LEICESTER GRAMMAR SCHOOL

ATTENDANCE POLICY AND PROCEDURES

This is one of the policies concerned with pastoral care.

This policy has regard to the DfE document 'Working Together to Improve Attendance (July 2026)' which is statutory guidance and applies to all pupils of compulsory school age and, where applicable, to children in the EYFS.

It also takes into account guidance from:

- The Equality Act (2010)
- The UN Convention on the Rights of the Child

A copy of the policy will be published on the school website and will be sent to the parents of new pupils as they start and all parents will be reminded of it at the beginning of each school year. The views of parents and pupils will be invited whenever the policy undergoes a significant review.

1.Statement of Policy

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation. Further information can be found on www.gov.uk and searching 'Keeping Children Safe In Education' (KCSIE).

Our school has a responsibility to maintain accurate and regular registers to allow the efficient identification of pupils who are absent. In accordance with "The Education (Pupil Registration) (England) Regulations 2006", the School takes a register twice daily with absences being followed up at the earliest opportunity. Registers are kept for six years. Every effort is made to

support and encourage those pupils who for any reason avoid school, but persistent unauthorised absences will be reported to the LA.

Aims

- Set out the attendance and punctuality expectations of the school
- Set out the responsibilities of the parents
- Maintain daily attendance registers
- Monitor levels of attendance and punctuality, spot patterns, listen and understand reasons for absence
- Provide support, advice and guidance to families
- Work with the Local Authority to help families improve attendance

Responsibilities of the Trustees

- Recognise and promote the importance of school attendance and punctuality
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance and punctuality data, discussing and challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it the most
- Ensure school staff receive adequate training on attendance
- Share effective practice on the management and improvement of attendance and punctuality across schools.

Expectations of the School

- Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have.
- Leicester Grammar School expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- Fulfil their legal responsibility in the completion of pupil registers
- Ensure good level of Attendance (95+%)
- Ensure good level of Punctuality (95+%)
- Monitor attendance within the school, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high-quality education.

Responsibility of Parents

- Parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. This starts at the beginning of the term after that in which the child becomes five.
- Ensure good level of Attendance (95+%).
- Ensure good level of Punctuality (95+%).

- Contact the school on the first day of any absence to explain the reason for the absence. Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence.
- Parents must record on MSP (My School Portal) or write/email to the school offering a reason for any absence and provide medical evidence where possible.
- Parents must NOT expect any leave of absence to be granted for the purpose of a holiday.
- Parents need to see themselves as partners with the school in the education of their children.
- Parents should ensure that their children arrive at school on time.
- Parents should ensure that their children are in the correct, clean uniform.
- Parents should ensure that their children are in a condition to learn, i.e., had enough sleep, regular meals, clean etc.
- Parents should ensure that their children have a respect for education and for those who deliver it.
- Parents should ensure that their children observe the school's rules and codes of conduct.

2. MORNING REGISTRATION

For all day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during the afternoon session.

An electronic registration system is used at Leicester Grammar School

- It is important that all pupils are punctual. All pupils should be present in their classroom by 8.30am.
- The class teacher will complete the register by 8.40am. These registers are taken electronically, with each tutor having a unique login. The class teacher will call the register and enter marks on School Management Information System.
- All codes are listed on School Management Information System. The only codes to be used by teaching staff are N (reason for absence not yet established) this must be followed up by the attendance team, and /, (present during registration). All other codes will be added by the attendance team.
- Registration is recorded by means of an e-register on School Management Information System. In the event of the computer system not working a paper register will be taken on a form list and passed to the attendance team.
- If a pupil is absent without known cause, the attendance team will telephone parents to ascertain the reason.
- The attendance team print off a hard copy of absences after each registration period (am & pm) and place it in the fire evacuation bag.
- If a pupil is absent from school without prior permission, the absence is noted and the parents are contacted. Their register will then be marked as O (absent in other or unknown circumstances) until a reason is ascertained for their absence.
- If a pupil arrives after 8.40am they must report to the School Office to sign in where they are entered into the register as U (late after register has closed).
- If a pupil is late on several occasions the Head of Year and Director of Wellbeing will be informed and next steps agreed.
- The register codes are set out in Appendix 1 together with explanatory notes.

