

The Cornwall Independent School

ATTENDANCE POLICY

This document which applies to the whole school, including the Early Years Foundation Stage (EYFS), is available on request, from the School Office, and can be made available in large print or other accessible format if required, from the School Office.

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

Scope: This policy is a live document that is sensitive to our working practices and is subject to change according to the needs of The Cornwall Independent School (TCIS). All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force and other statutory and best practice documentation cited in this document.

Monitoring, Review and Adaptation: The text of this policy is **necessary** and proportionate to meet the needs of The Cornwall Independent School, supporting those who work with our pupils, **making clearer** the responsibilities of school staff, volunteers, proprietor and the Governing Advisory Body. These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Governance Advisory Body is committed to regularly reviewing and updating our policies to ensure they remain relevant and effective in supporting our school's mission and values, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements, and it will be made available to them in writing or electronically.

The Policy Owner is Miss Louise Adams, supported by the Education and Compliance Officer.

Reviewed: September 2026

Next Review: September 2027 (or sooner, to reflect any material change in statutory or best practice requirements)



Miss Louise Adams
Headteacher

Related documents:

- Single Equalities Policy
- Special Educational Needs Policy
- Admissions Policy and Procedure Policy
- Safeguarding Policy
- Lost Children, Late Collection and Missing Children Policy
- Children Missing Education, Policy

In addition to the legislation already cited, EYFS attendance arrangements comply with:

- [Statutory Framework for the Early Years Foundation Stage \(EYFS\)](#) – effective 117 July 2026
- [Keeping Children Safe in Education](#) – September 2026

At The Cornwall Independent School, we recognise that positive behaviour and good school attendance are essential in order for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the 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.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called “Working together to improve school attendance” and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Registers and Attendance Policy reflect the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school. This policy is written with the above guidance in mind and underpins our school ethos to:

- work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity;
- promote children’s welfare and safeguarding;
- ensure every pupil has access to the suitable, full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school’s commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors/trustees about the responsibilities and the procedures in place to promote and monitor pupil attendance. Our policy aims to raise and maintain levels of attendance by:

- promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued;
- raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable. We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

Why is good attendance important? Even for very young children, there are positive benefits to be gained from regular attendance, whatever the weekly pattern of childcare or schooling. This includes not only coming to every planned session but also being there on time. It is important that all staff understand the principles of good attendance practice and the importance of good attendance by children. Benefits include the following:

Good habits

- It builds in young children the idea that getting up and going to school or pre-school is simply what you do.

- Children who attend every planned session develop a feel for the rhythm of the week and gain a sense of security from some regular elements, even when the actual pattern or focus of their learning or activity may vary widely from week to week.

Secure relationships

- Young children find it easier to build and sustain a range of social relationships when they regularly attend their childcare setting, according to the pattern agreed with the family.
- For some families, particularly at times of stress, the child's regular attendance at school or pre-school allows parents to get other things done and helps them enjoy spending time with the child when he or she is at home.

Self – esteem

- Children who rarely miss sessions at school and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.
- Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing.
- Regular attendance, on time, helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life at school. Some children may need some flexibility when they first start attending to settle in but there should be a clear, time-bound plan in place to ensure the attendance patterns are normalised as soon as possible.

Learning and development

- Staff carefully plan every session for each child in their care and want to take every opportunity to help them thrive; experiences gained in one session are often developed further in following sessions.
- Children learn in many different ways; through play with others and through being in the company of staff who actively support their learning and development.
- Underachievement is often linked to lower attendance. For some older students this is linked to a steadily deteriorating trend in attendance which is traceable right back to their first class in school ("Reception").

Attendance in the Early Years Foundation Stage (Reception)

Regular attendance in Reception is essential for children's learning, routine, emotional security and development.

The school recognises that children in the Early Years Foundation Stage are particularly vulnerable, and therefore:

- Attendance is monitored closely on a **daily basis**
- Any unexplained absence is followed up **on the same morning**
- The school prioritises direct contact with parents/carers to confirm a child's safety

Where a reception child is absent unexpectedly and no contact is made with parents/carers, safeguarding procedures are followed without delay.

To promote good attendance in our Early Years Provision we will:

- Convey clearly to parents and children that regular attendance and punctuality is essential and is in the child's best interest and that unexplained absence will be investigated.
- Keep records of attendance which provide accurate information on actual attendance and lateness to enable monitoring and evaluation so that emerging patterns are addressed.
- Build on existing good practice that fosters a positive attitude to good attendance by quickly responding to children's absence, recognising, and celebrating, 'good' and 'improving' attendance.
- Target attendance and lateness where there has been an issue and aim to set in place strategies and techniques to support and ensure improvement.

