The Blue Coat School

ADMISSIONS AND ATTENDANCE POLICY AND PROCEDURES

Approved by the Governors' Safeguarding, Health & Safety Committee on _____

Signed: _____

(H Andrews – Chair of Safeguarding, Health and Safety Committee)

This Admissions and Attendance Policy and Procedures was devised by the Designated Safeguarding Lead and the Director of Marketing and Admissions in consultation with the Senior Leadership Team.

Date of Next Review: Michaelmas 2027

The Blue Coat School Birmingham Limited

ADMISSIONS AND ATTENDANCE POLICY AND PROCEDURES

1. GENERAL

1.1
Deciding on the right school for a child is very important, and a personal visit is invaluable. At The Blue Coat School, there are annual Open Mornings, details of which are published on the School website (thebluecoatschool.com). Prospective parents and their children are very welcome at other times and visits can be arranged through the Admissions Team by email to admissions@thebluecoatschool.com or by phone on 0121 410 6807.

1.2
The Blue Coat School has regard to relevant statutory and non-statutory guidance and legislation in respect of admissions and the admissions process including the *Statutory Framework for the Early Years Foundation Stage (2026)*; *Children missing education: (Statutory guidance for Local Authorities) (DfE) (2025)*, *Working together to improve school attendance (DfE) (2026)*

2. THE ENTRY PROCEDURE

2.1
The Blue Coat School is an academically selective co-educational school. Selection is based upon the assessment process that is described in Section 7, and references or school reports from the prospective pupil's previous school or nursery. The selection process is designed to identify pupils who will be able to benefit from the balanced and well-rounded education provided by the School and who will make a positive contribution towards the life of the School.

2.2
The usual points of entry are at 3 years of age into Nursery and at 7 years of age into Year 3. Places for children at other ages are occasionally available. Details of the availability of places are available from the Admissions Registrar.

2.3
The School pays due regard to the Equality Act 2010 in its admissions procedures and reasonable adjustments are made for pupils with special educational needs and/or disabilities (SEND) in terms of admission. Parents must inform the school prior to entry if a prospective pupil has been diagnosed with any SEND in order that reasonable adjustments can be made.

3. APPLICATION FOR ADMISSION

3.1
Parents should make an application for their child's admission to Nursery as early as possible after his or her birth. Waiting Lists develop quickly, and parents are therefore advised, if possible, to register their interest in a place before their child has reached the age of one month. Applications for places in other year groups should similarly be made as far in advance as possible. In order to register their interest in a place at The Blue Coat School, parents should complete the online Application Form, together with a non-refundable fee as specified on the School website and a copy of the child's Birth Certificate or passport. The fee is to cover the cost of administering the registration procedure. It should be noted that completing an Application Form does **not** guarantee entry to the School. If there is no place available and the applicant will be immediately placed on the waiting list, an application fee will not be charged.

3.2
The School will then respond as follows:

a) By entering the child's details on the Admissions database.
b) By advising on the current availability for the child's age group.
c) If a place is available, an assessment will be carried out as detailed in Section 7 below.

d) If the year group is full, the child will be placed on the Waiting List. Should a place subsequently become vacant, and subject to a satisfactory outcome in the assessment process described below, a place will be offered to the next child on the Waiting List. Priority is given to siblings of current pupils. Places are then offered based on how soon families have applied after the birth of their child.

Once per year, the School will write to the parents of children still on the Waiting List, asking whether they wish their children to remain on the list.

3.3
Most siblings usually join The Blue Coat School. However, admission is not automatic, and there may be occasions where it is judged that a sibling is likely to thrive better in a different academic environment. That apart, siblings of children who are currently at the School are given priority for places in Nursery ***provided they are registered by the age of one month.***

3.4
Places are usually confirmed up to one year prior to the date of entry for Nursery or following the successful undertaking of the appropriate assessment. Parents who wish to accept the offer of a full time place will be asked to sign an Acceptance Form signifying their acceptance of the Standard Terms and Conditions and any associated policies (the 'Parent Contract'), and to pay a £1000 deposit (which amount may be reviewed periodically) by a stated date. 50% of the deposit will be deducted from the first term's invoice, the remaining 50% will be returned by a credit (without interest) on the account when the pupil leaves the School. If the acceptance deposit has not been received by the stated date, the offer will be withdrawn and the pupil's name will be removed from the list. Any deposit arrangements applying to a funded place will comply with the requirements of the Early Education Entitlement scheme and the applicable Birmingham City Council Provider Agreement.

