



PINEWOOD

Est. 1875

Attendance Policy and Procedure

September 2025

A Whole-School policy including the EYFS

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Key School contacts

Senior attendance champion Tim Knapp (Deputy Head and DSL)	Email: timothyknapp@pinewoodschool.co.uk Telephone number: 01793 787210
Key staff / contacts Hayley Davies (Head of Wellbeing) Jo Siebert (Pre-Prep SG Lead)	Email: hayleydavies@pinewoodschool.co.uk josiebert@pinewoodschool.co.uk

1 Aims

1.1 This is the attendance policy of Pinewood School.

1.2 Pinewood aspires to high levels of attendance from all pupils and the following document is written in accordance with DfE legislation [Working together to improve school attendance](#) August 2024, the Government's statutory guidance on improving school attendance. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

1.3 The aims of this policy are as follows:

1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;

1.3.2 to ensure, so far as possible, that every pupil at Pinewood is able to benefit from and make their full contribution to the life of Pinewood;

1.3.3 to prioritise and where possible improve attendance and punctuality across Pinewood, reduce absence and set out Pinewood's approach to the management of absence / non-attendance;

1.3.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and

1.3.5 to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

2.1 This policy applies to the whole School, including the Early Years Foundation Stage (EYFS).

2.2 This policy is designed to address the specific statutory obligations on Pinewood to record attendance and absence.

3 **Regulatory framework**

3.1 This policy has been prepared to meet Pinewood's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 *National minimum standards for boarding schools* (Department for Education (DfE), September 2022);

3.1.3 *EYFS statutory framework for group and school-based providers* (DfE, January 2024);

3.1.4 Education and Skills Act 2008;

3.1.5 Children Act 1989;

3.1.6 Childcare Act 2006;

3.1.7 Sponsorship Duties (UKVI, July 2023);

3.1.8 Pinewood Attendance (Pupil Registration) (England) Regulations 2024;

3.1.9 Equality Act 2010; and

3.1.10 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

3.2 This policy has regard to the following guidance and advice: [Please check the links below to ensure the guidance is up to date]

3.2.1 [Working together to improve school attendance](#) (DfE, applies from 19 August 2024);

3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);

3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);

3.2.4 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);

3.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);

3.2.6 [Keeping children safe in education](#) (DfE, September 2025);

- 3.2.7 [Working together to improve school attendance](#) (DfE, applies from 19 August 2024);
- 3.2.8 [Children missing education](#) (DfE, September 2016);
- 3.2.9 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
- 3.2.10 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
- 3.2.11 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
- 3.2.12 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
- 3.2.13 [Remote education guidance](#) (DfE, updated February 2023); and
- 3.2.14 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).

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

- Anti Bullying Policy
- Cyber Bullying Policy
- Emotionally Based School Avoidance (EBSA) Policy
- Missing Child Policy
- Safeguarding and Child Protection Policy.
- Special Educational Needs and Disabilities (SEND) & Accessibility Policy
- Prevent Policy
- Values and Behaviour (Rewards and Sanctions) Policy
- Wellbeing and Emotional Support Policy

All policies can be found in the Policies Folder on Drive.

4 **Publication and availability**

4.1 This policy is published on the Pinewood website and shared with all new school joiners.

- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from Jo Ranstead (Head of HR).
- 4.4 This policy can be made available in large print or other accessible format if required.

5 Definitions and interpretation

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 references to attendance include references to attendance for all or part of the timetabled school day.
 - 5.1.2 references to the Headmaster are references to Mr Neal Bailey.
 - 5.1.3 references to a Parent means:
 - (a) all natural parents, whether they are married or not;
 - (b) any person who has parental responsibility for a pupil; and
 - (c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
 - 5.1.4 References to a **pupil** includes anyone who is receiving an education at Pinewood School.
 - 5.1.5 SAC means Pinewood's attendance champion (Tim Knapp, Deputy Head and DSL)

6 Responsibility statement and allocation of tasks

- 6.1 The Headmaster has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Headmaster recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.
- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Headmaster has allocated the following tasks:

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

7 The importance of good attendance

7.1 Pinewood recognises the importance of developing good patterns of attendance from the outset. This is an integral part of Pinewood's ethos and culture. In building a culture of good school attendance it recognises:

7.1.1 the importance of good attendance, alongside good behaviour, as a central part of Pinewood's vision, values, ethos, and day to day life;

7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;

7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 School responsibilities

8.1 Pinewood acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the Pinewood community. Barring illness or an explainable and authorised absence under exceptional circumstances, Pinewood expects pupils to maintain an attendance rate of above 92%.

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

8.3 Where there are challenges to attendance, Pinewood will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them. This could include making reasonable adjustments to a pupil's timetable and daily routine.

8.4 Pinewood 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 Pinewood'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.

