Upper Wharfedale Primary Federation

UPPER WHARFEDALE PRIMARY FEDERATION

ADMISSIONS REGISTER AND ATTENDANCE POLICY

Policy Status: Statutory Policy
Approved By: Governing Board
Policy Lead: Co-Executive Headteachers
Attendance Lead: Mrs Claire Greenwood
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1. Aims

Upper Wharfedale Primary Federation is committed to ensuring that every pupil benefits from excellent attendance and punctuality.

We aim to:

- Promote a culture where attendance is valued.
- Ensure pupils attend school regularly and punctually.
- Maximise achievement, wellbeing and safeguarding outcomes.
- Identify attendance concerns early.
- Reduce persistent and severe absence.
- Build strong partnerships with parents and carers.
- Ensure compliance with statutory attendance and admissions regulations.
- Prevent children becoming missing from education.
- Maintain accurate and legally compliant admissions and attendance registers.

2. Legislation and Guidance

This policy is based on:

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Children Act 1989 and 2004
- School Attendance (Pupil Registration) (England) Regulations 2024
- Education (Penalty Notices) (England) Regulations as amended 2024
- DfE Working Together to Improve School Attendance
- Keeping Children Safe in Education
- Mental Health Issues Affecting a Pupil's Attendance
- North Yorkshire Council Attendance Guidance
- North Yorkshire Council Children Missing Education Procedures

3. Roles and Responsibilities

Governing Board

The Governing Board will:

- Promote excellent attendance across the Federation.
- Monitor attendance data and trends.
- Ensure statutory duties are fulfilled.
- Hold leaders accountable for attendance outcomes.
- Ensure staff receive appropriate attendance training.
- Review attendance performance regularly.

Co-Executive Headteachers

The Co-Executive Headteachers are responsible for:

- Implementing this policy.
- Monitoring attendance trends.
- Reporting attendance information to Governors.
- Authorising leave of absence requests.

- Supporting attendance intervention work.
- Liaising with North Yorkshire Council.
- Considering Penalty Notice referrals.
- Ensuring barriers faced by pupils with SEND are appropriately addressed.

Attendance Lead

The Federation Attendance Lead is:

Mrs Claire Greenwood

Responsibilities include:

- Monitoring attendance data.
- Leading attendance improvement.
- Coordinating attendance interventions.
- Working with families and external agencies.
- Supporting reintegration following absence.
- Monitoring persistent and severe absence.

Class Teachers

Class teachers are responsible for:

- Accurately recording attendance using Arbor.
- Completing morning and afternoon registers.
- Reporting concerns to leaders.
- Supporting attendance improvement plans.

School Office Staff

School office staff will:

- Record attendance information.
- Operate first-day response procedures.
- Maintain admissions and attendance records.
- Submit statutory returns.
- Record attendance concerns on CPOMS where appropriate.

Parents and Carers

Parents are expected to:

- Ensure regular attendance.
- Ensure punctuality.
- Report absence before 8:55am (8:25am at Kettlewell).
- Maintain accurate contact information.
- Attend attendance meetings where required.
- Avoid holidays during term time.

Pupils

Pupils are expected to:

- Attend regularly.
- Arrive on time.
- Engage positively with support plans.

4. Admissions Register (School Roll)

The Federation will maintain an Admissions Register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

A pupil's name must be entered on the Admissions Register before the beginning of the first session on:

- The agreed start date; or
- The first day the pupil attends if no start date has been agreed.

Statutory Information Held

The Admissions Register will contain:

- Full legal name.
- Name used in school (if different).
- Sex.
- Date of birth.
- Full home address.
- Full names and addresses of parents.
- Which parent(s) the pupil normally lives with.
- At least one emergency contact number for each parent.
- Date of admission.

- Name and address of previous school attended.
- Any additional address at which the pupil resides.
- Date from which the pupil began residing at any additional address.
- Details of any additional school attended.
- Date attendance began or will begin at any additional school.

Parents must inform the school immediately of changes to contact details, address information or family circumstances.

5. New Pupil Returns

The Federation will notify North Yorkshire Council within five days of adding a pupil to the Admissions Register where required by legislation.

Returns will include all required information held within the Admissions Register.

The Federation will also complete statutory deletion returns when pupils are removed from roll.

6. Attendance Register

The Federation will maintain an Attendance Register using Arbor.

Attendance will be recorded:

- At the beginning of every morning session.
- At the beginning of every afternoon session.

Any amendment to the register will record:

- The original entry.
- The amended entry.
- Reason for amendment.
- Date of amendment.
- Name and role of the person making the amendment.

