# Register of Pupil Admissions and Attendance Policy

Reviewed: May 2026
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## Rationale

At the Avenue Pre-Preparatory School and Nursery, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter and we look to you to support this objective.

It is the policy of the School to ensure all pupils attend school and to take action where attendance is, without good reason, irregular. Good attendance and punctuality as an integral part of the school ethos enabling pupils to achieve their potential. We believe that frequent absence and/or lateness seriously affects both the individual child and the whole class. Habits of good attendance and punctuality can only be achieved through a close partnership with the parents/carers, encouraging children to see themselves as an important part of the School community and to value and respect School life. This is why the Attendance Champion regularly promotes and incentivises good attendance through letters home, discussions with the PTA and various initiatives such as Walk on Wednesdays. These habits are of great importance to a child's future success in the adult world. The school will act in full compliance with statutory guidance *Working together to improve school attendance - August 2024.*

- Any queries or concerns regarding attendance on a day-to-day basis should be addressed to the Senior Attendance Monitor (Mary Fysh) or the child's on office@avenuepreprep.co.uk or ring 020 83486815
- The school term dates are published in advance and must be observed.
- Children are required by Law to attend full days at school the term following their fifth birthday.
- Admissions and Attendance Registers will be kept electronically, and all entries in the registers will be preserved for 3 years in accordance with statutory regulations.

## Aims

1. To ensure that children have every opportunity to achieve their potential.
2. To ensure that children have equal access to the school's curriculum and are not deprived of this through poor attendance.
3. To encourage regular attendance and punctuality.
4. To minimise disruption of lessons by latecomers.
5. To monitor absences in order to guard against truancy, condoned absence or Child Safeguarding issues (see school's child protection/safeguarding policy).
6. We aim for 100% attendance or authorised absence. The Senior Attendance Officer will contact parents if a pupil's attendance falls below 92%.
7. We will liaise with the local authority when necessary (e.g., when pupils join or leave school at nonstandard transition points, or have 10 consecutive school days of unauthorised absences, or 15 consecutive or cumulative days of medical absence.
8. To inform parents of the School's Expectations.
9. To ensure that Reception, Years 1 and 2 children are at school for registration by 8.50 a.m. each morning.
10. To ensure that Pre-Nursery and Nursery children are at school by 8.50 a.m. each morning.
11. To ensure parents contact the school as soon as possible if a child is going to be absent or very late for any reason e.g., dentist, doctor etc.
12. To remind parents to request permission, in writing, for holiday leave during term time. Permission is only given in exceptional circumstances such as a funeral or important family occasion. Schools are not allowed to give consent for school absence due to early/late holidays.

## The Law

Parents, Schools and LEAs share legal responsibilities in respect of school attendance and in meeting the requirements of statutory guidance.

Parents of children of compulsory school age must ensure that they receive an efficient and suitable full-time education, either at school or otherwise. The Law stipulates that school is compulsory for every child in the term following their 5th birthday.

All schools are required to keep an attendance register on which, at the beginning of each morning and afternoon session, a pupil should be marked present or absent. The register is an important document for the school, the inspectorate and government (data and trends.

The school has a duty to notify the local Education Authority (LEA) of unauthorised school absences or where there is a pattern of children missing education. In this connection LEAs have a statutory duty to ensure that parents are fulfilling their statutory obligations as to their children's education including, where necessary, by action through the Courts (Sections 37 and 39 of the Education Act 1944).

Pupils arriving after the 30-minute registration window has closed (after 9.20am for the morning session or after 1.10pm for the afternoon session) will be marked as an unauthorized absence using the U code.

The provisions of the The School Attendance (Pupil Registration) (England) Regulations 2024 require: -

- The use of attendance registers to show whether, in the case of pupils of compulsory school age, an absence is authorised or unauthorised.
- Schools are permitted to computerise their attendance and admission registers subject to satisfactory safeguards to protect the integrity of the record.

In compliance with statutory requirements, the school will formally submit a 10-day absence return to the Haringey Education Welfare Service whenever a pupil has 10 or more consecutive school days of unauthorized absence, or where a pattern of irregular unauthorized attendance meets local enforcement thresholds.

## The School Day

The door opens at 8.30am for all pupils.
All Reception, Year 1 and 2 children enter the school through the front door between 8.30 am and 8.50am. Punctuality is particularly important for the Reception, Year 1 and 2 children whose lessons start promptly after Registration. Instructions for the lesson are always given at the start of the period and it is detrimental for a child to miss this important process and disruptive for the class

All the Nursery children enter the School through the side door between 8.30am and 8.50am. The sessions for all Nursery children end at 3.00pm except for Fridays when both classes finish at midday. During any settling-in period for the children, parents will be notified of the details separately.

The school day ends for Reception and Key Stage 1 at 3.30pm every day except for Year 1 and 2 on Thursdays when the school day ends at 4pm. Many KS1 pupils remain until 4.00pm to take part in the After School Clubs on Mondays, Tuesdays and Wednesdays under the supervision of a member of staff. After School Clubs **do not run** in either the first full week of the Autumn term or last week of the Summer or Autumn term. Parents will be notified of any changes should they occur.

