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Mission Statement

Our girls will change the world:

- We are a Catholic community inspired by the vision of our founders and passionate about shaping a better future.
- We empower pupils with outstanding results, a love of learning and an alternative way of thinking.
- Augustinians are ethical leaders sowing joy, truth and courage.
- In this school freedom and generosity of spirit flourish. We seek a sustainable and prosperous future for all the world's communities.
- We cherish love for our neighbour, welcoming different faiths and cultures. Learning through dialogue we have hearts open to the whole world.

Rationale

For pupils to benefit fully from the educational opportunities provided by the school, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal or/and social development among pupils. A child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of significant harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

According to [government advice](#), a pupil is considered persistently absent if they miss 10% or more of their time in school. Where the school identifies pupils with severe absence

(attendance below 50% - exceptionally rare at this school) or persistent absence (attendance below 90%) the pastoral team works closely with the Pupil and the parents to create a plan that supports improved attendance.

In this policy the word parent can be taken to mean anyone who has parental responsibility for one of our Pupils. St Augustine's Priory requires that each Pupil has more than one emergency contact number for each pupil so that it is easy to make contact with regard to attendance issues. It is particularly important that parents inform school if they are away overnight or longer and let school know who has parental responsibility in their absence.

Regulatory Framework

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- Education and Skills Act 2008;
- Children Act 1989;
- Sponsorship Duties (UKVI, July 2023);
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010;
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, August 2024);
- Summary table of responsibilities for school attendance (DfE, August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, September 2023);
- Guidance for parents on school attendance (Office of the Children's Commissioner, September 2023);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2024);
- School behaviour and attendance: parental responsibility measures (DfE, May 2020);
- Children missing education (DfE, September 2016);
- Supporting Pupils with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018);
- Mental health issues affecting a Pupil's attendance: guidance for schools (DfE, February 2023);
- Support for Pupils where a mental health issue is affecting attendance (DfE, February 2023);
- Remote education guidance (DfE, updated February 2023);
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

The school also complies with advice published by the London Borough of Ealing.

Roles and Responsibilities

The Governing Body

The governing board is responsible for:

- setting high expectations of all school leaders, staff, Pupils and parents
- making sure school leaders fulfil expectations and statutory duties, including:
 - making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority if necessary
 - making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific Pupils, where appropriate
- recognising and promoting the importance of school attendance across the school's policies and ethos
- making sure that the school's attendance management processes are delivered effectively, and that consistent support is provided for Pupils who need it most by prioritising staff and resources
- making sure the school has high aspirations for all Pupils, but adapts processes and support to Pupils' needs
- regularly reviewing and challenging attendance data
- making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - the importance of good attendance
 - that absence is almost always a symptom of wider issues
 - the school's legal requirements for keeping registers
 - the school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific Pupils, where appropriate
- making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing data

The Governing Body has overall responsibility for all matters which are the subject of this policy.

The Head

The Head is responsible for:

- the implementation of this policy at St Augustine's Priory
- monitoring school-level absence data and reporting it to governors
- supporting staff with monitoring the attendance of individual Pupils
- monitoring the impact of any implemented attendance strategies
- deciding when absences are authorised and not authorised

- working with parents of Pupils with special educational needs and/or disabilities (SEND) to develop
- specific support approaches for attendance for Pupils with SEND
- communicating with the local authority when a Pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the Pupil's needs
- communicating the school's high expectations for attendance and punctuality regularly to Pupils and parents through all available channels

The Head and Governors recognises that improving attendance is a School leadership issue and have appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

The School Attendance Champion (SAC)

The School Attendance Champion is responsible for:

- leading, championing and improving attendance across the school
- setting a clear vision for improving and maintaining good attendance
- evaluating and monitoring expectations and processes
- having a strong grasp of absence data and oversight of absence data analysis
- regularly monitoring and evaluating progress in attendance
- establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- liaising with Pupils, parents/carers and external agencies, where needed
- building close and productive relationships with parents to discuss and tackle attendance issues
- creating intervention or reintegration plans in partnership with Pupils and their parents/carers
- delivering targeted intervention and support to Pupils and families
- benchmarking attendance data to identify areas of focus for improvement
- providing regular attendance reports to school staff and reporting concerns about attendance to the DSL and the Head
- working with education welfare officers to report Pupil concerns as required and to tackle persistent absence

Parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full-time education. Children must be in some form of education or training from the term after a child's fifth birthday up to their eighteenth birthday. Parents have an additional legal duty to ensure that their child attends school regularly and 'this means their child must attend every day that 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.' (WttISA)

Parents are responsible for informing the school on any occasion when their child is unable to attend due to illness, or a medical appointment, providing the reason for their child's non-attendance. This should be done by emailing attendance@sapriory.com or by telephoning 02089972022. This should be done as far as possible in advance and at the very latest by 8.40am on the morning of the absence, by which time pupils must be on site.

If, for any reason a pupil needs to leave the school site during the school day, parents must contact the Form Tutor and the attendance email attendance@sapriory.com and giving the reason why and where possible a copy of the appointment confirmation.

