CHELTENHAM
LADIES' COLLEGE

# Attendance and Registration Policy

2026-27

# ATTENDANCE AND REGISTRATION POLICY

College recognises that good attendance is fundamental to educational achievement, has an impact on pupil wellbeing and should be considered alongside safeguarding. We recognise that absence is often a symptom of wider circumstances and are committed to working in partnership with pupils, parents and external agencies to identify and remove barriers to attendance at the earliest opportunity.

This policy should be considered in conjunction with the policies referred to in this document and the following additional policies:

- Missing Child Policy
- Behaviour, Discipline and Rewards Policy
- Child Protection (Safeguarding) Policy
- Admissions Policy

GUIDANCE

This Policy has due regard to:

- *School Attendance (Pupil Registration) (England) Regulations* (August 2024)
- *Children Missing Education* (September 2025)
- *Working together to improve school attendance* (August 2026).

## 1. ROLES AND RESPONSIBILITIES

### 1.1. Council

Council (via the Safeguarding Governor Warren Honey honeyw@cheltladiescollege.org) will review attendance data regularly, ensuring analysis of data is taking place and appropriate actions are taken and keeping attendance central to College strategy.

### 1.2. Attendance Team: Senior Attendance Champion, Assistant Head Pastoral, Attendance Officer, Data Manager, Compliance and Safeguarding Manager (Immigration)

The Senior Attendance Champion is the Head of College (Jemima Edney edneyj@cheltladiescollege.org) with strategic and operational oversight delegated to the Assistant Head Pastoral. The Attendance Team in College will work together to ensure accurate collation and recording of data; to analyse trends; to identify attendance concerns early and act upon these. The Attendance Team will ensure that relevant staff receive regular attendance training including the links between attendance, safeguarding, mental health, SEND and pupil wellbeing.

1.3. **Teaching and Pastoral staff**

The wider staff team in College will complete registers accurately and promptly, notify absence promptly and promote a positive culture of attendance.

1.4. **Parents and pupils**

We expect that parents will support College in ensuring regular attendance and reducing absence wherever possible, notifying College of absence in a timely manner and engaging with support offered. We expect that pupils will attend regularly and punctually and engage with support offered.

## 2. INTRODUCTION

In order to ensure the safeguarding and welfare of pupils, College has a statutory duty to know the whereabouts of its pupils.

2.1. FASTVEIN Scanners are used by pupils on arrival at College in order to track their whereabouts. FASTVEIN contributes to the legal register, alongside an iSAMS register which is taken by staff in the first session of the morning and the first session of the afternoon as a minimum. Registration is also undertaken by staff in each lesson. Registration of pupils is a legal requirement and the legal records of registration are held on iSAMS.

2.2. Any pupils not accounted for during a registration period will trigger the appropriate response from the relevant Missing Student Policy.

2.3. Parents have a key role to play in supporting good attendance. Parents of day pupils are expected to ensure their child attends College every day and arrives on time for registration, and to follow correct process in informing College of any planned or unplanned absence. Any external appointments such as dentist or non-urgent medical appointments should be arranged outside of the school day.

2.4. Parents of boarders should ensure that their child arrives promptly at the start of term and after any exeats, and support College in reminding pupils of the importance of good attendance. Parents of boarders should not arrange exeats or travel arrangements that would cause a pupil to miss lessons or organised activities.

## 3. FASTVEIN RECORDING SYSTEM

3.1. A pupil's whereabouts around the campus is monitored via the biometric system FASTVEIN. FASTVEIN records each pupil's scan via the unique capillary pattern in their finger to confirm their location in College. This can then be viewed by staff on the FASTVEIN dashboard.

3.2. Use of FASTVEIN requires explicit parental permission. Parents receive a letter when a pupil begins at College explaining the features of the system and the reasons why the College chooses to use it to monitor pupil movement across the site. Parental permission remains in force until the pupil leaves, unless such permission is previously withdrawn.

3.3. If a parent does not given biometric consent the pupil must either sign in and out of a location in the presence of a member of staff or make use of a personal PIN code entered via the FASTVEIN screen.

3.4. When it is not possible to take a scan (eg a pupil with Raynaud's disease), the pupil will choose a personal PIN code which they can use instead of finger scanning.

## 4. THE ATTENDANCE REGISTER

4.1. College keeps an electronic attendance register in the Student Record system iSAMS. Pupils scan using FASTVEIN prior to the start of lessons and staff take a lesson register at the start of the first session of each school day ( lesson 1) and again at the start of the second session (lesson 5). They will mark whether a pupil is present, absent or late.

4.2. The Attendance Officer or Houseparent will pre-populate known absence, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024

4.3. The register will record the appropriate code based on a combination of the FASTVEIN and lesson registration. The register will record if pupils are present or absent, using the Registration Codes (at the end of this document)

4.4. Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

4.5. We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

See the end of this document for the list of attendance and absence codes.