Pupils are not allowed to leave the School during the school day unless they are participating in agreed offsite activities or are on a trip, the dates of which will have been notified to you in advance. In these cases, pupils will be accompanied and be under the supervision of staff members at all times.

## Maintaining Registers

The School maintains an attendance register in accordance with The School Attendance (Pupil Registration) Regulations 2024 and CME guidance. Registers will be maintained electronically and consistently so that they can be easily reviewed, and difficulties easily identified.

All pupils are formally registered twice per school day (AM & PM), this is recorded electronically on the School Information Management System (MIS). On each occasion we will record whether each registered pupil is physically present in school or, if not, the reason why by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024. In accordance with DfE attendance guidance, the registration window will be open for 30 minutes for both the AM and PM registration. A pupil registering after 9.20 will be recorded as unauthorised absence (U code) for the AM session, and in the PM session the same will apply for any pupil registering after 1.10pm.

- Ensure that all class teachers take the register and submit it electronically between 8.50 am and 9.20 am at the latest with an explanation where there is an absence or lateness. All authorised absences must be reviewed by the senior member in charge or office administrator twice daily and have the correct code entered. The afternoon register for ALL children should be taken by 1.10pm at the latest.
- All authorised absences must be logged within the child's communication record within the school MIS. e.g., sickness notes from parents or phone calls received. Enter all late times, with an L symbol (coding system must be consistent with all staff).
- After registers close, absence is unauthorised (all children of school age). If other staff receive information, it will be put in a note for the class teacher and entered on the register. The school office or Head/Principal will be notified in order that the absence can be appropriately recorded in the register in line with the statutory duties of the school
- Should pupils either arrive late or leave during the course of a school day due to medical/dental appointments, school visit etc., they will be logged in/out using the electronic sign in system at the front door.

## Authorised Absence

Authorised absence is defined as being:

- When a child is prevented from attending by sickness or any unavoidable cause
- On the grounds that suitable transport has not been provided and the school is not within walking distance.
- With the exception of religious holidays, leave duding term time will only be agreed in exceptional circumstances; each application will be considered individually on a case-by-case basis, and no blanket allowances for maximum limits will apply.
- Attending an interview: for entry into another educational institution.
- Any leave of absence granted by the school will be recorded as authorised using the appropriate national code. Periods that are refused must be recorded as unauthorised. All requests will be treated on a case-by-case basis within the broad terms of this policy. The aim will always be to give reasonable flexibility to respond to difficult circumstances whilst discouraging unnecessary absence.

Parents are requested to contact the School on 020 83486815 by 8.30am if their child is unable to attend School for that day. Good attendance is strongly encouraged; parents must not send children into school who are showing signs of sickness. If it is predicted that the absence due to sickness will be more than 2 days, the school must be notified of the reason and expected duration. Parents will be contacted by 10am if a child in either Reception, Year 1 or Year 2 is not at school and the School has not been given prior notification of the child's absence.

Absence will be authorised for days exclusively set apart for religious observance by the religious body to which the parents belong; parents must seek advance permission from the Principal / Head for these specific dates.

## Absence, other than because of illness, Religious Holidays, Medical Appointments and Interviews

Pupils may take five days' absence per School year for religious observance without seeking permission for leave from the Principal / Head of the Pre-Preparatory ('Principal' hereafter); parents need to inform their child's Teacher on each occasion. Requests for more than five days may be addressed to the Principal / Head.

A leave of absence, other than that resulting from illness or for religious observances as described above, must be sought in advance from the Principal / Head. The guidance in WTISA indicates that such a request for leave of absence cannot be granted unless there are exceptional circumstances. The School does not allow retrospective leave of absence requests or notifications from parents to be recorded as authorised.

School policy advises strongly against parents taking any children on holiday during term time. Parents wishing to do so must put their request in writing to the Principal.

Absence will affect pupils' academic progress so leave of absence during term time, or early departure for or late return from school holidays will be granted only under very rare and exceptional circumstances, and in line with DfE guidance which specifies legitimate reasons for leave of absence. In accordance with DfE guidance, leave is unlikely to be granted for the purposes of a family holiday or other leisure and recreational activity as a norm.

In addition to causes itemised in law, there are other situations in which the school might reasonably exercise discretion and grant leave; for example, absence following the death of a close member of the child's family.

The school has a duty to report to the Children's Services of the local authority those pupils who fail to attend school regularly, except where such absences are authorised in accordance with the criteria set out above and/or covered by a medical certificate.

It may not always be possible immediately to identify absence as authorised or unauthorised. In such cases, a provisional mark should be entered in the register until clarification has been obtained. It will be the responsibility of the school, in accordance with statutory guidance, to clarify reasons for absence and to make every effort alongside parents to maintain high levels of attendance in the best interests of the children concerned. Ten days of unauthorised absence, failure to attend school regularly and deletion from the School Register when the next school is not known, will always be reported to the Local Education Authority in whose area the child resides.