Diarrhoea and/or vomiting commonly affects children and staff and can be caused by a number of different germs, including viruses, parasites and bacteria. Infections can be easily spread from person to person (by unwashed hands), especially in children.

General guidance is that any staff member or child with diarrhoea and/or vomiting symptoms must stay away or be excluded from the school or early years setting until they have been free of symptoms for 48 hours (the '48 hour rule') and feel well. Personal hygiene whilst ill must be very strict.

If your child is sick at school, we will ask you or your emergency contact to take your child home. They should not return for 48 hours to the school premises. The School appreciates that this may cause some inconvenience. However, it is not possible to distinguish between causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea in order to reduce the risk of infection for all children in school. As an example, if your child is sick at lunchtime on a Tuesday, they should not return to school until after lunch on Thursday, provided there have not been any further episodes of vomiting and/or diarrhoea.

Further guidance on infection control may be found on the [Public Health England website](#). Parents wishing to take their child out of school for exceptional reasons, such as attending a funeral or wedding or religious observance, must seek authorisation for the absence from the school by writing to the Head or Deputy Head Pastoral. The Head or Deputy Head Pastoral will confirm whether the circumstances meet the definition of 'exceptional circumstances' for which leave of absence may be granted by the school.

When parents/guardians are to be away from home overnight during term, they are required in line with the contract with the school to inform the school of the name and contact number for a temporary guardian. This information should be provided to the Form Tutor and should be copied to the relevant Head of Year.

Internal Study leave for pupils in Year 11 during their Mock Exams may be granted at the request of parents. This will be on a case-by-case basis and take attendance and prior attainment into account.

Parents can see their child's attendance on the school portal, SchoolBase, and the school will contact parents directly if attendance patterns are causing concern. Best practice means we establish warm relationships which allows us to work collaboratively with parents.

Pupils

Pupils have a responsibility to attend school when they are fit and well and to arrive at school in time for registration (morning and afternoon) each day during term time.

The school Office will not allow any pupils/Pupils to exit School during school time, without prior consent from the parents.

Failure to attend school regularly or punctually or failing to attend registration without good reason may lead pupils missing key messages or learning. Pupils - especially those in GCSE and A Level year groups - must take responsibility for catching up work and / or missed, to stay on top of their studies.

School Staff

The Deputy Heads of the Senior School have responsibility for attendance in the Senior School, and the Deputy Head of Preps and Pre-Preps has responsibility for attendance in the Prep School.

A member of the office team generates daily reports on attendance that is shared with staff.

St Augustine's Priory has a culture which promotes the benefits of high attendance, both in terms of the social health and wellbeing of Pupils and also their academic attainment. It has a responsibility for taking and maintaining an accurate School Register of all pupils twice each day throughout term time: once at the beginning of the morning session and once in the second (afternoon) session. Every entry in the School Register must be preserved for a period of three years after the date on which the entry was made and this is done on our MIS system. Likewise, a back-up copy of the School Register will be retained for three years.

Academic staff in the Senior School also take registers of each academic lesson.

The pastoral team and Safeguarding Committee regularly monitor and evaluate patterns of poor attendance so that the school can work together with parents and Pupils to improve attendance. Attendance data is discussed in pastoral meetings to identify pupils and families who may need additional or targeted support.

Each term at the Governors' Safeguarding Committee meeting attendance is discussed looking at broader patterns and trends along with strategies to improve/maintain good rates of attendance.

The majority of low attendance is related to medical factors, and in those circumstances the wellbeing of the Pupil is more important than improving attendance statistics as stated in WttISA: 'schools should sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who

might be facing difficulties.' Where appropriate St Augustine's Priory will seek advice from ECIRS (Ealing Children's Integrated Response Service) for advice and work with the local authority to remove barriers to attendance where this seems necessary.

The school (Marketing Director / Registrar) will inform the LEA of any pupil who fails to attend school regularly without the school's permission, or in the event that a parent does not provide medical or other professional evidence for prolonged absence.

The school will also inform the relevant LEA and/or Ealing Children's Integrated Response Service (ECIRS@ealing.gov.uk) as appropriate, **immediately** if:

- A single absence raises child protection concerns (see Child Protection and Safeguarding Policy)
- A pupil has any unexplained prolonged unauthorised absence.
- A pupil is absent for 15 consecutive days.
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the school is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

If all avenues of support have been facilitated but severe absence for unauthorised reasons 'it is likely to constitute neglect' (WTtISA) and a referral will be made to ECIRS if not made already.

Lateness is managed through the school disciplinary policy and Pupils receive a late mark if they are late for morning or afternoon registration without good reason provided by parents. This encourages punctuality and also flags up persistent lateness with Form Tutors and Heads of Year very quickly. Persistent lateness will result in a Friday detention.

Registration Procedure

The Form Tutors have primary responsibility for registering their tutees in the morning and following up absenteeism and lateness. Form Tutors will take the attendance register at the start of each session of each school day during the AM Registration Period and during the PM Registration Period.

In the morning, pupils should be at school by 8:20, so that they are punctual for morning registration at 8:40 in their Form Rooms.