3.5
Parents are advised that they should keep their child's current school informed of any intended move to The Blue Coat School, and must observe their regulations regarding the giving of notice. The Blue Coat School cannot accept anyone from another Independent School who has failed to meet their commitment to the previous school, in full, before joining the School.

3.6
Although every effort will be made to notify parents, the School reserves the right to change the Admissions and Attendance Policy and Procedures without notice at any time.

3.7
The School also reserves the right not to accept a child or to continue his or her education if, after appropriate tests and an interview, the Headmaster considers that the child will not benefit from attending or continuing at The Blue Coat School, or judges that the School does not have the appropriate staff and/or facilities to meet a child's particular needs (see below).

4. EQUAL TREATMENT

4.1
The School aims to encourage applications from as diverse a range of backgrounds as possible. This enriches the School community and is vital in preparing pupils for their life ahead.

4.2
The Blue Coat School is committed to equal treatment for all, regardless of a child's race, ethnicity, religion, gender, sexual orientation or social background.

5. RELIGIOUS BELIEFS

5.1
The Blue Coat School has Christian roots and is a school of designated religious character and a Christian ethos.

5.2
Pupils of all faiths and none are welcome to attend the School. Parents should be aware that all pupils are expected to attend regular services in the School Chapel. Parents are welcome to join in our collective worship at a weekly Chapel Service and at other Services throughout the year.

6. SPECIAL NEEDS

6.1
The Blue Coat School is a selective, co-educational school and admission is subject to the Assessment Process set out in Section 7 below. Pupils with special educational needs are admitted, provided that the Learning Support Department can offer them the support that they require. Pupils with physical disabilities are admitted, provided that the site can accommodate them. Further details are set out in The Blue Coat School Policy for Equal Opportunities and The Blue Coat School Disability Discrimination Policy.

6.2
Parents of a child who has any disability or special educational needs must provide the School with full written details when applying for a place. The School needs this information so that, in the case of a child with particular needs, those needs can be assessed and parents can be consulted about the adjustments that can reasonably be made to cater adequately for the child's needs both during the admissions process and if an offer of a place is made, subject to 6.1 above.

6.3
Similarly, if a special educational need or a disability become apparent after an offer of a place has been accepted or after a child has started at the School, the School will consult with parents about reasonable adjustments that may allow their child to continue at the School, subject to 6.1 above.

7. THE ASSESSMENT PROCESS

7.1 Pre-Prep (ages 3-7)

7.1.1
Children are eligible for entry to Pre-Prep Nursery classes in the September following their third birthday, subject to a place being available. It is the School's reasonable expectation that children entering the Pre-Prep will be toilet trained before entry to the relevant year group. If there are any known issues with this, the parents should contact the School to discuss this further with staff. All children are required to attend a Nursery Readiness Evaluation for entry to Nursery. They will spend about an hour with a small group of children and will be observed playing and interacting with one another. Parents will also be required to attend a meeting with a senior member of staff. If it is then felt that the child is physically, emotionally and socially ready to participate and progress at The Blue Coat School, the offer of a place may be made. A visit to the child's current setting may also be made if this is felt to be helpful and a report from the current setting may be sought.

7.1.2
Priority will be given to siblings of children already at the School ***provided they have been registered by the age of one month***. If parents decide to defer acceptance of the offer of a place in Nursery, the School cannot guarantee the availability of a conditional offer for Reception and therefore, the child may be placed back on to the waiting list. It is expected that children in Nursery will move on into Reception, Year 1 and Year 2, unless in the School's view this would not be in the child's best interests.

7.1.3
Since most children remain at the School unless their parents move from the area, fewer places become available between the ages of 4 and 7. Where a place becomes available, children up to the age of 7 are required to attend a pre-admission assessment in Pre-Prep.