3. AFTERNOON REGISTRATION

- **Pupils must be in their classrooms by 2:05 pm.**
- The subject teacher will call the register, after which the lesson will begin promptly at 2.10 pm.
- A member of the office staff checks all registers have been completed and will then follow up any cases of “missing” pupils.
- As well as being a legal requirement and a necessary safety procedure in case of fire, it is essential that pupils attend registration so that they receive letters, notices, information and messages.
- The school day concludes at 3.55 pm although co-curricular activities are available until 5.20 pm. The late bus leaves at 5.30 pm.

Afternoon registration in Junior School and senior school occur at the following times
EYFS and KS1 – 1.00pm to 1.10pm
KS2 – 1.30pm to 1.40pm
Senior school (Years 6 to 13) – 2.05pm to 2.10pm

Note: We have regard to the Department for Education guidance (specifically paragraph 290 of Working Together to Improve School Attendance – July 2026). At the present time it is not possible to align afternoon registration times, primarily because of our shared refectory use. Specifically, EYFS begin eating their lunch from 11.50am, with senior school finishing their lunch service at 1.50pm.

We are reviewing afternoon registration times to seek an aligned registration; however, this is not a change we can make within the current school year. See Appendix 2.

4. Reporting Absences

Parents need to notify the school office of their child’s absence either in writing (If the absence is planned), using MSP (My School Portal) , or by telephone **on 0116-259-1900** at the beginning of the first day of absence. The school should be informed of the reason for the absence and, if possible, the expected date of the child’s return to school. The school will always contact the parent on the first day of an unexplained absence in order to obtain a reason for a child’s absence.

The school has more than one emergency contact number for each pupil. If no contact can be made, the school will then attempt to contact the child’s parents using the other contact numbers provided for the child. If the child is known to any other service such as Children’s Social Care or Family Support, then the school will contact them for relevant information. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the school’s electronic register.

The school always sends parents the term dates over a year in advance in order that holidays can be arranged in school holidays without disrupting the children’s education (see website:

https://www.lgs-senior.org.uk/term-dates). Please note that it is the school's policy usually not to allow holiday to be taken during term.

5.Unexplained absence

If a pupil is present in the morning but absent at afternoon registration, without prior knowledge the absence is noted, and the case is followed up as quickly as possible. However, if a pupil is absent all day, without notification from parents, parents will be contacted to ascertain a reason for the absence. Parents are asked to contact the school as soon as possible if their child is absent. In individual cases, contact will be made with parents at an earlier time if there is any cause for concern.

6. Notification for absence

For all absence requests, prior permission must be requested from the Headmaster (via MSP) and will only be authorised in exceptional circumstances. **It is expected that family holidays will not be arranged in term-time.** In such cases, the Headmaster is unable to authorise holidays during term time as detailed in 'Working Together to Improve Attendance (July 2026) and below.

- The Sixth form may sign out during their free periods with the permission of the Heads of Sixth-form. This is a privilege and not a right.
- All requests from the Sixth form for a day's absence e.g: to visit a university or for work experience must be preceded by a letter from a parent/guardian or the completion of the appropriate form.
- Sixth-form pupils may be given a study afternoon if they have no lessons in the afternoon.
- In such cases pupils leave at 1.50 pm after signing out. If they have permission, and they choose to sign out they must go straight away. Study afternoons are meant to be spent at home unless permission has been given for other educational activities e.g: visiting the library in town.
- On occasion, Sixth-form pupils are given a study afternoon because of the absence of a member of staff. Again, this is a privilege and not a right. Signing out is essential.
- Before any study afternoon is granted, a form on My School Portal must have been completed by the parent/guardian giving permission for any future study afternoons.
- The privilege of a study afternoon may be withdrawn from pupils showing insufficient academic effort or progress, or from pupils whose behaviour during study afternoons is deemed unacceptable or inappropriate.