Recognising the factors affecting attendance: Whilst attendance at school is not compulsory until the term after their fifth birthday, authorised absence is only normally granted in the following circumstances:

- Illness of the child
- Illness of siblings or parents
- Health Services Appointments
- Holidays
- Religious observance

- Emergency circumstances

Where these circumstances arise parents should inform us on the first day of absence or prior to the first day of absence.

Promoting Regular Attendance: At The Cornwall Independent School we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Role	Name	Contact details
Senior Attendance Champion	Miss Louise Adams	admin@tcischool.co.uk
Attendance Officer	Mrs Tracey Rowe	admin@tcischool.co.uk
Named Advisor for Attendance	Mrs Carol de Labat	admin@tcischool.co.uk

Improving school attendance is everyone's business. It is a shared responsibility by the Proprietor and Senior Management Team, all school staff, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.

The Senior Leadership Team (including senior attendance champion) at The Cornwall Independent School will:

- actively promote the importance and value of good attendance to all pupils and their parents;
- form positive relationships with pupils and parents;
- ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually;
- ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues;
- ensure that the regulations and other relevant legislation are complied with;
- ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource;
- return school attendance data to the Local Authority and the Department for Education as required and on time;
- report the school's attendance and related issues through termly reporting to the Governance Advisory Board
- ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented;
- ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence;
- interpret the data to devise solutions and to evaluate the effectiveness of interventions;
- develop a multi-agency response to improve attendance and support pupils and their families;
- document interventions used to a standard required by the local authority should legal proceedings be instigated;

All staff at The Cornwall Independent School will:

- actively promote the importance and value of good attendance to all pupils and their parents;
- form positive relationships with pupils and parents;
- contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve;

- comply with the regulations and other relevant legislation;
- implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site;
- ensure that registers are recorded accurately and in a timely manner;
- contribute to the evaluation of school strategies and interventions;
- work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/or the implementation of an attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

The Cornwall Independent School requests that parents:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.
- To sign a parent contract.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

Definitions

Authorised absence:

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent, e.g. if a child has been unwell, the parent writes a note or telephones the school to explain the absence
- Only the School can make an absence authorised, parents do not have this authority
- Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child

out of school to go shopping during school hours, this will not mean it is an authorised absence.

Medical Appointments and Absence Due to Illness: Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must be signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the 5-19 [Healthy Child Programme team](#) and/or to liaise with the child's healthcare professional.¹

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support and will not be penalised from any rewards system. We will also consider whether an Individual Healthcare Plan is required.

Pupil Absence for the Purposes of Religious Observance: The Cornwall Independent School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

Unauthorised absence:

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a child is absent:

- When a child is absent unexpectedly, the class teacher will record the absence in the register and will inform the School Office
- A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment, an email may be received, a phone call or a face-to-face communication.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the School Office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Recording an absence on the school register: If the reason for a pupil's absence is not known when the register is taken, it must be marked with the "N" code. The school will take reasonable steps to establish the circumstances and reason for the absence. Within five school days of the session, the "N" code must be replaced with the actual appropriate attendance code (e.g., "I" for illness). If the school has been unable to establish the reason for the absence within those five school days, the "N" code must be changed to an "O" code (Unauthorised Absence).

Requests for leave of absence:

- We believe that children need to be in school for all sessions so that they can make the most progress possible, however, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend; e.g. a special event
- We expect parents to contact the school at least a week in advance but normally this request will be granted;
- The school cannot authorize parents to take holiday during term time unless there are other exceptional circumstances such as observance. Holiday during term time will be unauthorized.

For Reception pupils, extended or repeated absence will prompt:

- Discussion with parents/carers
- Consideration of welfare or safeguarding concerns
- Early support or referral where appropriate

The school works in partnership with families to support a child's return to regular attendance.

Requests for time to attend appointments outside of school:

- Parents should, as far as possible, inform the school of any appointment their child may need to attend during the school day, in advance of the appointment
- When returning a child to school after an appointment, the child must be returned to the School Office where the child needs to be 'signed in', adding the child's name, the date and time to the Signing In book (This may be completed by the parent / carer on the child's behalf)

Late arrival at school:

- When arriving late at school, after the first morning registration, the child must be taken to the school office, where the child needs to be 'signed in', adding the child's name, the date and time to the Signing In book (this may be completed by the parent / carer on the child's behalf).

