendix C

Absence Monitoring

95%-97% Attendance	Emerging cause for concern: Discussion held between student and company adviser to identify any underlying concerns and put in place any extra support that might be needed.
90%-95% Attendance	Frequent absence and cause for concern: Company Adviser, with support from Head of Year will contact home to discuss the issue and identify any underlying issues that may be at play. If so we will put a plan in place to support the student and parents.
Below 90% Attendance	Persistent Absence and a serious cause for concern: Head of year will contact parents to identify the reason for persistent absence and offer support. Heads of year may discuss the issue with the DSL if it is felt necessary and in turn, the DSL may choose to recommend external agency support.
Below 85% Attendance	Meeting with Head of Year and DSL. Plan of action to be put in place and referral to local authority for advice and intervention, where appropriate.
Below 70% Attendance	To be reviewed by Head for next steps.

Lateness Senior School and Sixth Form

Late with no reasonable explanation	Discussion with Company Adviser to discover any issues
More than three late marks in a single week	Discussion with Company Adviser, who will also contact home, to discuss any ongoing issues and suggest solutions.
Persistent lateness (More than 12 late marks in a single half term)	Head of year to contact parents to identify reasons for persistent lateness. 30-minute restorative action with Head of Year. Option to use late report. Plan and targets to be agreed with parents and student moving forward.
Lateness considered Truancy	These will be dealt with on an individual basis, considering students and circumstances. Head of Year will lead, or pass to Assistant Head if it is felt necessary. Repeated offenses will move up the behaviour matrix accordingly and may be brought to the attention of the Head and could lead to exclusion or permanent exclusion.