

St David's College

— Est. 1965 —

ATTENDANCE

AND REGISTRATION POLICY

Attendance and Registration

Date	Review Date	Monitoring	Coordinator	Nominated Governor
18/05/2026	18/05/2027	Annually by Sue Davies	Sue Davies	Alice Seldon

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the legislation below:

We believe this policy relates to the following legislation:

- Children Act 1989
- Education Act 1996
- Crime and Disorder Act 1998
- Data Protection Act 2018
- United Kingdom General Data Protection Regulation
- Criminal Justice and Courts Services Act 2000
- Education (Pupil Registration) (Wales) Regulations 2010
- Education (Wales) Act 2014
- The Education (Penalty Notices) (Wales) Regulations 2013

The following documentation is also related to this policy:

- All Wales Attendance Framework (2012)
- Missing Pupil Policy
- Working Together to Improve School Attendance (The Department for Education) 2024

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

Our aims are:

- Develop and maintain a whole-school culture that promotes good attendance and punctuality, ensuring every pupil benefits from and contributes fully to school life.

- Build strong, positive relationships with families to encourage active involvement in supporting regular attendance and punctuality.

- Respond proactively and proportionately to non-attendance or lateness, working closely with pupils, families, and (where appropriate) the local authority when concerns arise.
- Ensure that all children take full advantage of the educational opportunities available to them, recognising that high attainment depends on consistent attendance.
- Commit to providing an education of the highest quality in a learning environment where pupils are eager to learn, feel valued, and enjoy coming to school.
- Expect all school personnel to act as role models, promote good attendance, and take responsibility for identifying trends in attendance and punctuality.

Attendance Key Roles

School Governing Board

- Maintain an overview of attendance through termly reports
- Regularly monitor, review and challenge attendance data
- Review and support school interventions
- Lead Attendance Governor - Alice Seldon

Headmaster

Andrew Russell – arussell@stdavidscollege.co.uk

- Authorises exceptional leave of absence
- Reports to the GDST and governors on attendance

Assistant Head, Designated Safeguarding Person & Attendance Champion

Sue Davies – sdavies@stdavidscollege.co.uk

- Senior staff member with responsibility for attendance across the school
- Ensures everyone works together to create a school culture that promotes good attendance
- Delivers targeted intervention and support to pupils and families
- Provides advice and support to school staff regarding attendance and punctuality issues
- Works alongside Attendance Officer to regularly monitors and analyses attendance data against a range of metrics
- Becomes actively involved and leads where attendance is also a safeguarding issue

Attendance Officer

Aoife Green-Emmett – agreen@stdavidscollege.co.uk

- Receives, updates and maintains accurate registration and class registers in line with the School Attendance (Pupil Registration) (Wales) Regulations 2024
- Maintains accurate and up-to date attendance database
- Liaises weekly with the Senior Attendance Champion to report on individuals, patterns or tends of concern
- Makes contact by telephone call with parents when a pupil is absent and notification has not been received

- Generate termly reports and investigate trends and low attendance
- Runs a weekly report of any unauthorised absences and shares and follows these up with teacher, tutors and where necessary heads of year.
- Liaises with the Attendance Champion and DSP when a vulnerable pupil is absent
- Provides reports from the attendance database for the Senior Attendance Champion and other school staff, local authority officers as requested

Heads of Year

- Promote good attendance and punctuality within the classroom and the school
- Maintain communication with Attendance Officer and notify and absences or concerns

Form Tutors & Class teachers

- Promote good attendance and punctuality within the classroom and the school
- Accurately mark the am and pm register using appropriate codes, in line with the School Attendance (Pupil Registration) (Wales) Regulations 2024
- Look out for trends or patterns and liaise with the Head of Year/ School Attendance Officer if any concerns arise
- Report any know abscess to Attendance officer

Our Approach to Attendance and Support

We recognise that absence or lateness is not always within a pupil's control. In such cases, we aim to offer understanding and support so every child feels valued and cared for. We take account of religious observances and family circumstances, making reasonable accommodations where appropriate. At the same time, we work in partnership with pupils and parents to promote regular attendance, aiming for at least **95% attendance** for every pupil. The School also fulfils its statutory duty to maintain accurate attendance registers and take appropriate action where attendance causes concern.