7.1.4
Children aged between 4 and 7 are assessed to ensure that they have reached an appropriate standard in English and mathematics during a visit to the school which will also include lessons in an appropriate year

group. A formal offer of a place is also subject to a satisfactory report from the prospective pupil's current setting where appropriate. Assessment scores remain confidential to the School.

7.1.5
It is expected that children in Pre-Prep will subsequently transfer to Prep, unless in the School's view this would not be in the child's best interests.

7.2 Prep (ages 7-11)

7.2.1
For entry to Prep between the ages of 7 and 11, all children are assessed to ensure they have reached an appropriate standard in English and mathematics. No specific preparation for these entrance tests is needed: all prospective pupils start on an equal footing, with identical opportunities to display their academic aptitude. Assessment scores remain confidential to the School. Following the assessment day, for pupils who have been shortlisted for an offer of a place based on their entrance test performance, their parent(s) or guardian(s) will be invited to meet with a member of the Senior Leadership Team before their offer is formalised. Pupils who score sufficiently but there are limited places available, will be placed on the waiting list. Pupils who did not score sufficiently will not be placed on the waiting list for admission in the future.

7.2.2
In addition, candidates may be required to spend a day in school before an offer of a place is made, and a confidential report will be sought from their present school.

7.2.3
The dates of the main Assessment Days for the current year are published on the School website, thebluecoatschool.com. Individual assessments can be arranged if places remain available in particular year groups.

7.2.4
It is expected that children in Prep will continue at the School until they have completed Year 6, unless in the School's view this would not be in the child's best interests.

8. PUBLISHED FEES AND FUNDING CREDIT

8.1
The School's fees are published on the School website. The School participates in the universal 15-hour Early Education Entitlement for eligible three- and four-year-old children, subject to the terms and conditions of Birmingham City Council's Early Education Entitlement Provider Agreement.

8.2
Eligible children may access up to 15 hours of funded early education per week during the weeks in which the School offers funded provision. The funded hours are provided free of charge. No top-up fee or other mandatory charge is made in respect of the funded hours.

8.3
Access to the Early Education Entitlement is subject to the availability of places and the School's published admissions criteria. Eligibility for the universal entitlement begins from the relevant term following the child's third birthday and continues until the child reaches compulsory school age, subject to the applicable statutory rules and Local Authority funding arrangements.

8.4
Where a child attends the School for hours in addition to their funded entitlement, those additional hours are charged at the School's published rate. Termly invoices will clearly identify the funded entitlement hours separately from any additional privately funded hours.

8.5

Parents must complete the required Early Education Entitlement parental declaration before funding is claimed and must complete or renew the declaration each term in accordance with Birmingham City Council requirements. The declaration will record the agreed funded hours and attendance pattern and any optional additional charges the parent has elected to pay.

9. SCHOLARSHIPS

9.1
The Blue Coat School offers up to six scholarships a year for internal or external entry into Year 3 for excellence in academic subjects or music.

9.2 Purpose of Scholarships

9.2.1
Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered up to 25% reduction in the fees throughout their time at The Blue Coat School, provided their conduct and progress are satisfactory. Details of the scholarships available will be sent to all Year 3 applicants or entrants.

9.2.2
Parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, are encouraged to apply at the same time for one of the School's means-tested bursaries described below.

9.3 Academic Scholarships

9.3.1
Academic scholarships are awarded to the most outstanding performers in the entrance or transfer tests.

9.4 Music Scholarships

9.4.1
Music Scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current instrumental teacher. They will be required to perform two short pieces on one or two instruments (the voice counting as one of these instruments, if desired) and to undertake aural and practical tests. Candidates will be expected to demonstrate enthusiasm for and commitment to music, and will be expected to make a contribution to the musical life of the School throughout their time at the School.

9.4.2
Music Scholarships will only be awarded to pupils who have passed the School's academic entrance examination.

10. ASSISTED PLACES – BLUE COAT SCHOOL BURSARIES

10.1
There are a limited number of bursaries available at The Blue Coat School. Parents or Guardians of children entering the school at the start of Year 3, or exceptionally in Year 4, and Parents or Guardians of children transferring from Pre-Prep may be considered eligible, depending on personal circumstances, to apply for such an award for their child. New applicants must also meet the entry criteria for a place at The Blue Coat School as set out in Section 7.