8.5 Pinewood will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9 Staff responsibilities

The School Attendance Champion (SAC)

9.1 The Headmaster has appointed a senior member of staff (Deputy Head & DSL) of Pinewood's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

9.1.1 The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;
- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

(c) to regularly monitor and evaluate progress, including the efficacy of Pinewood's strategies and processes;

(d) to have oversight of and analyse attendance data; and

(e) to communicate clear messages on the importance of attendance to pupils and parents.

9.2 Staff with specific responsibilities for attendance:

Staff involved in the registration process (SAC, Heads of Section, Form Tutors) should:

9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;

9.2.2 seek explanations of absences required from pupils on their return to School;

9.2.3 make enquiries about unexplained absences, including those within Pinewood day, and follow up with pupil to ensure that an explanation has been formally given to Pinewood;

9.2.4 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;

9.2.5 deal with lateness to lessons consistently and promptly;

9.2.6 consider appropriate sanctions for pupils who arrive late to a lesson in line with Pinewood's behaviour and discipline policies; and

9.2.7 discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 All staff

9.4 Pinewood ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

9.5 Pinewood provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 **School arrangements**

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

11 **Monitoring attendance**

11.1 Pinewood expects pupils to maintain an attendance rate of above 92% and will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. Such analysis may include:

11.1.1 monitoring and analysing attendance patterns and trends and provide support in a targeted way to pupils and families;

11.1.2 Detailed attendance reports are sent to Form Tutors every fortnight so they can review the data and act accordingly. Using this analysis to provide regular attendance reports to Form Tutors teachers to facilitate discussions with pupils and to leaders (including the Head of Learning Skills and DSL);

11.1.3 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends. Attendance data is discussed at every weekly SLT meeting under Safeguarding and each Half Termly Pastoral meeting in detail;

11.1.4 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

11.1.5 devising specific strategies to address areas of poor attendance identified through data;

11.1.6 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

11.1.7 providing statistical data and reports to the Headmaster and Safeguarding Governor to support its work.

12 **Pupil responsibilities**

12.1 School attendance is important to pupil attainment, wellbeing and development. Pinewood therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

12.2 Pupils should be aware that:

12.2.1 they are expected to be present in-person for the duration of each School day;

12.2.2 they are expected to arrive on time and attend all timetabled lessons;

12.2.3 they should not leave a lesson or Pinewood site without permission or otherwise in accordance with School rules;

12.2.4 they should engage with Pinewood's arrangements for recording and managing attendance as set out in this policy;

12.2.5 any unexplained absence will be followed up;

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

- (a) offers of support to seek to identify and address any barriers to attendance;
- (b) communication with parents;
- (c) reporting to other agencies such as children's social care; and
- (d) sanctions against them or their parents in line with Pinewood's behaviour policies and Parental contract.

12.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although Pinewood encourages them to speak to their Form Tutor or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13 **Additional needs**

13.1 Pinewood recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Specific examples of support can be found in Pinewood's [EBSA Policy](#)

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

13.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

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

13.5 Where barriers are outside of Pinewood's control, Pinewood will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

13.6 Pinewood 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.

14 Parent / carer responsibilities

14.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education. Barring illness or an explainable and authorised absence under exceptional circumstances, Pinewood expects pupils to maintain an attendance rate of above 92% and an absence rate that exceeds this will be probed.

14.2 This means pupils must attend every day that Pinewood 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 Pinewood.

14.3 Pinewood will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

14.4 Expectations Pinewood places on parents can be found in Appendix 1 of this policy

14.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with Pinewood about it could amount to a breach of contract or a finding that the parent is treating Pinewood unreasonably.

15 Training

15.1 Staff: Pinewood ensures that regular guidance and training on attendance is arranged during induction and then subsequently during Safeguarding presentations at regular intervals, including during INSET programmes so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

15.1.2 Pinewood's strategies and procedures for tracking, following up and improving attendance.

15.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

15.2.1 the law and requirements of schools including on the keeping of registers;

15.2.2 the process for working with other partners to provide more intensive support to pupils who need it;

15.2.3 the necessary skills to interpret and analyse attendance data; and

15.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

15.3 Pinewood maintains written records of all staff training.

16 **Information sharing**

16.1 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.

16.2 Pinewood, 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).

16.3 Where appropriate Pinewood will attend regular targeting support meetings.

16.4 Pinewood is legally required to share information from the registers with the local authority. As a minimum this includes:

16.4.1 New pupil and deletion returns;

16.4.2 Attendance returns;

16.4.3 Sickness returns.

16.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of Pinewood's registers.

16.6 Pinewood must provide specific pupil information on request to the Secretary of State. [Pinewood meets this requirement by having an electronic management information system containing the required information that can be requested by the DfE. Pinewood also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.]

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

17 **Record keeping and confidentiality**

17.1 All records created in accordance with this policy are managed in accordance with Pinewood's policies that apply to the retention and destruction of records.

17.2 The information created in connection with this policy may contain personal data. Pinewood's use of this personal data will be in accordance with data protection law. Pinewood has published privacy notices on its website which explain how Pinewood will use personal data.

18 **Version control**

Date of adoption of this policy	1st September 2024
Date of last review of this policy	September 2025
Date for next review of this policy	September 2026
Policy owner (SMT)	Tim Knapp
Policy owner (Headmaster)	Neal Bailey

Appendix 1 School arrangements

1 Managing attendance

1.1 Pinewood monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers are kept electronically and retained by Pinewood for the relevant time period as stated by law.

1.2 Pinewood expects all pupils to be present at School for the whole of the school day, usually from registration until the end of the school day, but this period may be extended, for example for extra curricular activities or school trips.

2 The role of parents / carers

2.1 Pinewood expects all Parents to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity by contacting the Headmaster in advance;

2.1.2 notify Pinewood of any absence or delay (via email to Tutor or recording on MSP) as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and

2.1.3 cooperate with Pinewood to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2 Morning registration begins at 8:30 (Pre-Prep *children are allowed to enter the building from 8.10*) and 8.15am (Prep). Parents of day pupils should ensure their child arrives at school in good time to be registered at the following times for morning registration:

Pre-Prep: 08:35

Prep: 08:25

Unless an authorised reason has already been communicated, children arriving after this time will be marked as either:

L = Late (Before registers close) or **U** = Late (After registers close)

If a child does not appear at registration with no prior knowledge of why, then they will be marked as **N** (No reason yet provided for absence), until further follow up clarifies the reason for their absence.

2.3 Parents of boarding pupils should ensure their child returns to their boarding accommodation by 8.00pm, having previously notified the Boarding Staff of their arrangements.

3 Registration and attendance checks

3.1 Morning registration begins at 8:30 (Pre-Prep) and 8.15am (Prep). The registers will remain open for up to 30 minutes after the start of morning registration.

3.2 Afternoon registration will occur between 12:20-14:20, depending on year group, lunch and lesson timings.

3.3 Staff are expected to check on absentees at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration. This could be via checking ISAMS or enquiring with the Office, who oversee late arrivals and sign-outs.

3.4 Pinewood uses ISAMS as its E-Registration and Attendance Management System.

3.5 Boarding children are expected to attend the compulsory form morning and afternoon registration slots. For attendance registers after the school day and into Boarding time, refer to Boarding Policy and Procedures.

4 Reporting absence

4.1 If a pupil is to be absent from School for any reason, the parent / carer should contact the school either by completing the absence form on MSP, via email or telephone by 8.25am, but ideally before, on first morning of absence;

4.2 Where a pupil is ill, Pinewood should be notified of the nature of the illness.

5 Arrangements for reporting subsequent absence

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

6 Managing absence

In the event of an unexplained absence (code **N**), if a child does not appear by 8.45am, the Office will begin to contact the parents via telephone to inquire about the whereabouts of the child, starting with any identified as more vulnerable or with SEN.

If a child continues to be absent from school beyond what is reasonable and expected (92% at least), escalation procedures include:

- Contacting parents or carers to call a meeting;
- Pupil having a weekly tutor review;
- Applying reasonable adjustments to a pupil's timetable and schedule if deemed necessary and helpful to the situation;

- If necessary, in accordance with the behaviour policy, apply sanctions with pupils or consultation with parents.
- Support returners with adjustments to timetables, drop offs, lesson resources, buddies, Time Out options etc.
- Coordinate a home visit to encourage the child back into school and fulfill safeguarding requirements.

7 Authorised absences

7.1 Authorised absence means that Pinewood has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

8 Applications for an authorised leave of absence

8.1 Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Headmaster

8.2 Pinewood will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

8.3 Apart from illness, no pupil should be away from School without prior permission from the Headmaster.

8.4 Wherever possible, dental or medical appointments should be made during School holidays except in cases of emergency when the pupil's Tutor should be informed.

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

8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

9 Reporting duties

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

9.2 In the event that a pupil holding a Student or Child Student visa sponsored by Pinewood under the Points Based System goes missing, Pinewood will report to UKVI if the pupil misses ten consecutive expected contact points.

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

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

9.5 Action will also be taken in accordance with the Missing Child Policy and Safeguarding and Child Protection Policy if any absence of a pupil from Pinewood gives rise to a concern about their welfare.

Appendix 2 Admission register

1 Admission register

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

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

1.1.2 inform the local authority of any pupil who is going to be added to or deleted from Pinewood's admission register at non-standard transition points.

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

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

1.4 The admissions register contains specific personal details of every pupil in Pinewood, including their date of admission, information regarding parents and carers, details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil.