Measures to promote attendance: We have introduced and will continue to implement measures aimed at reducing absences, including:

This is in accordance with the NSCP [Joint Protocol between Health Services & Schools in respect of the management of pupil absence from school when medical reasons are cited](#)

- Hand gel located at locations around school
- Infection control guidelines issued to parents
- Parents told to keep their child away from school if they may have a contagious illness to reduce spread to other children and staff as well as reinfection
- Cleaners use anti-bacterial/virus products daily within the school
- After any bout of vomiting or diarrhoea, the pupil or staff member should remain off school for 48 hours from the last episode
- Continuous updated Risk Assessment for measures to provide safety at school regarding any pandemic.

We are also keen to eliminate any unauthorised absences through working closely with parents and promoting children's enjoyment of their time in school.

Long-term Absence:

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home so that they can keep up with their schoolwork.

Supporting Children with mental or physical ill health, including children with special educational needs and/or disabilities: Some pupils face more complex barriers to attendance. This can include pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). School staff will work together with families and other agencies with the aim of ensuring regular attendance for every pupil. This will include:

- Understanding the individual needs of the pupil and family
- Establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Working in partnership with the pupil and family to put in-school support in place and working with other the local authority and other agencies where external support is needed (and available) with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue.
- Regularly reviewing and updating the support approach to make sure it continues to meet individual needs.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by and regularly reviewed with the pupil and their parents.

Repeated Unauthorised Absences:

- The school will contact the parent of any child who has an unauthorised absence, and if relevant, the Local Authority.
- If a child has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the problem. If a child has 10 days of unauthorised absence in a 10-week period, the school has a duty to report the absence to the Local Authority.

Persistent and Severe Absence: A pupil is defined by the Government as a ‘**persistent absentee**’ (PA) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil’s education and we need the full support and co-operation of parents to resolve this. A pupil who has missed 50% or more schooling is defined by the Government as ‘**severely absent**’ (SA). Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

The attendance of all pupils at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support. If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates’ Court.

National Framework for Penalty Notices: In line with the National Framework for Penalty Notices, there is a single, consistent national threshold for when a Penalty Notice must be considered by all Schools in England, including independent Schools. This threshold is met where a pupil accrues 10 sessions (usually equivalent to five School days) of unauthorised absence within a rolling ten School week period. The sessions do not need to be consecutive and may be made up of any combination of unauthorised absence codes (including G, O and/or U). The ten-School-week period may span different terms, academic years or education settings.

Where this threshold is reached, the school will work with the Local Authority in accordance with its published Code of Conduct. Sanctions may include the issuing of a Penalty Notice to each parent for each child, in line with the national framework. For a first offence, the Penalty Notice will be £160 per parent, per child, reduced to £80 if paid within 21 days. A second Penalty Notice issued within a three-year period will be charged at £160 per parent, per child, with no reduction for early payment. Where a third offence occurs, the matter may be referred to the Local Authority for consideration of prosecution through the Magistrates’ Court.

There is no legal entitlement for pupils to take time off during term time for holidays, leisure or recreational purposes, or to participate in protest activity during School hours. The Supreme Court has confirmed that “regular attendance” means attendance in accordance with the rules prescribed by the school. The school will work proactively with parents and the Local Authority to support regular attendance for all pupils of compulsory School age. Where concerns arise, support will be offered at an early stage and, where necessary, formal action will be taken in accordance with statutory guidance.

Responsibilities of Parents:

- Parents have a legal duty to ensure that their child attends school regularly, at the school at which they are registered.
- Pupils must attend every day that the school is open (unless they are ill or permission has been granted in advance).
- Parents must ensure their child is in school prior to the morning register being closed by 9.00 am, after which they will be marked as late.
- If a child is unwell, parents/guardians should email or telephone the school office by 9.00 am on the first day of absence and every day thereafter.

Register Keeping and Recording: [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#), require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. These records are backed up and stored for 6 years. Morning registration is at 9.00 am. The registers will remain open for 5 minutes after the start of morning registration. Afternoon registration will be at 1:30 pm. The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Staff Training on Attendance

Improving attendance requires knowledge of guidance and regulations but also expertise in working with families to remove barriers to attendance and safeguard students. Just as those barriers are regularly evolving, so too is the training that School staff require to address them. The school therefore will facilitate training for all staff to understand:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances,
- the law and requirements of Schools including on the keeping of student registers
- the school strategies and procedures for tracking, following up and improving attendance,
- processes for working with other partners to provide more intensive support for students who need it.

For staff with specialist attendance responsibilities, they will receive training to include the necessary skills to interpret and analyse attendance data and any additional training that would be beneficial to support students experiencing attendance challenges.