10.2
Parents or Guardians must indicate that they require financial support when applying for a place.

10.3

Current or Prospective Parents or Guardians must notify the Bursar's Office in the September prior to the child's transfer to Year 3 if they wish their child to be considered for financial support in Year 3.

10.4
Parents or Guardians meeting initial criteria will be required to apply formally for financial assistance; to provide evidence of family and financial circumstances; and to attend a meeting with an internal or external assessor. The offer of such assistance is dealt with by the Governors' Awards Committee who have a wide discretion as to whether or not to make any award in any particular case and whose decision is final. Annual renewal of a bursary is subject to a detailed annual review to verify any significant changes in family circumstances.

11. SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS

11.1
Copies of the School's Contractual Terms and Conditions will be made available to parents as part of the admissions process.

12. ADMISSIONS REGISTER

12.1
In accordance with legal requirements, the School maintains an Admissions Register and Attendance Register electronically. Every child's name is added to the school Admissions Register and the Attendance Register at the beginning of the first day on which the school has agreed, or been notified that a child will attend the school. Other details forming part of the Admissions Register include:
• full name;
• name the pupil uses at school;
• sex;
• 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.
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 must ensure that the Admissions Register contains the full name of the parent with whom the pupil will normally live, the address and the date on which the pupil will start normally living there.

12.2
If a child fails to attend on the agreed or notified date, the School will undertake reasonable enquiries to establish the child's whereabouts and the reason for the absence. The Attendance Register will be marked accordingly. The School will notify the Local Authority if the child's whereabouts cannot be ascertained.

12.3
A pupil's name will only be deleted from the Admissions Register for the reasons set out in legislation The School Attendance (Pupil Registration) (England) Regulations 2024. A pupil's name will not be removed from the Admissions Register for any other reason. The school will notify the Local Authority of the deletion other than for pupils leaving at the end of Year 6. The following information will be provided to the Local Authority;

- full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;

- 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 under which the pupil's name has been deleted from the admission register.

The Local Authority must be notified as soon as the grounds for removal of the pupil's name is met and no later than the time at which the pupil's name is removed from the Register. This does not apply for pupils transferring to secondary schools at the end of Year 6 unless this information is requested by the Local Authority. Where a parent informs the school that the pupil is registered at another school or will be attending a different school, the school will record on the Admissions Register, the name of the other school and the date when the pupil began or will begin attending that school. Where a pupil is transferring to another school, The Blue Coat School will delete the pupil's name from the Admissions Register on the first day that the pupil is entered onto the new school's Admissions Register.

12.4
If a pupil does not return to school within five school days after authorised leave of 10 school days or more, or after 10 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause) the school and Local Authority will jointly make reasonable enquiries as to the pupil's whereabouts. If such enquiries fail, the school will delete the pupil's name from the Admissions Register. Any such removal of a child's name from the Admissions Register is also subject the Terms and Conditions of the Parent/School Contract.

12.5
The school will notify the Local Authority **within five days** of adding a pupil's name to the Admissions Register other than at the start of the School's youngest year group, namely at the start of Nursery. The notification will contain all the information held within the Admission Register about the child.

12.6
If a parent informs the School that they are home educating their child(ren), the School will inform the Local Authority and delete the child(ren)'s name from the Admissions Register.

12.7
Parents are regularly reminded of the importance of informing the school of any changes whenever they occur, including updating emergency contact numbers. They are also expected to complete a data checking sheet annually. If a parent notifies the school that the pupil will live at another address, the Admissions Register will be updated with the relevant information (including the full name of the parent with whom the child will live; the date from when it is expected that the child will live at this address; and the new address).

12.8
Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, the School will record the name of the new school, and the date when the pupil first attended or is due to start attending that school on the Admissions Register.

12.9
Every amendment made to the Admissions Register and the Attendance Register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment. Every entry in the Admissions Register and Attendance Register, including amendments, will be preserved for a period of six years.

13. ATTENDANCE

13.1

Regular attendance plays an important part in helping children to make the most of every aspect of school life. Each day in school contributes not only to academic progress, but also to friendships, routines, confidence and participation in the wider opportunities that make up a Blue Coat education.