Senior Pupils arriving late (after 8.40am) should go directly to Reception to be signed in by the office staff. Prep and Pre-Prep pupils arriving after the gate closes at 8.50am should go directly to reception to be signed in.

If no contact is received from parents to explain the absence, a phone call will be made to the Parents by a member of the school office staff, and if there is still no contact, they will inform the Deputy Head Pastoral. The register for the morning session closes by 9am. Pupils and Pupils arriving after this time will be marked absent for the morning session.

The relevant Head of Year will contact parents within 24 hours, and ideally on the same day, if a pupil/Pupil is missing without an explanation and if the parent has still not responded to the school.

The School records and monitors the attendance of all Pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

The School 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.

The attendance register is kept electronically on SchoolBase, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session. On each occasion it will be recorded whether every Pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

The circumstances in which a Pupil may be recorded as attending a place, other than the school, can include:

- attending educational provision arranged by a local authority;
- for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- attending a place for an approved educational activity that is a sporting activity;
- attending an approved educational activity that is work experience provided under arrangements made by the school as part of the Pupil's education;
- attending a place for any other approved educational activity.

Absence will be recorded by the Marketing Director / Registrar in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School 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:

- holiday has not been authorised by the School or is in excess of the period determined by the Head;
- the reason for absence has not been provided;
- a Pupil is absent from school without authorisation;
- a Pupil has arrived in school after registration has closed and without reasonable explanation.

Information Sharing

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.

The School, 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). Where appropriate the schools will attend regular targeting support meetings.

The School is legally required to share information from the registers with the local authority. As a minimum this includes information concerning Pupils who leave the School prior to their normal school leaving age.

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 the School's registers.

The School must provide specific Pupil information on request to the Secretary of State.

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

Record Keeping and Confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records. The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Admission Register

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

- maintain an admission register of all Pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll);

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

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.

The School must ensure that every entry in the School's 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 the school year that it relates to.

The admissions register contains specific personal details of every Pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.

A Pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.

When any of the situations set out in regulation 9 occurs, the Pupil's name must be deleted.

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

- the full name of the Pupil;
- the address of the Pupil;
- the full name and address of any parent the Pupil normally lives with;
- at least one telephone number of any parent with whom the Pupil lives or can be contacted in an emergency;
- the name of the Pupil's other or future school and Pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the Pupil's name is to be deleted from the admission register

The reports to the local authority are completed by the Director of Admissions or DSL at the request of the Head and the School Attendance Champion is made aware of all changes.

Reviewed by	Designated Safeguarding Lead
Approved by	Academic Committee
Approval date	16 Feb 2025
Next Review by	30 Apr 2026

Appendix 1

School Attendance codes – descriptions and meanings School Attendance (Pupil Registration) (England) Regulations 2024

CODE	DESCRIPTION	MEANING	SCENARIO
/	Present (AM)	Present	Pupil is present at morning registration
\	Present (PM)	Present	Pupil is present at afternoon registration
L	Late (before registers closed)	Present	Pupil arrives late before register has closed
B	Educated off site (NOT Dual registration)	Approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
K	LA arranged provision at a place other than a school	Approved educational activity	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
P	Approved sporting activity	Approved educational activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational visit or trip	Approved educational activity	Pupil is on an educational visit / trip organised or approved by the school
W	Work experience	Approved educational activity	Pupil is on an approved work experience placement
C	Absent with leave (not covered by another appropriate code/description)	Authorised absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
C2	Part time timetable	Authorised absence	Pupil is not in school due to having a part-time timetable
E	Excluded (no alternative provision made)	Authorised absence	Pupil has been suspended or excluded from school and no alternative provision has been made
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	Pupil is unable to attend due to illness (either related to physical or mental health)

J1	Interview	Authorised absence	Pupil has an interview with a prospective employer / educational establishment
M	Medical/Dental appointments	Authorised absence	Pupil is at a medical or dental appointment
R	Religious observance	Authorised absence	Pupil is taking part in a day of religious observance
S	Study leave	Authorised absence	Pupil has been granted leave of absence to study for a public examination
T	Traveller absence	Authorised absence	
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence	Pupil is absent for the purpose of a holiday, not approved by the school
N	No reason yet provided for absence	Unauthorised absence	Reason for absence has not been established before the register closes
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Late (after registers closed)	Unauthorised absence	Pupil has arrived late, after the register has closed but before the end of session
D	Dual registration (i.e. Pupil attending other establishment)	Not counted in possible attendances	Pupil is attending a session at another setting where they are also registered.
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
X	Untimetabled sessions for non-compulsory school-age Pupils	Not counted in possible attendances	
Y1	Transport normally provided by LA or school not available	Not counted in possible attendances	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

Y3	School partially closed	Not counted in possible attendances	Pupil is unable to attend because they cannot practically be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Not counted in possible attendances	Every Pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Pupil in criminal justice detention	Not counted in possible attendances	Pupil in unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances	To be used where an unavoidable cause is not covered by the other codes
Z	Pupil not yet on roll	Not counted in possible attendances	Pupil has not joined school yet but has been registered
#	School closed to Pupils (planned closure)	Not counted in possible attendances	Planned whole-school closures that are known and planned in advance, including school holidays