## 5. DAILY SCHEDULE LC1-UC5

5.1. On Monday- Thursday pupils should arrive in College in good time to be in their form room by 08:20 at the latest. They must FASTVEIN on arrival at College by 08.15. Pupils attend Prayers at 08:25 and are then registered by teachers in the first session of the morning starting at08:50.

5.2. On Fridays, pupils should FASTVEIN in to College by 08.45. They are registered by the teacher of their first lesson/activity at 08:50.

5.3. On Saturday pupils should FASTVEIN in to College by 08.55. They are registered by the teacher of their first lesson/activity at 09:00.

5.4. After lunch on Monday - Friday pupils should return to College and FASTVEIN by 14.30 They are registered by the teacher of their first lesson/activity at 14:35.

## 6. DAILY SCHEDULE SIXTH FORM

6.1. In the main, the daily schedule for Sixth Form pupils is the same as it is for LC1-UC5. However, if a Sixth Form pupil does not have a timetabled lesson which coincides with the registration window, that pupil's registration data will be retrieved from FASTVEIN within the specified time frame.

6.2. This may also be the case on a Thursday afternoon and Saturday morning, where the Sixth Form enrichment programme may not require the pupil to be on site.

## 7. PUPILS AT PE ("FIELD") FOR PM REGISTRATION

7.1. Physical education afternoons start at 14.15. Pupils should use FASTVEIN to register their location at Field and pupils not on the FASTVEIN system should register with the PE Administrator.

7.2. Teachers in charge of sporting activities will then take a register at the start of the activity which will be recorded as the legal register in iSAMS.

7.3. Pupils who are unable to attend their lesson at Field will be registered by their House Parent, if staying in the House, or have the appropriate absence code entered if they are leaving the school site.

## 8. PLANNED ABSENCE

8.1. Parents seeking permission for their daughter's planned absence should apply in the first instance in writing to the pupil's Houseparent and/or the Head of Pastoral Care (HPC). There is no obligation on the HPC to authorise absence on request, and leave will only be granted in exceptional circumstances such as:

- Taking part in a regulated performance or employment abroad
- Attending an interview
- Study leave
- A temporary part-time timetable is in place
- Family emergencies and bereavement.

8.2. Each case will be considered individually, but as a general rule absence due to inconvenient flight times or to facilitate family holidays will not be approved. This is because term dates are notified far in advance and holidays are sufficiently long to make this unnecessary in most cases. Terms are typically shorter than in the maintained sector, and full participation in College life is essential for all pupils. Absences for significant family occasions may be authorised, but only rarely. Family emergencies (eg bereavements or severe illness) are good grounds for absence, and parents may contact the Houseparent in the first instance for such permission to ensure a prompt and suitably personal response. This will be referred to the Head of Pastoral Care by the Houseparent if appropriate.

## 9. UNPLANNED ABSENCE

9.1. Parents have a duty to ensure that their daughter attends College and, in accordance with the terms of the Parents' Contract, an unsatisfactory attendance record may constitute grounds for the Principal or Head of College to require parents to remove a pupil from College. This would not be requested without College having raised concern in advance.

9.2. Day parents must notify the College of the reason for absence on the first day of an unplanned absence by 09:15am, or as soon as practicably possible, by calling Eversleigh House (for LC and UC), Bayshill House (SFC) or the Main Reception on 01242 520691.

9.3. Boarders will normally be in house on the day of an unplanned absence and their absence will be recorded by the Boarding House staff. If a boarder is at home on the first day of an unplanned absence, parents must inform the Boarding House staff at the earliest opportunity, so that the absence can be properly registered.

9.4. We will mark absence due to physical or mental illness as authorised, unless College has a genuine concern about the authenticity of the illness.

9.5. College may request reasonable medical evidence where prolonged or recurring illness requires further understanding in order to provide appropriate support or where there is genuine and reasonable doubt about the authenticity of an illness absence. We will not ask for medical evidence unnecessarily.

9.6. If College is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

## 10. LATENESS

10.1. The morning registration window closes at 9.20am. Pupils arriving between 08:50 and 09:20 will be registered as L (late).

10.2. The afternoon registration window closes at 15.05.

10.3. Pupils who arrive after the registration window has closed at 09:20 or 14:30 will be marked as absent, using the appropriate code.

## 11. SANCTIONS FOR PUPILS ARRIVING LATE

11.1. College is aware that there may be medical, pastoral, SEND or personal reasons for a pupil regularly arriving late, and that there may be complex barriers to pupils' attendance.

11.2. College will always consider absence through the lens of potential safeguarding issues.

11.3. College will pay particular regard to attendance concerns affecting pupils who have a social worker, are children in need, are subject to child protection plans, or are looked after or previously looked after children.

11.4. College will work in partnership with young carers and their parents to understand barriers to attendance and to put appropriate support in place.

11.5. Although there are sanctions in place to deter regular lateness, staff will be mindful of known reasons that may affect a pupil's ability to arrive on time and staff have discretion to withhold or adapt sanctions if they deem it to be appropriate in individual circumstances. Before sanctioning, College staff will explore whether there are ways that we can work together with the pupil and parents to improve attendance.