7. Authorised absence

Authorised absence is whether the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Headmaster is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, i.e., interviews, school trips, sporting events, music examinations, work experience etc.

- The child is unable to attend through exceptional circumstances (unavailability of transport provided by school or local authority, where the home is not within walking distance).
- The child is observing a religious festival.
- The child has an agreed medical appointment, and the school has been notified in advance.
- The child is too ill to come to school and parents have given specific symptoms.
- There are specific circumstances, usually agreed in advance by the Headmaster, where a child is unable to attend the school, i.e. parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Headmaster has the discretion to authorise time for travel).
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- Leave for Exceptional circumstances can be granted at the discretion of the Headmaster. Each application will be considered individually considering the specific facts and circumstances and relevant background context behind the request. If granted, the Headmaster will determine the length of time the pupil can be away from school.

8. Unauthorised absence

All other absences must be treated as unauthorised and referred to the Director of Wellbeing and Co-curriculum. The appropriate code will be used in the register.

9. Absence from lessons

Specialist subject staff should do a check of pupils at the beginning of a lesson. Absences should be reported to the admissions team to be investigated.

10. Sixth Form Games

This is part of the curriculum and pupils are expected to attend regularly on Tuesday afternoons, or they may opt for community service.

All pupils are reminded during the options meeting at the start of each term that if they wish to be excused from games they must:

a) in the case of a 'known' illness or injury which will prevent them from taking part - bring a note from parents, register with the Director of Sport and then work in the library.

b) in the case of illness that occurs during the day, go to the nurse, get a note, bring it to the Director of Sport (or put it in his pigeon hole) and then work in the library.

Anyone wishing to be excused from games must follow this procedure. Students failing to comply are likely to incur detentions.

Students selected for Senior Games Squads (rugby and hockey in the Advent term, cricket and netball in the Lent term, cricket and tennis in the Trinity term) have to attend all training during

Tuesday games lessons, and, if selected, all matches, either during the week or on Saturdays. They must also attend all timetabled extra- curricular squad training sessions.

11. Community Service

Community service may be carried out as an alternative to games on a Tuesday afternoon or if desired in addition to games. All sixth-form pupils have the opportunity to sign up for community service at the start of each term and are given guidance regarding how to organise a placement.

When attending community service all students must:

a) sign out of school at reception when they leave school
b) only sign out if they are actually attending their placement. If the placement is not feasible on a particular day the student is expected to stay in school for private study or it may be possible to attend a games option. They should also inform the community service organiser of their change of plans.
c) provide the community service organiser with a letter requesting leave of absence to attend a medical appointment.

If community service is carried out at a time other than games afternoon the student is expected to attend games.

12. Music lessons

Although lessons are timetabled on a rotating system, if an instrumental teacher only attends school for half a day, the pupil may miss a particular lesson with regularity. The pupil should obtain permission before the lesson.

If the frequency of music lessons is giving concern the appropriate music teacher, Head of Music, and Head of Year should all be consulted to consider alternatives. The pupil should never be put under stress because of the problems caused by the clash of music lessons and academic lessons. Sixth-form students have music lessons in their private study time.

Pupils are expected to catch up on any work missed and complete homework. In the case of a test or assessment, lessons can often be rearranged.

13. Games fixtures

School matches are sometimes arranged during school hours and are coded on the register as P (*Sporting activity with prior agreement from school*). A register will be completed via SOCs by the teacher leading the fixture prior to the students leaving site.

Fixtures will usually be listed on the school web-based calendar and made known by the PE staff to parents via the SOCs. The only exception to this will be for County and National Cup playing dates, which are provided externally at much shorter notice. Removing a pupil from a games lesson or fixture is not acceptable without prior consultation with the PE teacher.

Calendared fixtures take priority. The pupil should not be subjected to stress because of divided loyalties. The Headmaster agrees on the fixtures to be played during the year. If there is concern about the number of fixtures the Headmaster should be consulted.

