The New Beacon

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Attendance and Registration Policy

Revised by	K Spoor
Revision Date	June 2026
Next Revision Date	June 2027

Attendance and Registration Policy

Regulatory Framework

This policy complies with statutory and regulatory requirements, including:

- Education (Pupil Registration) (England) Regulations 2024
- Working together to improve school attendance (DfE, updated August 2024 — still current 2026)
- ISI Regulatory Requirements
- *Keeping Children Safe in Education* (KCSIE) – latest version
- Boarding Schools National Minimum Standards (NMS 15.5–15.6)

The school maintains the following statutory registers in line with legal requirements:

- Admissions Register
- Attendance Register (taken at least twice daily for all pupils)

The Admissions and Attendance Registers are maintained electronically via the school MIS by the Attendance Officer, under the oversight of the Deputy Head Pastoral. Attendance registers are legal documents and must be completed accurately; any amendments must be made in accordance with school procedures and remain auditable.

Attendance Strategy

The school adopts a whole-school approach to attendance in line with DfE guidance. This includes:

- Promoting high expectations of attendance for all pupils
- Early identification of emerging attendance concerns
- A graduated response to absence, including support, monitoring and escalation
- Working in partnership with parents and external agencies where appropriate

Principles

- Good attendance is essential for safeguarding, pupil wellbeing and academic progress.
- The school must always know the whereabouts of its pupils.
- Attendance must be recorded accurately, promptly and in line with statutory requirements and approved DfE attendance codes.
- Absence and patterns of absence may indicate wider pastoral or safeguarding concerns and must be monitored closely.

Roles and Responsibilities

Attendance Champion – Deputy Head Pastoral

- Oversees attendance patterns, interventions and whole-school attendance strategy.
- Ensures staff understand the safeguarding relevance of attendance and registration.
- Escalates concerns to the Designated Safeguarding Lead (DSL) where appropriate.
- The Governing Body receives regular reports on attendance patterns, including persistent absence and safeguarding concerns, and provides strategic oversight.

The Deputy Head Pastoral's contact details are as follows:

Mrs Kate Spoor
Deputy Head Pastoral | Designated Safeguarding Lead
The New Beacon Brittains Lane, Sevenoaks, Kent TN13 2PB
Kate.spoor@newbeacon.org.uk
Tel 01732 452131

Attendance Officer – First Aid Lead

- Oversees the daily completion and accuracy of attendance registers.
- Maintains the Attendance Register via the school MIS.
- Produces daily and weekly attendance reports.
- Provides weekly attendance summaries to the Senior Management Team.
- Contacts parents by **9:30am** if a pupil is absent and no explanation has been provided.

In the absence of the First Aid Lead, responsibility for following up unexplained absences is held by a member of the Head of Section or the Deputy Head Pastoral.

All Staff

- Must know the whereabouts of pupils at all times, in line with KCSIE.
- Must pass on all parental notifications or requests relating to absence to the Deputy Head Pastoral, Head of Section and First Aid Lead.
- Must take registers accurately where required and use only approved attendance codes.
- Must report any safeguarding concerns immediately to the DSL.

Staff responsible for registration receive appropriate guidance and training in the correct use of statutory attendance codes.

Registration Requirements

Attendance registers must be completed as follows:

Morning Registration

- Form registers taken by **8:40am**.
- Pupils arriving after this time must report to the First Aid Lead.
- Registers close at **9:00am** (attendance codes set out in the Staff Handbook, MIS and Staff SharePoint).

Afternoon Registration

- Latest registration times:
  - EYFS & Pre-Prep: **1:00pm**
  - Junior & Middle School: **1:30pm**
  - Senior School: **2:00pm**

Activities and Extended Day

- Registers must be taken for all before-school, after-school activities and clubs using the SOCS app.
- Registers must also be taken for rehearsals outside school hours, Games and Wednesday activities.

Only pupils physically present at registration may be marked as present. Pupils present at registration are recorded as present even if they leave later with permission.

If electronic systems are unavailable, staff must email absence information to the First Aid Lead. If the First Aid Lead is offsite, this information must be emailed to the admin team and Deputy Head Pastoral.

Daily Absence Procedures

Parents are requested to notify the school of illness or absence by **8:00am** by email (to alida.hoffmann@newbeacon.org.uk, copying in the pupil's form teacher) or by telephone (01732 452131).

- On the first day of unexplained absence, parents must be contacted by **9:30am**.
- If parents cannot be reached, emergency contacts must be attempted.
- If a pupil remains absent without explanation after the first day, the absence is escalated to the Deputy Head Pastoral and DSL and further follow-up or welfare checks will be undertaken in line with safeguarding procedures.
- Persistent or concerning absence triggers intervention will be led by the Attendance Champion.

Where a pupil is absent and cannot be located, the school will follow its Missing Child Procedures and, where appropriate, make referrals to the local authority in line with Children Missing Education requirements.

Term-Time Absence Requests

• Term-time holidays will only be authorised in exceptional circumstances.
• Requests must be made in advance to the Deputy Head Pastoral (kate.spoor@newbeacon.org.uk)
. • The school publishes term dates at least one year in advance to support family planning.
• Any unauthorised absence will be recorded using the appropriate statutory DfE attendance codes.