We recognise that children will sometimes need to be absent, particularly through illness, and that this is unavoidable. However, even relatively small amounts of absence can add up over the course of a year and can affect the continuity of a child's learning and experience at school.

13.2

The school maintains and monitors daily electronic Attendance Registers in accordance with the Independent School Regulatory Requirements and The School Attendance (Pupil Registration) (England) Regulations 2024. An Attendance Register is completed at the start of each morning session and once during the afternoon session. The Attendance Register will show whether the pupil is: present; absent; attending an educational activity outside school approved by the school and supervised by a person approved by the school; unable to attend through exceptional circumstances; or not attending in circumstances relating to illness; taking authorised absence (See 14.2) The Register codes are set out in Appendix 1 together with explanatory notes.

13.3

The Designated Safeguarding Lead (DSL), Ms Sacha Benjamin Coker, acts in the capacity of School Attendance Lead -alongside the Deputy Head (Prep) and liaising with Class Teachers (Pre-Prep) and Form Tutors/ Heads of Year (Prep) on pupils' attendance. The Attendance Team will monitor and analyse attendance and absence data to identify pupils or cohorts that require support with attendance and put effective strategies in place. The School Attendance Lead can be contacted through Main Reception. The Attendance Lead has the following responsibilities:

- Promote high standards of attendance and punctuality from all its pupils.
- Report regularly to the Headmaster and the SLT any emerging patterns of absence or when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 90% (persistent absence) or below 50% (severely absent).
- Produce termly reports to the governing body on Attendance and Punctuality.
- In consultation with colleagues, work with the parents of the pupil to 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.
- Liaise with the Local Authority to support families and pupils whose attendance does not improve after the steps above, or continues to remain below 90%.

13.4

The school expects high standards of attendance and punctuality from all its pupils. All pupils, including fee paying Nursery pupils, must be in school by 8.30am and morning registration takes place at 8.35am. Pupils will be recorded as 'late' if they arrive after the registration period. If a pupil arrives after the registers close at 9:00am and no valid reason for the lateness is established, or if the school is not satisfied with the explanation provided, the arrival will be recorded as an unauthoried absence using the appropriate national attendance code (Code U). Afternoon registration takes at 2.15pm. The Pre-Prep school day ends at 3.30pm whilst the Prep school day ends at 4.05pm.

14. ABSENCES

14.1

All pupil absences will be recorded as either authorised or unauthorised. Parents are expected to provide the school with accurate information and the reason for their child's absence. The information provided will be considered by the school when determining whether an absence can be authorised.

- Persistent Absence is defined by the government as when a pupil misses 10% or more of possible attendance sessions
- Severe Absence is defined by the government as when a pupil misses 50% or more of possible attendance sessions
- Authorised Absence

Only the school can decide whether to authorise an absence. Absence requests will be considered carefully on each occasion. Parents may be contacted to provide further information relating to their request.

- Unauthorised absences
  These occur when a pupil is away from school without the permission of the school. The school will inform parents if it is decided that a requested absence will not be authorised.

14.2

Authorised absence is where 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, in consultation with the Attendance Lead, 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 etc (where a pupil is absent from school to attend an interview e.g. secondary school admissions or entrance examinations, the absence will only be authorised for the duration of the interview and necessary travel time. Full-day absences for an interview will not be authorised unless distance and travel logistics make partial-day attendance impossible, and prior agreement has been made with the school);
- The child is unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; 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 (parents are encouraged to arrange medical and dental appointments outside of school hours wherever possible. Where this is not possible, pupils should be absent from school for the minimum time necessary to attend the appointment and should attend school before and after the appointment, where practicable);
- The child is too ill to come to school and parents have given specific symptoms;
- There are circumstances in which a pupil may be unable to attend school and where an authorised absence may be granted. Such absences should be agreed in advance by the Headmaster, in consultation with the Attendance Lead, i.e. parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only)
- 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, in consultation with the Attendance Lead. Each application will be considered individually taking into account 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.