Sponsored Students

It is expected that sponsored student's attendance will not drop below 80% or miss 10 consecutive days of unauthorised absence. If any of the above occurs the school will assess the reasons behind this and if necessary, the school will report this on the SMS to UKVI as per the sponsor guidance.

How the School Promotes good attendance

The school promotes good attendance by creating a positive, safe, and inclusive culture in which all pupils feel welcomed, valued, and supported. Strong relationships between pupils and staff are encouraged to help pupils feel connected to school, while engaging lessons, enrichment activities, clubs, sports, and extracurricular opportunities promote enjoyment and participation in school life. The school celebrates positive attendance, improved attendance, and active participation, rather than focusing solely on perfect attendance. Attendance is monitored daily so that patterns of absence can be identified early, and families are contacted

promptly when concerns arise. The school attendance officer, tutors, pastoral staff, and senior leaders work together to provide early intervention and ongoing support where needed. The school works closely with parents and carers to emphasise the importance of regular attendance for educational achievement, wellbeing, and future opportunities through meetings, newsletters, reminders, and emails while also offering guidance on routines, punctuality, sleep, and transport. Support is provided for pupils experiencing barriers to attendance, including mental health difficulties, anxiety, bullying concerns, medical needs, or special educational needs and disabilities (SEND), and may include wellbeing support, transport assistance, or flexible reintegration plans following long absences. Clear attendance expectations, targets, and procedures are communicated to pupils and families, and the school follows guidance from the Department for Education regarding attendance, punctuality, and persistent absence. Where attendance concerns continue, the school may use staged interventions and, when appropriate, involve external agencies or the local authority to ensure pupils receive the support they need to attend regularly and achieve their full potential.

Partnership with Pupils and Parents

Expectation for Pupils

- Attend school regularly, punctually, and ready to learn.
- Be prepared for the school day with the appropriate equipment (e.g. P.E. kit).
- Inform a member of staff of any issue or concern that may affect their attendance

Expectation for Parents

- Fulfil their legal responsibility to ensure their child attends school every day it is open, except in authorised circumstances (such as illness or pre-approved absence by the Head).
- Notify the school of any absence or lateness as soon as reasonably possible and provide an explanation.
- Arrange medical and dental appointments outside school hours wherever possible.
- Plan holidays during school holiday periods, not during term time.
- Submit any requests for authorised leave of absence at the earliest opportunity and at least 10 days in advance.
- Contact relevant members of staff regarding any problem that may affect their child's attendance or punctuality.
- Work cooperatively with the school to address any attendance or punctuality concerns.

What Parents can Expect from the School

- Promote a positive culture that encourages and rewards good attendance.
- Maintain accurate and efficient systems for recording and monitoring attendance.
- Make first-day contact with parents and carers when an absence is unexplained.
- Take prompt and appropriate action when attendance issues are identified.
- Liaise with the local authority to support families where attendance concerns persist.

Registration Procedure

Registers are official legal documents, so it is essential that they are completed accurately and in line with regulatory requirements. The attendance of all pupils must be recorded and monitored in accordance with the following procedures:

Tutor Registration

- Registration is carried out in the morning at 8.35am and afternoon at 1.30pm.
- Registers will be open for 15 minutes. Any pupil arriving after registration but before the register is closed will be marked late.
- Any pupil arriving after the register is closed will be marked absent unless notified otherwise. Lateness without reasonable cause will be recorded as unauthorized absence.
- The Attendance Officer checks for missing marks or unaccounted absences and contacts parents first day of absence.
- Any student unaccounted for or missing the School will refer to the Missing Pupil Policy **(link provided here)**
- If any pupil has to leave school before the end of the day, she must sign out at reception.