11.6. In general, pupils arriving late five times in any half-term will meet with the Head of Division and may receive a late detention. Three late detentions will result in a Saturday detention. Continued lateness will be dealt with appropriately.

11.7. Repeated lateness will be escalated to the Head of College.

## 12. FOLLOWING UP UNEXPLAINED ABSENCE

12.1. Where a pupil we expect to attend College does not attend, we will:

- Call the parent (in the case of a day pupil) or the Boarding House (in the case of a boarder) on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot contact the parents or the emergency contacts, we may contact the police or children's services for support
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school may consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

12.2. Where support is not appropriate, not successful, or not engaged with, College may refer attendance concerns to the local authority for consideration of legal intervention in accordance with relevant legislation and guidance.

## 13. REPORTING TO PARENTS

Attendance data can be provided to parents on request, and will be shared as a matter of routine when attendance is a concern.

## 14. SUPPORTING PUPILS RETURNING FROM ABSENCE

14.1. College understands that it can be difficult for a pupil returning after a lengthy absence, or from an absence caused by a significant event or set of circumstances. House staff and/or Head of Division will check in with a pupil following a lengthy or significant absence to ascertain whether further support is required.

14.2. Further support may include mental health and wellbeing support, academic catch up sessions, access to learning support or a phased return into aspects of College life.

## 15. MONITORING PUPIL ATTENDANCE

College will:

15.1. monitor attendance and absence data (including punctuality) half-termly, termly and yearly across College and at an individual pupil, year group and cohort level. Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

15.2. Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence;

15.3. Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends;

15.4. Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

## 16. PERSISTENT AND SEVERE ABSENCE

16.1. Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to College's strategy for improving attendance.

16.2. College will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education (Sept 2026)
- Hold a meeting with the parents of pupils who College considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school;
  - Listen, and understand barriers to attendance;
  - Explain the help that is available;
  - Explain the potential consequences of, and sanctions for, persistent and severe absence;
  - Review any existing actions or interventions.

- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant;
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, College will sensitively consider some of the reasons for absence;
- In line with its duties under the Equality Act 2010, College will consider reasonable adjustments for pupils whose attendance is affected by disability, medical needs, mental health needs or SEND.
- After an absence, facilitate time-limited adjusted timetables or phased returns with the aim of improving attendance and ensuring reintegration, regularly reviewing these and adjusting as necessary
- Implement sanctions where necessary, as set out above;
- Log any concerning absence and any communications with the parents and the local authority on CPOMS;

Consider attendance concerns relating to overseas pupils whose visas are sponsored by the College, for consideration of sponsor reporting responsibilities to UKVI.

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition | Scenario |
|---|---|---|
| *I* | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| **L** | Late arrival | Pupil arrives late before register has closed |
| **Attending a place other than the school** | | |
| **K** | Attending education provision arranged by the local authority | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| **V** | Attending an educational visit or trip | Pupil is on an educational visit/trip organised or approved by the school |
| **p** | Participating in a sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| **W** | Attending work experience | Pupil is on an approved work experience placement |
| **B** | Attending any other approved educational activity | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience |
| **D** | Dual registered | Pupil is attending a session at another setting where they are also registered |
| **Absent - leave of absence** | | |
| **C1** | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school |
| **M** | Medical/dental appointment | Pupil is at a medical or dental appointment |
| **J1** | Interview | Pupil has an interview with a prospective employer/educational establishment |
| **S** | Study leave | Pupil has been granted leave of absence to study for a public examination |
| **X** | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| **C2** | Part-time timetable | Pupil is not in school due to having a part-time timetable |
| **C** | Exceptional circumstances | Pupil has been granted a leave of absence due to exceptional circumstances |
| **Absent - other authorised reasons** | | |
| **T** | Parent travelling for occupational purposes | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes |

| | | |
|---|---|---|
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| I | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health) |
| **E** | Suspended or excluded | Pupil has been suspended or excluded from school and no alternative provision has been made |
| **Absent - unable to attend school because of unavoidable cause** | | |
| **Q** | Lack of access arrangements | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school |
| **Y1** | Transport not available | 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 | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency |
| **Y3** | Part of school premises closed | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open |
| **Y4** | Whole school site unexpectedly closed | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather) |
| **Y5** | Criminal justice detention | Pupil is unable to attend as they are:<br>• In police detention<br>• Remanded to youth detention, awaiting trial or sentencing, or<br>• Detained under a sentence of detention |
| **Y6** | Public health guidance or law | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law |
| **Y7** | Any other unavoidable cause | To be used where an unavoidable cause is not covered by the other codes |
| **Absent - unauthorised absence** | | |
| **G** | Holiday not granted by the school | Pupil is absent for the purpose of a holiday, not approved by the school |
| **N** | Reason for absence not yet established | Reason for absence has not been established before the register closes |

| | | |
|---|---|---|
| **0** | Absent in other or unknown circumstances | 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** | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session |
| **Administrative codes** | | |
| **Z** | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered |
| W | Planned whole-school closure | Whole-school closures that are known and planned in advance, including school holidays |