Attendance Rewards & Interventions:

Part-time timetables: All schools have a statutory duty to provide full-time education for all pupils, and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

Returns to the Local Authority: The school will ensure its statutory duties are upheld by informing the Local authority, including the following:

- New pupil - non-standard joiners must be reported within 5 days of joining (i.e. any pupil joining after the first day of the first term in the most junior class in the school)
- Deletion - non-standard leavers must be reported on removal from the roll (i.e. any pupil leaving before the last day of the last term in the most senior class in the school)
- Attendance - pupils who fail to attend school regularly, or who have a continuous period of 10 school days or more unauthorised absence
- Sickness - pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness

Deletions from the Register: At The Cornwall Independent School we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. We will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information. We follow the Cornwall and the Isles of Scilly Council Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities. If a child is removed from roll to home education, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupils will be de-registered on receipt of such a letter, and the Local Authority Council will be informed of the removal from roll as outlined above.

Remote education

- The Cornwall Independent School is required to record all absence from in-person lessons.
- The school may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the school site, to keep pace with their education.
- In the limited circumstances when the school decides to use remote education for individual pupils when they are absent, the following will be considered:
 - ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
 - if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The Cornwall Independent School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school. The school will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

Statutory Framework: This policy has been devised in accordance with the following legislation and guidance:

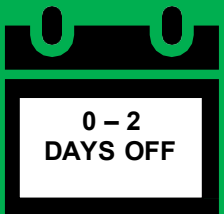
- [Working together to improve school attendance, DfE \(July 2026\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [School attendance parental responsibility measures, DfE \(January 2026\)](#)
- [Children missing education, DfE \(September 2025\)](#)
- [Keeping children safe in education, DfE \(September 2026\)](#)
- [Working together to safeguard children, DfE \(Updated March 2026\)](#)

Links

- [Information sharing advice for safeguarding practitioners](#)
- [Children Act 1989](#)
- [Education Act 1996](#)
- [Education Act 2002](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)
- [The Education \(Independent School Standards\) Regulations 2014](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

Monitoring and Review:

- It is the responsibility of the Headteacher to monitor overall attendance
- The Headteacher also has the responsibility for this Policy and for seeing that it is carried out
- The Headteacher will therefore examine closely the information provided and seek to ensure that our attendance figures are as high as they should be
- The school keeps accurate attendance records on file for a minimum period of six years
- Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way
- Any ongoing absences, Lates' or unauthorised absences for holidays is discussed regularly with relevant staff and followed up as quickly as possible
- If there is concern about a child's absence, staff will contact the School Office immediately, if there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher and DSL who will contact the parents and if relevant, the Local Authority.
- The school will work with parents to encourage attendance by providing a calm, orderly, safe and supportive environment where pupils want to be and are keen to learn. We recognize that children missing education can act as a warning sign to a range of safeguarding issues.

Attendance Rewards & Interventions: DAYS ABSENT	Percentage of attendance	Responsible member of staff	<i>This column lists the support, rewards and interventions that will take place at this stage so that everyone understands what will happen</i>
 0 – 2 DAYS OFF	99 – 100%	Miss L. Adams	- Weekly classes celebrated in assembly for 100% attendance or highest attendance. - Individuals celebrated for 100% attendance termly - Request notes for unauthorised attendance - Yearly 'Attendance Prize' awarded at Prizegiving
 4 – 7.5 DAYS OFF	96 – 98%		
 9.5 – 17 DAYS OFF	91 – 95%	Miss L. Adams	- Headteacher, DSL & Attendance Officer review attendance statistics on a regular basis - All children are discussed and reasons are monitored to detect trends
 19 + DAYS OFF	Under 90%	Miss L. Adams	- Headteacher, DSL & Attendance Officer review attendance statistics on a regular basis - Class Teacher to follow-up with parent to ascertain how the family can be supported in improving attendance - If no improvement seen – Attendance Champion will reach out to families for a minuted meeting to discuss how the family can be supported - Three weeks monitoring of established plan including planned interventions to help catch up with missed learning - If improvement seen (e.g. marked reduction in absence) - child is monitored in regular meetings to ensure no reoccurrence of absence. - If no improvement seen (e.g. attendance remains static or worsens) – In-person, minuted meeting with DSL & Headteacher.
 80 + DAYS OFF	Under 50%	Miss L. Adams	- Formal support such as attendance contracts will be in place - Intensify support through statutory children's social care involvement - No engagement from parent can result in use of legal intervention

Appendix 1: School Attendance Codes

Codes	Description	Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Education off site (no Dual reg)	Approval Education Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Education Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Education Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence (to be amended to appropriate code within 5 days)	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Education Activity	In for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Out for whole session
V	Educational visit or trip	Approved Education Activity	Out for whole session
W	Work experience	Approved Education Activity	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
–	All should attend/No mark recorded	No mark	Out for whole session