Signing In and Out

- Pupils leaving school during the day for appointments must be signed out by a parent or authorised guardian.
- Signing out points are:
    - Nursery: Pre-Prep Reception
    - Pre-Prep & Junior School: Pre-Prep Reception
    - Middle & Senior School: Main School Office

All staff must also sign in and out when leaving the school site during the school day. Staff signing in books are held in the Prep School Reception and Pre-Prep Reception areas.
Visitor signing in procedures are outlined in the school's Safeguarding and Visitor Policy.

Persistent / Severe absence thresholds

- Persistent absence is defined as attendance below 90%.
- Severe absence is defined as attendance below 50%.

The school monitors these thresholds and implements targeted support and intervention where required.

Attendance Codes

The school uses DfE statutory attendance codes and ensures they are applied consistently and in line with current national guidance.

The full table of permitted codes is available in the Staff Handbook, on the Staff SharePoint area and within the school MIS. Only approved codes may be used.

Safeguarding and KCSIE

Attendance and punctuality are key safeguarding indicators.

- Attendance concerns may indicate underlying safeguarding issues and must be investigated.
- Repeated absence, unexplained absence or patterns of lateness must be reported to the DSL.
- Staff must remain vigilant to risks associated with Children Missing Education (CME).
- Pupils absent without explanation may be at risk of harm; prompt follow-up is mandatory.

All attendance concerns are considered within the school's safeguarding framework and procedures.

A first-day response is a safeguarding requirement. Unexplained absence is treated as a potential safeguarding concern until verified.

Part-time timetables

A part-time timetable will have:

- The agreement of both the school and the parent the pupil normally lives with.
- A clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- Regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- A proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision.

It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part time timetable for a prolonged period.

Boarders

- Boarding staff must always know the whereabouts of boarders, in line with NMS 15.5.
- Any concerns regarding missing or unaccounted-for boarders must be acted upon immediately in accordance with the school's Missing Child Procedures.

Monitoring and Review

Attendance data is monitored weekly by the Deputy Head Pastoral and senior leaders. Patterns, trends and concerns are reviewed, acted upon and reported as appropriate.

This policy is reviewed annually, or sooner if statutory guidance or regulatory requirements change.

Contact Details for Deputy Head Pastoral

The Deputy Head Pastoral's contact details are as follows:

Mrs Kate Spoor
Deputy Head Pastoral | Designated Safeguarding Lead

The New Beacon Brittains Lane, Sevenoaks, Kent TN13 2PB

Kate.spoor@newbeacon.org.uk

Tel 01732 452131

Attendance and Registration - Staff Summary

1. Legal Duties

- Registers must be completed twice daily (morning and afternoon).
- Attendance must comply with:
    - Education (Pupil Registration) (England) Regulations 2006
    - ISI Regulatory Requirements
    - KCSIE (latest)
    - Boarding NMS (where applicable)
- Accurate attendance is a safeguarding requirement.

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2. When to Take Registers

- Morning: At the start of the school day
- Afternoon:
    - Nursery, Pre-Prep & Junior School – 1:00pm
    - Middle School – 1.30pm
    - Senior School – 2:00pm
- Clubs, rehearsals, activities, fixtures, and Wednesday Afternoon Activities also require a register.

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3. Marking the Register

- Only mark pupils physically present as present.
- If a pupil is absent at registration, mark the code box *'N'*.
- Use only DfE approved attendance codes (full list in MIS / staff handbook/Staff SharePoint).
- If electronic systems fail, email the Attendance Officer with absentees.

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4. Lateness

- Pupils arriving after 8:40am must report to the Medical Administrator for late registration.
- Late before registers close (8.40-9) = L
- Late after registers close (9am onwards) = U

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5. Absence Procedures

- Parents are required to report an absence before 8:00am.
- Unexplained absences must be followed up by 9:30am.
- Any concerns about patterns of absence must be passed to the DSL.

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6. Signing In and Out

- Pupils leaving for appointments must be signed out by a parent/guardian.
- Sign out locations:
    - Nursery: Nursery Building
    - Pre-Prep & Junior: PP/JS Reception
    - Middle & Senior: Main School Office
- Staff must also sign in/out when leaving the campus during the day.

7. Activities, Games, Rehearsals & Trips

- Staff running any supervised session MUST take a register.
- Games and match lists must be shared with:
    - First Aid Lead
    - Front Office
    - Kitchen
- Any changes to group lists must be communicated immediately.

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8. Term Time Leave

- Term-time holidays are not authorised unless exceptional circumstances apply.

Requests must be made in advance to the Deputy Head Pastoral

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9. Missing Pupil – Immediate Action

A pupil absent from registration or missing from a lesson is treated as a missing pupil.
Staff must follow the flow chart at the end of this document.

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10. Safeguarding Reminders

- Attendance and punctuality concerns may indicate possible harm.
- Report patterns of absence, lateness, or unexplained non-attendance to the DSL.
- Always act in line with KCSIE and school safeguarding procedures.