14.3

The government does not allow authorisation of absences for holidays. Under exceptional circumstances, the Headteacher may agree to a leave of absence. The School Attendance (Student Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If parents wish to request leave of absence for their child, the Absence Request Form, which can be found on the school website, must be completed as far in advance as possible of the requested absence (at least 2 weeks prior to the planned absence).

14.4

If an exceptional leave of absence involves travel abroad, parents must provide the school with full flight details (including flight numbers, departure/return dates, and booking confirmations) prior to travel. This

information is required strictly for safeguarding purposes and to ensure the welfare and whereabouts of the child can be verified.

14.5
Where a request for absence is not approved, the absence will be recorded as unauthorised, and the appropriate attendance code will be entered in the school register.

14.6
If a pupil is unable to attend due to illness (both physical and mental health related). Parents are required to notify the school of their child's necessary absence, at the beginning of the first day of absence, by completing the Absence Request Form. The form can be accessed through the School App or website. When parents complete the form, they will be expected to record the reason for their child's absence as well as, if possible, the expected date of the child's return to school.

14.7
Daily attendance procedures at The Blue Coat School:

ABSENCE REQUEST REVIEW

The School Attendance Team reviews all information logged by parents on the absence request form.

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CALL LIST COMPILATION (FOLLOWING REGISTRATION AT 8:35 AM)

Following morning registration at 8:35 AM, a list of children requiring telephone calls is compiled if:

- No reason for absence has been given
- The reason provided needs clarifying
- The reason given is insufficient for the child to stay home
- The school wishes to offer support to assist the child in attending school

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FIRST CALL PHASE & CPOMS LOGGING (BY 9:30 AM)

The Admin Team calls every highlighted child on the compiled list. This is recorded on the School's Child Protection Online Management System (CPOMS).

These calls will be completed by 9:30am.

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DSL ESCALATION & HOME VISIT (IF UNSUCCESSFUL BY 9:30 AM)

If contact has been unsuccessful by 9:30am after several attempts:

- The Admin staff will inform the Designated Safeguarding Lead (DSL) or one of the Deputy Designated Safeguarding Leads (DDSLs).
- A home visit will be completed to ensure the child is safe and well.

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INDIVIDUAL SUPPORT MEETINGS

Individual support meetings will be offered following this process where there are specific concerns.

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SLT & PASTORAL TEAM REVIEW

Standing agenda point for Senior Leadership Team (SLT) and Pastoral Team meetings to discuss key children with attendance concerns to triangulate with other welfare concerns that may exist for the child.

14.8

All teaching staff are required to monitor attendance and punctuality in the classes or forms they teach and report any concerns to the Attendance Lead or Deputy Head (Prep) at the earliest opportunity. Attendance figures are monitored closely and regularly by the Attendance Lead and Deputy Head (Prep) so as to identify any emerging patterns of absence, when a pupil is absent without a good reason or if a pupil's attendance or punctuality falls below 90%. If such a pupil is identified from this monitoring, then, as early as possible, the Attendance Lead will ensure that the school works together with the pupil and their family to understand the barriers to attendance/punctuality and offer support to improve their attendance and/or punctuality. Records are maintained of any such discussions on CPOMS and details of any support provided is also recorded on CPOMS. Where there are concerns about a child's attendance, the child will be discussed during weekly SLT and Pastoral Team meetings, their name will also be added to the Year Group Action Plan so that their progress can be carefully tracked by key staff.

14.9

The School has a safeguarding duty in respect of all of its pupils and all pupil absences will be followed up. Parents/guardians will be contacted on the first day of a child's absence from school without authorisation. The School has more than one emergency contact number for each pupil where reasonably possible. If no contact can be made, then the school will attempt to contact the child's parents using the other school contact numbers 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.

14.10

Unexplained absences or absences giving cause for concern will be investigated and reported to the MASH (Multi-Agency Safeguarding Hub) if there are safeguarding concerns about the pupil. Further details are set out in the school Safeguarding and Child Protection Policy.

14.11

The school will notify the Local Authority when a child of statutory school age fails to attend school regularly or is absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U). If the child is not of statutory school age, the school will discuss attendance issues with the child's parents and if considered necessary with the MASH as set out above.