14. Co-Curricular Clubs

Separate registers are taken by the class teacher to determine which children will be attending after school clubs. All staff are responsible for keeping a register for pupils attending cocurricular clubs.

15. Illness

If a pupil feels ill during a lesson, they should go to the Nurse. They will be accompanied there by a member of staff or a student. If a pupil does not arrive at a lesson because they are with the Nurse, information should be sought from the first aid room or office. The teacher should check this with the Nurse or notify the school office at the earliest opportunity.

Pupils should never be on their own if they are unwell. They should not be allowed to go to the cloakroom (unless necessary) or to sit in the school playground. Another pupil may take them to the Nurse but must return to the lesson immediately.

The Nurse informs the class teacher of pupils who miss lessons. If a pupil is too ill to remain at school, the Nurse should advise the office staff as necessary, and the Nurse will contact the parent or guardian of the child.

The First Aid Policy is relevant to illness and accident.

16. Child Missing from Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation.

16.1 Leicester Grammar School is required to inform the Local Authority of any pupil who is going to be deleted from their admission register where the child:

- Has been taken out of school by parents and is being educated outside the school system, e.g., home educated
- Has ceased to attend school and no longer live within reasonable travelling distance
- Has a medical condition certified by the school medical officer/school nurse that the child is unlikely to be in a fit state of health to attend school
- Has been permanently excluded

Leicester Grammar School is required to inform the Local Authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more.

16.2 Procedure To Follow If A Child Is Missing From Education

The attendance team will alert the Senior Leadership Team if a pupil has been unexpectedly off for 3 consecutive days and a courtesy call will be made home to enquire of the pupil's wellbeing.

- The Director of Wellbeing and/or the Head of Year will speak to members of staff to establish reasons for absence.
- The Director of Wellbeing and/or the Head of Year will phone the parents/guardians in the order of importance listed on School Management Information System.
- Where a child is missing school because of mental health or physical health, or those with SEND, extra support will be offered, by considering the individual needs of pupils
- Where absence falls below 90% the Director of Wellbeing and/or the Head of Year will write to the parents/guardians outlining the entitlement of every child to education. Parents will be made aware that 10% absence means the equivalent of one day or more per fortnight across a full school year. The expected attendance is at least 92.9% (national average).
- The Director of Wellbeing will use their discretion about whether to contact the LSCP.
- The incident will be logged on the School's Safeguarding log, CPOMS.
- If the child has been absent for fifteen consecutive or cumulative days due to illness, the Director of Wellbeing will inform the Local Authority as they may need additional support from the Local Authority.

17. The Attendance Team

The Director of Wellbeing and Co-curriculum and DSL Mrs Angela Ewington leads the Attendance team.

The responsibilities of the attendance team are as follow:

- To ensure the AM/PM registers are complete
- • To contact parents regarding absences
- To promote good attendance and punctuality
- To report to the Headmaster any emerging patterns of absence, when a pupil is absent without a good reason and if a pupil's attendance or punctuality falls below 90% (persistent absence) or below 50% (severely absent).
- To work with the parents of the pupil and discuss the reasons or barriers for their low attendance or low punctuality and how their attendance or punctuality can improve, with support from the school if necessary.
- To liaise with the Local Authority to support families and pupils whose attendance does not improve after the steps above or continues to remain below 95% and below 50%.

Identifying pupils at risk of poor attendance

The Attendance team will study attendance and punctuality data weekly to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern.

Early intervention for pupils with poor attendance and punctuality

The Attendance team will intervene as early as possible and agree with families an action plan for pupils with high levels of absence and/or poor levels of punctuality, and those demonstrating growing disengagement with the school. Action plans will be considered where attendance drops to 90% or below.

Targeted management of persistently and severely absent pupils

The Attendance team will put additional support in place, where necessary, working with families and partners, and agree a joint approach with local authorities for all severely absent pupils.