Class Registration

All subject teachers will electronically register pupils at the beginning of a lesson or activity session.

- If a student does not arrive to lesson the class teacher will notify the Attendance Officer
- The Attendance Officer will locate any absent students from each lesson
- During each lesson time the Attendance officer will monitor the registers ensuring they are complete and accurate
- Any student unaccounted for or missing the School will refer to the Missing Pupil Policy **(link provided here)**

Medical Centre Attendance Procedures

When a student requires medical attention during the school day, they should report to the Medical Centre. To ensure accurate tracking of student whereabouts, medical staff will:

- Record the student's arrival on the MIS immediately, marking them as out of school using the code MC – Medical Centre**.**
- When the student is well enough to return to class, update the MIS to mark them back in school, including the time of discharge**.**

Off-site Activities and Outdoor Education

- When students are participating in a school-arranged off-site activity or outdoor education program, the teacher leading the trip is responsible for completing a registration process.
- A full list of students attending must be sent to the Attendance Officer prior to departure.

- The group leader must complete a bus list including the names of all students, the destination, expected duration of the trip, and the names and contact details of all accompanying staff.
- The Attendance Officer will cross-check the information provided, record all students on the MIS, and mark them out of school using the appropriate attendance code.
- On return to school, the Attendance Officer will confirm that all participating students are registered present in their next scheduled lesson.

Absence from School

For day pupils, parents hold the primary responsibility for ensuring their children attend and remain at school throughout the day. If a child is going to be absent, parents must inform the school by 8:45am, stating the reason for the absence.
They can notify the school via telephone, email, or by submitting a leave request form through the parent portal. The school provides parents with clear guidance on how to report attendance and absences.

For boarding pupils, the school will review pupil attendance during the Academic Day along with additional registrations to ensure that the pupil is safe onsite or accounted for elsewhere when outside of the Academic Diary.

Planned absence

Apart from illness, no pupil should be away from school without notifying the school.
All schools are expected to restrict leave of absence to the specific circumstances set out in the regulations. These are summarised below:

- Taking part in a regulated performance or employment abroad
- Attending a medical or dental appointment (where it is not possible to make an appointment out of school hours)
- Attending an interview
- Religious observance
- Studying for a public examination
- Exceptional circumstances

Any holiday taken during term time must be approved by the Headmaster. Term-time holidays are only permitted in exceptional circumstances.

All absence should be completed on a Leave Request Form via the parent portal on our school website at least four weeks prior to the planned leave.

Absence for reasons other than those sanctioned by the regulations, for no reason given, or exceeding the terms of exceptional leave, will be recorded as unauthorized absence.

Unplanned absence

It is the parents' responsibility to inform the school of their child's absence as soon as reasonably possible on the first day of absence.

Absence can be reported to the Attendance officer by:

- Email – attendance@stdavidscollege.co.uk
- Telephone – 01492 875974 ext 225
- Completing a leave request from via Parent Portal

If the school is not notified of a pupil's absence a call will be made to parents. The school will remain in contact with parents on a regular basis until the pupil returns.

If contact can't be made, the school will seek to assure itself that the pupil is safe and well, through confirmed contact with external professionals or a home visit by local authority personnel or school staff. Pupils who cannot be located will be considered missing and the school will pursue the matter in accordance with local procedures. A pupil on a Child Student/Student visa going missing will also be reported to the police and UKVI. 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.

Leaving school Early

It is encouraged that scheduled medical or dental appointments be made outside of school hours whenever possible. However, when it is necessary for a student to leave during the school day, a request must be made in advance by completing a Leave Request Form through the parent portal or notifying the attendance officer by email. Once approved, the student must be signed out through the reception by a parent. Upon returning to school, students are required to sign back in with the Attendance Officer.