14.12

The school will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using code I (unable to attend because of sickness) and there are reasonable grounds to believe the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school

days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

14.13
The attendance and punctuality of any child with a social worker will be specifically monitored by the DSL and will be followed up with the social worker where there are concerns.

14.14
Where a child's attendance does not improve after the steps above, the Attendance Lead will liaise with the Local Authority to support families and pupils.

14.15
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 so the school will liaise with external agencies, including the LA, which provides a range of legal interventions to formalise attendance improvement efforts. Where all other avenues have been exhausted, attendance will be enforced by 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:

- Attendance contracts, a formal agreement between the parent and the school and the local authority to address irregular attendance;
- Education supervision orders, which is made through 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 non-attendance, 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 school 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'.

14.16
Where a child has had an extended period of absence for an unavoidable reason, such as being in hospital, support will be provided to reintegrate the child into school and bridge any gaps. Contact will be maintained where reasonably practicable during any lengthy absence.

14.17
To promote high standards of attendance and punctuality, parents are regularly reminded of its significance through start of term communication and parent workshops. Furthermore, to incentivise high standards of attendance and punctuality, as part of the children's BCS Blue there is a statement on the levels of attendance and punctuality, which is graded by BCS staff.

14.18
Where a child accessing an Early Years Entitlement funded place does not attend a booked session, the School will follow its usual absence and safeguarding procedures. Extended or repeated absence will be

managed in accordance with the requirements of Birmingham City Council's Early Education Entitlement Provider Agreement, including any requirements to notify the Local Authority.

15. POLICY MONITORING AND REVIEW

15.1
This Policy will be reviewed annually in the Michaelmas Term, or before if necessary. It will be presented to the Governors' Safeguarding, Health & Safety Committee for approval. The minutes of this meeting will be presented to the Governors.

15.2
This Policy should also be read in conjunction with other policies such as the Safeguarding and Child Protection Policy and the Allergy Safety Policy.

Appendix 1: Register Codes[1]

The register codes to be used are as follows:

/ Present (am)

**** Present (pm)

I Illness – communicated to school (not medical or dental appointments)

L Late arrival before the register is closed (thereafter use the code U)

M Medical/Dental appointments

N No reason yet provided for absence*

R Religious observance

V Educational visit or trip

X Not required to be in school (used for sessions for children of non-compulsory school age are not expected to attend)

U Arrived in school after registration has closed

Planned whole school closure

Z Prospective pupil not on admissions register

J1 Attending an interview for admission to another educational institution

K Attending education provision provided by the local authority

S Study leave for a public examination

C1 Leave of absence for the purpose of participating in a regulated performance

P Approved educational activity that is a sporting activity

B Any other approved educational activity

C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable

D Dual registered at another school, i.e. pupil referral unit, hospital or special school

T Parents travelling for occupational circumstances

Q Unable to attend school because of a lack of access arrangements

Y1 Unable to attend due to transport normally provided not being available

1 https://www.legislation.gov.uk/uksi/2024/208/regulation/10/made#regulation-10-11

Y2 Unable to attend due to widespread disruption to travel

Y3 Unable to attend due to part of the school premises being closed

Y4 Unable to attend due to the whole school site being unexpectedly closed

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 because of any other unavoidable cause

Appendix 2: National Legislation

This policy meets the requirements of the Working together to Improve School Attendance July 2026 guidance from the DfE, incorporating information from the following legislation:
The Education Act 1996
Equality Act 2010
Children Act 1989
The Children's Wellbeing and School Act 2026
School Attendance (Pupil Registration) (England) Regulations 2024
It also links to the following guidance:
Keeping Children Safe in Education
Working together to safeguard children
Children Missing Education Statutory Guidance

Codes to be used with the approval of the Headmaster, in consultation with the Attendance Lead (or in his absence the Head of Pre-Prep or Head of Prep)

C Other authorised exceptional circumstances (not covered by another appropriate code/description)

E Suspended or Permanently Excluded

G Leave of absence during term time – not approved by the school

O Unauthorised absence (if the Headmaster is not satisfied with the reason given)

*If no reason has been provided then an 'N' is first entered and this is later corrected (no more than 5 working days after the session) to the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely.