



ATTENDANCE AND REGISTRATION POLICY

Sandroyd policy reference number:	8.18
Member of staff responsible:	Deputy Head (Trevor Webster)
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Next review (date):	April 2026

ATTENDANCE POLICY

Applies to Sandroyd School, the Pre-Prep and EYFS

Related Policies and Guidance

- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Keeping Children Safe in Education (DfE, 2024)
- Working Together to Improve School Attendance (DfE, 2024)

Introduction

Every child of compulsory school age is entitled to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. When parents choose to register their child at Sandroyd, they have a legal duty to ensure their child attends school regularly. This means attending every day the school is open, except in a small number of circumstances such as illness or authorised absence.

Regular attendance is essential to ensure children gain the most from their school experience, both academically and socially. It supports wellbeing, personal development, and life chances. For our most vulnerable pupils, it also serves as a key protective factor.

We recognise that improving attendance is not a standalone issue and that attendance is closely linked to wider school culture. Barriers to attendance are often complex and varied. As such, we are committed to working in partnership with children and their families, listening without judgement, and putting the right support in place to help pupils attend regularly.

Responsibilities

The Head has overall responsibility for the school's approach to attendance, supported by the Deputy Head and the Head of Pre-Prep, in collaboration with Tutors, Form Teachers, and the School Office.

Mr Trevor Webster (Deputy Head) is our nominated School Attendance Champion.

Registration Procedures

Sandroyd School maintains an accurate and up-to-date attendance register using the iSAMS system. Paper registers are also used in the Pre-Prep and EYFS as a backup and are transferred to iSAMS as soon as possible.

- **Prep School:** Registers are taken at the start of each morning and afternoon session. Pupil arriving in the morning must sign in electronically on arrival; this log supplements the formal iSAMS register and is used for fire safety purposes. The morning registration takes place in lesson 1 at 8:40am.
- **The Pre-Prep, including EYFS:** Paper registers are completed for both morning and afternoon sessions, then recorded on iSAMS by a designated member of staff. Nursery children are signed in and out by parents or carers.
- **Boarding Registration:** Although not required by law, Sandroyd carries out formal morning and evening roll calls. Duty staff and houseparents are responsible for completing these checks, including final bedtime checks, where the fire list is also updated. A signing in/out system is also maintained for boarding pupils when leaving or returning to Houses.

Pupil Illness or Unplanned Absence

Parents must contact the school office by 8.30am if their child is unwell or unable to attend school. Voicemail is available if calling before the office opens. For multi-day absences, parents are expected to update the school daily unless an expected return date has been confirmed.

Planned Absence and Requests for Leave

Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments, or on compassionate grounds) should be sent to the Head at least 2 weeks in advance where possible. The Head will review this on a case-by-case basis taking into account the specific facts and circumstances and relevant background context behind the request.

The School always strives to send parents the term dates over a year in advance in order that they can arrange their holidays without disrupting their child's education. Given the relatively short terms at Sandroyd, taking a family holiday during academic time is deeply discouraged. Erosion of term dates means that teaching is affected significantly. Any request of this type is likely to be referred through to the Head.

Late Arrival and Returning During the School Day

Late arrivals must report to the school office. For Prep pupils, this ensures the register is updated and safety procedures followed. Pre-Prep staff will ensure younger children are settled and marked accordingly. If a pupil returns during the school day, the office or Pre-Prep team will update iSAMS accordingly.

Unauthorised Absence and Safeguarding

If a pupil is marked absent without explanation, the school will contact parents between 9:00am and 9:30am. The Deputy Head or Head of Pre-Prep oversees this process. Prompt communication ensures the school can fulfil its safeguarding duties.

Children Missing Education

Sandroyd understands that prolonged or repeated absence can indicate wider safeguarding concerns. The school takes a proactive approach to supporting pupils at risk of becoming missing from education, including early identification, engagement with families, and referral to external agencies where appropriate.

The school will report to the Local Authority any pupil who:

- has ten consecutive days of unauthorised absence,
- fails to attend school regularly, or
- is removed from the school roll without a known destination.

Monitoring and Promoting Attendance

Weekly attendance is monitored via iSAMS. The school uses DfE attendance codes and identifies patterns or trends of concern. Persistent absenteeism (attendance below 90%) prompts formal monitoring and intervention. The school meets regularly with families where attendance concerns exist to co-create supportive plans and escalate support where needed.

Pupils returning from prolonged absences are supported with a reintegration plan to rebuild confidence and engagement.

Promoting Positive Attendance

The school promotes a culture of high attendance through recognition, routine, and strong pastoral support. Attendance is regularly celebrated and embedded within the broader culture of safeguarding, wellbeing, and educational engagement. Staff are trained to identify and address attendance barriers early.

Attendance Register Guidelines

Sandroyd maintains attendance records in accordance with DfE expectations and uses iSAMS to apply the correct registration codes. These are routinely reviewed and stored in line with data protection policies.

Review and Publication

This policy will be reviewed annually and is published on the school's website for parents.

APPENDIX 1 ATTENDANCE REGISTER GUIDELINES

All Schools (other than Independent Schools for Boarders only) must keep an attendance register on which, at the beginning of each morning and afternoon session, a pupil should be marked present or absent. At Sandroyd School this means at 08:35 and again after lunchtime. At Sandroyd, we also do a further register during activities and before bedtime, although these are not reported to DfE and the Council.

On Sundays, we register at all mealtimes

An oblique stroke / is used to record presence, with a stroke in the reverse direction \ for the afternoon session.

Authorised absence will be shown in the register by one of the following symbols:
(unauthorised absence by an 'N' initially and then 'O' if no satisfactory explanation is supplied)

#	Planned School Closure
/	Present AM
\	Present PM
A	Pupil found after not being registered in morning
B	Educated Off Site
C	Other circumstances, details to be recorded in the 'notes' box
C1	Temporary Reduced Timetable
D	Dual Registration
E	Excluded
F	Extended Family Holiday
G	Family holiday (not agreed)
H	Family holiday (for which leave has been granted by the Head)
I	Illness
J	Interview
K	Education arranged by LA
L	Late – before registers closed
M	Medical/dental appointment (illness must be confirmed by a letter from parents)
N	No reason yet for absence
O	Unauthorised absence
P	Approved sporting activity
Q	Lack of Access Arrangements by LA
R	Day of religious observance in the religious body to which the parents belong
S	Study leave
T	Traveller Absence
U	Late after registers closed
V	Educational visit or trip
W	Work experience
X	Non-compulsory school age absence
Y1	Normal Transport Unavailable
Y2	Widespread travel disruption
Y3	Part of school out of use
Y4	Session cancelled – school closed unexpectedly
Y5	Subject to criminal justice sentence/detention
Y6	In accordance with public health guidance or law (Infection or disease)
Y7	Other unavoidable cause