Monitoring and analysing attendance data and addressing issues

The school has systems to track absence and reasons for absence at an individual level and by cohorts or groups. Analysis includes lesson as well as school attendance, and punctuality both for am and pm attendance and for lesson attendance. The data is monitored and analysed regularly and over a range of time periods (short term/half termly/termly/annually) to trigger early intervention to address issues, trends or patterns. Attendance thresholds and typical interventions:

95% - 100%	On Target	
90% - 94.9%	At risk of persistent absence	Flagged and monitored closely by attendance staff on a half termly basis

85% - 89.9%	Persistent absence	Letter home to parents outlining attendance concerns
84.9 or below	Severe absence	More intensive support including referral to external services.

Persistent or severe absence is always treated as a potential safeguarding risk

All measures will be regularly reviewed and stepped up if there is no improvement to the situation. Where a whole family response is appropriate, this is likely to include a voluntary early help assessment. Ultimately if voluntary support is not effective the school will work with the local authority to put more formal measures in place.

To ensure the school maintains excellent attendance and provides early intervention where patterns of poor attendance are identified, we will:

- At the end of each half term, a full attendance report will be generated by Attendance officer for all students (including all year groups).
- Any student with attendance target will be flagged for review.
- The Attendance Officer will investigate the reason(s) for the low attendance.
- Consideration will be given to medical issues, family circumstances, or other legitimate factors before further action is taken.
- If required Attendance officer will communication with the DSL team

First letter:

- If no valid reason is identified and the low attendance appears to be due to general non-attendance, the Attendance Officer will communicate issues with Attendance champion to approve the issue of a formal letter to the parents or guardians from Attendance Officer.
- The letter will outline the concern, emphasise the importance of regular attendance, and offer appropriate support or guidance.
- A copy of the most recent attendance report will also be issued to parents

Second Letter

- If attendance remains low in the following half term despite initial intervention, a second letter will be sent again by attendance office.
- This letter will stress the ongoing concern, outline possible consequences if attendance does not improve, and invite parents to a meeting if needed.

Pupils with Individual needs

Whilst punctuality and good attendance is an expectation for all pupils at the school, we recognise that this may be more of a challenge for some pupils, including those with personal and emotional needs as well as long term medical conditions and mental health needs. The school will allow for these circumstances when working with such pupils and their parents and will make reasonable

adjustments / develop individualised support approaches as appropriate to meet their specific needs. The school is committed to supporting pupils who may be absent because of Emotionally Based School Avoidance. Where a pupil is missing school because of EBSA, the school will work closely with professionals supporting the child and the family as it takes a team effort to help the child find a way back into full time education.

Sponsored Students

It is expected that sponsored student's attendance will not drop below 80% or miss 10 consecutive working days of unauthorised absence. If any of the above occurs the school will assess the reasons behind this and if necessary, the school will report this on the SMS to UKVI as per the sponsor guidance.

Recording Attendance

Registers are taken both in the morning and afternoon as part of a legal requirement. They are also completed during every lesson to ensure the safety and accountability of all students. Attendance and absences are recorded in the MIS system, iSAMS. When a student is absent, they will be marked as out of school using one of the following codes:

Present at the school

/ = morning session \ = afternoon session

L: Late arrival before the register is closed

Authorised absence	**Unauthorised Absence**
I: Illness (not medical or dental appointment)	G: Holiday not granted by the school
K: Attending education provision arranged by the local authority	N: Reason for absence not yet established
V: Attending an educational visit or trip	O: Absent in other or unknown circumstances
P: Participating in a sporting activity	U: Arrived in school after registration closed
W: Attending work experience	
B: Attending any other approved educational activity	
M: Medical appointment	
J1: attending an interview	
S: Study leave	
C: Exceptional circumstances	
C1: participating in a regulated performance or undertaking regulated employment abroad.	
C2: Part-time timetable	
D: Dual registered at another school	
T: Parent travelling for occupational purposes	
R: Religious observance	
E: Suspended or permanently excluded	

Q: Lack of access arrangements	
Y1: Transport provided not available	
Y2: Widespread travel disruption	
Y3: Part school closed	
Y4: Whole school closed	
Y5: criminal justice detention	
Y6: public health guidance or law	
Y7: any other unavoidable cause	