Only the School may authorise absence from school, a power which is delegated to schools by government and on which it is inspected. The School relies on parents to support all initiatives to maintain good levels of attendance in order to avoid categorisation of absence on the register. To this end school leaders will always want to work collaboratively with parents and to maintain an open dialogue with regard to any attendance issues.

## Lateness

- On occasions, exceptional circumstances will mean children arrive late at school. However, regular lateness due to poor timekeeping is not acceptable and the school will discuss with parents ways to remedy this.
- Parents are reminded regularly about the importance of punctuality and the negative effect of lateness on their child's education.
- Pupils are marked as 'unauthorised absence' if they arrive after 9.20am.

**To achieve the goals of good attendance and punctuality, the following measures are taken**

- The school requires explanations of absence on every occasion by letter, email, phone call or in person by the child's parent/guardian.
- Teachers must record in the registers the reason for a child's absence and if late, the time of arrival in class.
- Persistent absence or lateness of a child/children is discussed with the parent and if appropriate further action is taken.

- No child is permitted to leave the school premises before the end of the school day unless a request has been received from the parent/guardian.
- Any absence that is not explained in a letter, by phone or in person will be classified as UNAUTHORISED ABSENCE.

## Role of the Staff

Staff should model acceptable behaviour by always being punctual for the beginning of each lesson. Staff must be in the classroom each morning to greet the children as they arrive.

All pupils are registered twice a day by their teacher - before the start of the morning session and immediately after lunch. Children are registered electronically using the School management system (MIS).

The member of staff who answers the front door to a late arrival must input details into the electronic sign in system at the front door, ascertaining who is to be picking up the child at the end of the day.

## Admission Register

DfE Guidance and WTISA

The Admission Register must contain specific personal details of every pupil in the school along with their starting date, information regarding parents, and details of the school last attended.

Schools have a statutory obligation to inform the Local Authority (Haringey) when a pupil's name is going to be deleted from the School's register on certain grounds such as: child removed to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than 4 months; when the child has been permanently excluded.

The School will also inform the appropriate Local Authority when it adds or removes a pupil's name to the admissions register at non-standard transition points (e.g. where a child leaves the School before completing the final year of that section of the School or joins a school after the beginning of the first year of a section of the School). Notifications of additions to the School's register should take place within 5 days of the entry.

The School will comply with any Local Authority requests for information on pupil movement at standard transition points.

Responsibility for monitoring and recording additions and departures from the School's roll rests with the School's Admissions Officer.

## Related Policies

This policy is to be read in conjunction with the following School Policies and Procedures:
Child Protection/Safeguarding Behaviour Management Policy
Collection of Children Policy / Uncollected Child Policy

Appendix 1 Complete in accordance with DfE guidance

**Attendance codes**

| Register Code | Description |
|---|---|
| / | Present AM |
| \ | Present PM |
| B | Attending any other approved educational activity |
| C | Leave of absence for exceptional circumstance |
| C2 | Leave of absence for a compulsory school age pupil subject to a part-time timetable |
| E | Excluded |
| G | The pupil is absent without leave for the purpose of a holiday. |
| I | Illness (NOT appointments) |
| J1 | Leave of absence for the purpose of attending an interview for admission to another educational institution |
| K | Attending education provision arranged by the local authority |
| L | Late (before registers closed) marked as present |
| M | Authorised absence due to medical/dental appointments |
| N | No other reason yet provided for absence |
| O | No other code applies |
| P | Approved sporting activity |
| R | Religious observance |
| U | Late (after registers closed) |
| V | Educational visit |
| X | Non-compulsory school age absence |
| Y2 | Unable to attend due to widespread disruption to travel |
| Y3 | Unable to attend due to part of the school premises being closed |
| Y4 | Unable to attend due to whole school being closed |
| Y6 | Absent in accordance with public health guidance or law |
| Y7 | Unable to attend because of any other unavoidable cause. |
| Z | Pupil not yet on roll |

| | |
|---|---|
| # | School closed to pupils |

**Introduction of 'Statutory Explanation'**

As part of the DfE's reform, where the following codes are used there is a requirement to provide a supporting explanation in the new Academic Year.

| Code | DfE Description / Explanation |
|---|---|
| B | Attending any other approved educational facility. |
| K | Attending education provision arranged by the local authority |
| Y7 | Unable to attend because of any other unavoidable cause. |

B A pupil is attending a place for an approved educational activity if

(a) the place where the pupil is attending is not the school or any other school at which the pupil is a registered pupil;

(b) the activity is educational in nature but not—

(i) educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act; or

(ii) an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff;

(c) the pupil's attendance at that place for that activity has been approved by a person authorised to do so by the proprietor; and

(d) the activity is to be supervised by a person thought by the proprietor or head teacher to have appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfills the educational purpose for which the pupil's attendance has been approved under sub-paragraph (c).