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

1.6 Where Pinewood notifies the local authority that the pupil's name is to be deleted from the admission register, Pinewood must provide it with the following information:

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

Appendix 3 Attendance register

1 Attendance register

- 1.1 Pinewood records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) including boarders in accordance with The Attendance (Pupil Registration) (England) (Regulations) 2024
- 1.2 Pinewood uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.
- 1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.4 Pinewood will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.5 Pinewood is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.6 On each occasion it will be recorded whether every pupil is:
 - 1.6.1 physically present in school when the attendance register begins to be taken; or

1.6.2 absent from Pinewood when the attendance register begins to be taken but attends before the taking of the register has ended; or

1.6.3 attending a place other than Pinewood; or

1.6.4 absent.

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

1.7.1 Attending educational provision arranged by a local authority;

1.7.2 For an educational visit or trip arranged by or on behalf of Pinewood and supervised by a member of school staff;

1.7.3 Attending a place for an approved educational activity that is a sporting activity;

1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by Pinewood as part of the pupil's education;

1.7.5 Attending a place for any other approved educational activity.

2 Recording absence

2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of The Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working Together to Improve School Attendance relating to:

2.1.1 leave of absence;

2.1.2 other authorised reasons;

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.

3 Remote education

3.1 Pinewood is required to record all absences from in-person lessons.

3.2 Pinewood may, in limited circumstances, provide some remote learning opportunities via Google Classroom and other online platforms to enable pupils, who are well enough to learn but unable to attend Pinewood site, to keep pace with their education.

3.3 In the limited circumstances when Pinewood decides to use a remote provision for individual pupils when they are absent, the following will be considered:

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

3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

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

3.5 Pinewood utilises Google Classroom as its digital education platform, which is kept up-to-date and keeps pupils safe. Staff will remain trained and confident in its use.

3.6 Pinewood maintains pages on its website that provide information and guidance about the remote education provision (Google Classroom) and links to any trusted external education websites.

3.7 Pinewood has an established remote education plan in place which is reviewed at least annually in consultation with staff.[24]

4 Unauthorised absence

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where Pinewood is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

4.1.1 holiday has not been authorised by Pinewood or is in excess of the period determined by the Head;

4.1.2 the reason for absence has not been provided;

4.1.3 a pupil is absent from school without authorisation;

4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 4

REGISTRATION CODES

Present Codes		
Code	Description	Example
/	Present AM	
\	Present PM	
L	Late (before register closed)	Arrived during Form Time/Registration but after register had been taken

Approved Educational Activity - Statistically Counted as Present		
Code	Description	Example
B	Educated off site	Educated at another location eg Private Tutor
P	Approved Sporting Activity	Sports Match/Visit eg Tournament
V	Educational Trip or Visit	Pinewood Adventure, Away Trip

Absent Codes			
Code	Description	Authorised	Example
U	Late (after register closed)	No	Arrived in school after Form Time and signed in at Office
C	Other Authorised Circumstances	Yes	Other circumstances agreed by the school
C2	Temporary Reduced Timetable	Yes	Returning to school after serious illness/injury
E	Excluded	Yes	Child excluded from School
H	Family Holiday (Agreed)	Yes	Holiday agreed in advance

I	Illness	Yes	<i>Pupil unwell</i>
J1	Employment/Educational Interview	Yes	<i>Attending interview at another school</i>
M	Medical / Dental Appointments	Yes	<i>Doctors appointment</i>
R	Religious Observance	Yes	<i>Absence due to religious observance</i>
X	Non-Compulsory School Age Absence	Yes	<i>Not school age - eg Nursery</i>
G	Family Holiday (NOT Agreed)	No	<i>Holiday not agreed in advance</i>
N	No Reason Yet Provided For Absence	No	<i>To be followed up ASAP</i>
O	Unauthorised Absence	No	<i>Absence without Authorisation</i>

Other Absent Codes			
-	Unknown	No	<i>If using a code from this page please contact the Deputy Head for confirmation of correct usage.</i>
-	Other	No	
#	School Closed To Pupils	Yes	
C1	Regulated Performance	No	
D	Dual Registration	No	
K	Educational Provision Arranged by LA	No	
Q	Lack of Access Arrangements by LA	No	
S	Study Leave	Yes	
T	Traveller Absence	Yes	

W	Work Experience	Yes	
Y1	Normal Transport Unavailable	No	
Y2	Widespread Travel Disruption	No	
Y3	Part of School Out of Use	No	
Y4	Session Cancelled - School Closed	No	
Y5	Subject to Sentence of Detention	No	
Y6	Infection or Disease	No	
Y7	Other Unavoidable Cause	No	
Z	Pupil Not Yet On Roll	No	

Reviewed by: Tim Knapp, Deputy Head & DSL
Review Date: September 2025
Next Review Date: September 2026