Attendance records will be retained for a minimum of six years.

7. Attendance Codes (Arbor/DfE 2024)

Present

- / Present AM
- \ Present PM
- L Late before register closes

Approved Educational Activity

- B Off-site educational activity
- D Dual registration
- K Education provision arranged by the Local Authority
- P Sporting activity
- V Educational visit or trip
- W Work experience

Authorised Absence

- C Exceptional circumstances
- C1 Regulated performance or employment abroad
- C2 Temporary agreed part-time timetable
- E Suspended or excluded with no alternative provision
- I Illness
- J1 Educational or employment interview
- M Medical or dental appointment
- Q Lack of access arrangements
- R Religious observance
- S Study leave
- T Parent travelling for occupational purposes
- Y1 Transport unavailable
- Y2 Widespread travel disruption
- Y3 Partial school closure
- Y4 Unexpected whole school closure
- Y5 Criminal justice detention
- Y6 Public health restrictions
- Y7 Other unavoidable cause

Unauthorised Absence

- G Holiday not authorised
- N Reason not yet established
- O Unauthorised absence
- U Arrived after register closed

Administrative Codes

- X Non-compulsory school age pupil not required to attend
- Z Prospective pupil
- **Planned whole-school closure**

8. School Day and Registration Arrangements

Federation Preschool

AM Session: 8:45am – 11:45am

PM Session: 12:30pm – 3:30pm

Grassington, Burnsall and Cracoe

- Doors Open: 8:45am
- Registration: 9:00am
- School Day Ends: 3:30pm

Kettlewell

- Doors Open: 8:25am
- Registration: 8:30am
- School Day Ends: 3:00pm

Registers close 15 minutes after the start of registration.

Pupils arriving after this time will normally receive code U.

9. Reporting and Recording Absence

Parents must contact school on the first day of absence and each subsequent day unless otherwise agreed.

The Federation operates a first-day response procedure.

Where no explanation is received:

- Parents will be contacted.
- Emergency contacts will be contacted.
- Home visits may be undertaken.
- Concerns will be recorded on CPOMS where appropriate.

Where concerns remain, referrals may be made to:

- North Yorkshire Council.
- Children's Social Care.
- Police.
- Other relevant agencies.

Medical evidence may be requested where:

- Absence exceeds five days.
- Attendance patterns cause concern.
- There is doubt regarding the authenticity of an illness.

10. Planned Absence and Leave of Absence

Leave of absence requests must:

- Be submitted in writing.
- Be requested in advance.
- Be made by a parent with whom the child normally resides.

The Co-Executive Headteachers may authorise absence only where permitted by legislation.

Examples include:

- Exceptional circumstances.
- Regulated performances.
- Regulated employment abroad.
- Interviews.
- Study leave.
- Temporary part-time timetables.

The Federation defines exceptional circumstances as circumstances that are rare, significant, unavoidable and beyond the family's control.

Family holidays will not normally be authorised.

Medical and dental appointments should be arranged outside school hours wherever possible.

11. Attendance Monitoring

Attendance will be monitored:

- Daily.
- Half-termly.
- Termly.
- Annually.

The Attendance Lead will:

- Review attendance trends.
- Monitor attendance by year group, class and vulnerable groups.
- Benchmark attendance against local and national figures.
- Report attendance information to leaders and governors.

12. Persistent and Severe Absence

Good Attendance

96% and above

Attendance Concern

95% or below

Persistent Absence

Below 90%

Severe Absence

Below 50%

Where attendance concerns arise, the Federation may implement:

- Attendance letters.
- Parent meetings.

- Attendance contracts.
- Early Help intervention.
- Pastoral Team support.
- Local Authority involvement.

Persistent and severe absence will be treated as safeguarding concerns.

13. Supporting Attendance

The Federation will:

- Promote positive attendance.
- Identify barriers early.
- Build strong home-school relationships.
- Provide attendance support plans.
- Conduct attendance meetings.
- Offer pastoral intervention.
- Work collaboratively with external services.

Support will be tailored to individual need.

14. Pupils with SEND, Medical Needs and Mental Health Needs

The Federation recognises that attendance difficulties can arise from:

- SEND.
- Medical needs.
- Mental health needs.
- Neurodiversity.
- Family circumstances.

Where attendance concerns relate to SEND or health needs:

- Parents will be consulted.
- Reasonable adjustments will be considered.
- Attendance support plans may be developed.
- The Local Authority will be informed where appropriate.

- Reintegration plans may be implemented.

Where a pupil has an EHCP and attendance concerns arise, the Federation will work closely with North Yorkshire Council.