Legal intervention to improve Attendance and Punctuality

The school will prioritise providing support first before attendance legal intervention. As absence is so often a symptom of wider issues a family is facing, the school will always work together with families, partners and local authorities to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis. The school and local authorities will work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. The school and local authorities will decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Education supervision orders, which is made though a Family or High Court, giving the Local Authority a more formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education;
- Attendance Prosecution, if all other voluntary or formal support has failed or support is deemed inappropriate in the individual circumstances of the case, as a last resort the Local Authority can prosecute the parent(s) in the Magistrates Court, which could lead to a fine or prison sentence.
- Parenting orders, which can be imposed by the Court following conviction for nonattendance, which can include a requirement for parent(s) to attend counselling or guidance sessions for up to 3 months.

Further details can be found in 'Working Together to Improve Attendance (July 2026)'. If any of the above are used the Headmaster and local authorities will make it clear that it is the most appropriate intervention to change parental behaviour and in making the decision to use an intervention, will have regard to their safeguarding duties as set out in 'Keeping Children Safe in Education'. Further information can be found on www.gov.uk and searching 'Keeping Children Safe In Education' (KCSIE)

18.The Admissions Register (the 'School roll')

The school maintains the Admissions Register electronically on School Management Information System and the names of all pupils (both compulsory and non-compulsory school age) are entered on the Admissions Register.

Expected first day of attendance

The school enters pupils' names on the admissions register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.

Pupil information

The school records the personal details of every pupil at the school in the admission register. The register includes the following information for every pupil:

- Full name
- Name the pupil uses at school
- Gender
- Address
- The full name and address of each of the pupil's parents
- Which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. *The DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil*
- Day, month and year of birth
- Day, month and year of the pupil's starting day at the school
- Name and address of the last school the pupil attended, if any.

Pupils with a new address and/or school

Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school ensures that the admission register contains:

- The address
- The full name of each parent the pupil will normally live with • The date when the pupil will start normally living there.

Where a person with control of a pupil's attendance has told the school that the pupil is or will be attending another school, the school ensures that the admissions register contains:

- The name of the other school
- The date when the pupil began or will begin attending that school.

This also applies where the school itself is requiring the pupil to attend another school, for example to receive education intended to improve their behaviour (off site direction).

Maintaining the Admissions Register

It is vital that the admissions register is kept up to date. The school encourages parents to inform them of any changes whenever they occur and ensures the admissions register is amended as soon as possible.

Deletion of names from the Admissions Register

A pupil's name can only be deleted from the admissions register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will make a return to the local authority when a pupil's name is deleted from the admissions register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave the school at the end of Year 11), unless the local authority has requested such information.

Where a school notifies the local authority that a pupil's name is deleted from the admissions register, as set out in regulation 13(4) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will provide the local authority with the following information about the pupil from the admissions register:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason set out in regulation 9(1) or (3) of the School Attendance (Pupil Registration) (England) Regulations 2024, under which the pupil's name has been deleted from the admissions register.

A school will not retrospectively delete a pupil's name from the admissions register or attendance register. The admissions register and attendance register is an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance is recorded up until the date that the pupil's name is deleted from the admissions register.

Detailed reasons for deleting the name of a pupil of compulsory school age are available in The DfE's 'Working Together to Improve Attendance (July 2026)'.

Maintaining and amending registers

The school uses the electronic management information system School Management Information System to keep the attendance and admissions registers to improve accuracy, speed

up the process of sharing and analysing information, and make returns to the Local Authority and DfE easier.

The school will preserve every entry in the attendance or admission register for 6 years from the date the data was entered. Where amendments are made, all schools must ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

Review of the Policy

The Attendance policy will be reviewed annually by the Director of Wellbeing and Co-curriculum and the Trustees. Any change in government policy will be considered during these reviews and when the policy is due for review and update the views of parents and pupils will be sought.