Temporary part-time timetables will only be used:

- In exceptional circumstances.
- For the shortest possible period.
- Subject to regular review.

Long-Term Illness

Where the Federation believes a pupil will miss 15 or more school days because of illness during an academic year, North Yorkshire Council will be informed in line with statutory guidance.

15. Reintegration Following Absence

Following prolonged absence, support may include:

- Reintegration meetings.
- Phased returns.
- Pastoral support.
- Transition plans.
- Curriculum support.
- Risk assessments.

The aim will always be a successful return to full-time education.

16. Children Missing Education

The Federation recognises that children missing education are at increased risk of harm.

Where a pupil's whereabouts become unknown the Federation will:

- Make reasonable enquiries.
- Contact all known contacts.
- Work with North Yorkshire Council.
- Record all actions taken.

Where required, information will be transferred via S2S and the Lost Pupil Database.

17. Missing Child During the School Day

If a pupil goes missing:

1. The Headteacher will be informed immediately.
2. A coordinated search will begin.
3. Buildings and grounds will be searched.
4. Parents will be contacted.
5. Police will be contacted where necessary.
6. Relevant agencies will be informed where appropriate.
7. An incident report will be completed.
8. A review of procedures will follow.

18. Removal from Roll

Pupils will only be removed from the Admissions Register in accordance with Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Examples include:

- Registration at another school.
- Elective Home Education.
- Change of School Attendance Order.
- Relocation.
- Child Missing Education procedures completed.
- Permanent exclusion.
- Death of a pupil.
- End of compulsory school age.
- Admission entered in error.

Transfer Between Schools

Where a pupil transfers school:

- The receiving school enters the pupil onto its register on the agreed start date.

- Upper Wharfedale Primary Federation removes the pupil on the same date.
- Records are transferred via the S2S system.

Dual Registration

Dual registration may apply where pupils attend:

- Pupil Referral Units.
- Hospital Schools.
- Alternative Provision.
- Specialist provision.

Clear attendance arrangements will be maintained between settings.

Protection Against Off-Rolling

Upper Wharfedale Primary Federation will never encourage or pressure parents to remove a child from roll to improve performance, attendance, behaviour or inspection outcomes.

Any removal of a pupil from roll outside the lawful grounds set out in legislation is regarded as unlawful off-rolling.

Pupils with EHCPs, Child Protection Plans or Child in Need Plans

Where a pupil has:

- An EHCP;
- A Child Protection Plan; or
- A Child in Need Plan;

the Federation will work closely with North Yorkshire Council before any removal from roll is considered and will obtain Local Authority consent where required by law.

19. Penalty Notices and Legal Intervention

The Federation will support North Yorkshire Council's graduated attendance approach.

Penalty Notices may be considered where there are:

10 sessions of unauthorised absence within a rolling period of 10 school weeks.

Interventions may include:

- Attendance Support Plans.
- Notice to Improve.
- Penalty Notice referrals.
- Education Supervision Orders.
- Prosecution under Section 444 Education Act 1996.

Penalty Notice charges will reflect current national regulations.

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Circumstance	Fine amount	Payment window / notes
First offence (first penalty notice for a child)	£80 per parent if paid within 21 days	If not paid by day 21, rises to £160 (if paid between days 22–28)
Second offence (within 3 years, same parent/child)	£160 per parent (no reduced rate)	Must be paid within 28 days

Third or further offence (within 3 years)	No further penalty notice; case likely goes to court	Court fines up to £2,500, plus other orders / criminal record possible

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

20. Safeguarding

Attendance forms an essential part of the Federation's safeguarding arrangements.

The Federation will:

- Investigate unexplained absences promptly.
- Monitor persistent and severe absence.

- Follow Children Missing Education procedures.
- Share information with safeguarding partners where required.
- Record attendance concerns on CPOMS where appropriate.

21. Record Retention

Attendance Register records will be retained for a minimum of six years.

Admissions Register records will be retained in accordance with statutory requirements, the Federation Records Retention Schedule and Data Protection legislation.

Records held within Arbor will be securely maintained.

22. Monitoring and Review

The Co-Executive Headteachers and Attendance Lead will undertake an annual compliance review of:

- Attendance Register requirements.
- Admissions Register requirements.
- Attendance coding.
- Children Missing Education procedures.
- Removal from roll procedures.
- Local Authority returns.

This policy will be reviewed annually or sooner where legislation or DfE guidance changes.

23. Links with Other Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Children Missing Education Procedures

- Data Protection Policy
- Online Safety Policy
- Home-School Agreement

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