Reviewed on:	June 2026
Review date:	June 2027
Headmaster:	Magnus Anderson
Chair of Trustees:	Michael Holley

Appendix 1: School Attendance Codes

Present Codes	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
The following are **classified as 'not a possible attendance'**	
D	dual registered
Q	unable to attend because of a lack of access arrangements
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure

Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
The following codes are **not collected for statistical purposes**	
Z	Prospective pupil not on admission register
#	planned whole school closure (e.g., holidays, insets and polling station days)

Appendix 2:

Risk Assessment - Extended Afternoon Registration Period

Rationale for different afternoon registration times across junior and senior schools (updated November 2026)

We have carefully considered the expectation within Working Together to Improve School Attendance that attendance registration should take place at the same time for all pupils. As a through-school operating across Junior and Senior phases with significantly different timetables, facilities, and operational requirements, leaders have reviewed whether a common afternoon registration point is reasonably achievable.

Following extensive discussion and consideration, the School has concluded that maintaining separate afternoon registration times (1pm for EYFS and KS1, 1.30pm for KS2, 2.05pm for Seniors) is currently necessary to ensure that attendance is recorded accurately, pupils remain appropriately supervised and safeguarding arrangements are not adversely affected.

This decision has not been taken for reasons of convenience but reflects the practical reality of a shared refectory (meaning that Junior School pupils have all finished eating by 1pm, when senior school pupils begin eating) alongside different timetables for afternoon lessons, including games afternoons. This makes a common registration time (which would by necessity have to be 2.05pm or later) impossible to implement without disrupting supervision, learning and pupil welfare for LGJS pupils. It is also important to note that PM registration for all pupils follows a long lunch break, as expected within WTTISA 2026.

The School remains confident that its attendance systems provide robust oversight of pupil whereabouts throughout the day. Attendance is recorded at the start of both morning and afternoon sessions and supplemented by lesson-by-lesson registration, attendance officer monitoring and established procedures for following up unexplained absences.

SLT have also considered the safeguarding implications of adopting a later common registration point and recognise that this could create periods during which some pupils have returned to learning, travelled off-site or commenced supervised activities without a formal attendance check at the start of that session. The School therefore believes that its current arrangements provide the strongest assurance that pupils are visible, accounted for and appropriately safeguarded, whilst continuing to meet the underlying aims of the statutory attendance guidance.

Name of event or activity: Extended Afternoon Registration Arrangements
Date: September 2026 – July 2027
With regard to the Department for Education guidance (specifically paragraph 290 of Working Together to Improve School Attendance – July 2026), we have taken time to understand any risks that may exist due to our continued extended lunch period during this time of transition.
We are reviewing afternoon registration times to seek an aligned registration; however, this is not a change we can make within the current school year.

Hazard (something that may cause harm)	**Persons affected**	**Existing Control Measures**	**Extra measures or action needed (Is there any uncontrolled risk)**
All activities which involve risk:			
Failure to identify absent or missing pupils promptly	Pupils	Junior pupils registered immediately at end of lunch **LGS**- Senior pupils registered 2.05pm immediately at end of lunch. Attendance monitoring systems in place.	Attendance team to investigate unexplained absences immediately. Periodic review of registration effectiveness.
Supervision during extended lunch period	Pupils	Full staff supervision maintained throughout both lunch periods. Duty Rota covers dining hall, playgrounds, corridors and social areas.	Review staffing levels termly and adjust where required.
Safeguarding concern due to unknown pupil whereabouts	Pupils	Missing pupil and safeguarding procedures in place. Staff aware of escalation routes.	Immediate escalation to DSL/Deputy DSL if a pupil cannot be located.

Emergency evacuation before whole school is registered	Pupils, Staff, Visitors	Fire procedures account for staggered lunch arrangements. Staff supervision provides accountability of pupils. Site Team sweep all areas and staff account for children before signaling the end of the drill.	Regular fire drills to validate arrangements and accountability.
Pupils entering unauthorised areas during lunch	Pupils	Active patrols by duty staff. Restricted access areas secured.	Ongoing monitoring of hotspots and supervision deployment.
Response to medical incident	Pupils, Staff	First aid provision available throughout lunch periods. Means of communication available for duty staff (Site staff Radios).	Review first aid coverage annually and after incidents.
Communication breakdown between supervision and teaching staff	Pupils, Staff	Clear handover arrangements between lunch supervision staff and teaching staff.	Reinforce procedures through staff briefings.