Radnor House
SEVENOAKS
celebrating every individual

# Attendance Policy

**Applies to:**

- All staff (teaching and non-teaching), the directors and volunteers working in the School.
- Pupils, Parents and Caregivers and Prospective Pupils.

**Availability:**

This policy is made available in the following ways:

- The School's website www.radnor-sevenoaks.org;
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request, a copy may be obtained from the School Office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertakes a formal annual review of this policy.

Signed:





David Paton
**Head**

Ian Davies
**Chairman of the Board of Directors**

**Reviewed on: September 2026**
**Next Review: September 2027**

## 1. Aims

1.1. Radnor House Sevenoaks (the School) aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their School experience, including their attainment, wellbeing and wider life chances.

1.2. The aims of this policy are as follows:

- To develop and maintain a whole-school culture that promotes the benefits of good attendance and ensures, so far as possible, that every pupil can benefit from and make their full contribution to the life of the School;
- To prioritise and, where possible, improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence/non-attendance.
- To recognise the links between attendance, absence and pupil wellbeing, ensuring a consistent whole-School approach to safeguarding; and
- To help promote a whole-School culture of safety, equality and protection.

## 2. Regulatory Framework

2.1. This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- EYFS statutory framework for group and School-based providers 2025;
- Education and Skills Act 2008;
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010;
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR); and
- Keeping children safe in education 2026;
- Working together to safeguard children 2023;
- Children missing education: statutory guidance for local authorities and schools 2025;
- Supporting pupils at school with medical conditions;
- Education for children with health needs who cannot attend school;
- Suspension and permanent exclusion guidance; and
- Alternative provision statutory guidance.

## 3. Responsibility statement and allocation of tasks

3.1. The Head has overall responsibility for all matters which are the subject of this policy.

3.2. The Head recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in the School, referred to in this policy as the SAC (School Attendance Champion).

3.3. The SAC for the School is James Chesterton and can be contacted by email at jchesterton@radnor-sevenoaks.org.

## 4. Registration and Absence

4.1. Registers are taken for both morning and afternoon sessions, and the School will telephone parents if there is an unexplained absence for which the School has not been notified. In the Senior School, additional registration is taken during each lesson to ensure pupils' safety throughout the day.

4.2. Parents are required to ensure their children attend School every day and on time. Parents must contact the School to give a reason for pupil non-attendance by emailing absence@radnor-sevenoaks.org or by telephoning 01959 563720. This must be done on each day of the pupil's absence by 8.20am to support safeguarding.

4.3. Parents who request a leave of absence must do so using the Absence Request Form on My School Portal (MSP). Absences are generally not permitted, except in exceptional circumstances, such as important family commitments or participation in sports and music events.

4.4. The School Reception and form tutor (Senior)/class teacher (Prep) must be notified in advance of any medical/dental appointments or other planned absences from School.

4.5. Senior School pupils who are absent for any reason are expected to complete missed work, in due course, once they are well enough, to ensure a complete record of their courses. It is the pupil's responsibility to obtain and complete assignments. In the Prep School, children who have been absent will be guided by their class teacher and subject specialist teachers to complete any missed work.

4.6. Senior School pupils who are absent for any reason are expected to complete missed work, in due course, once they are feeling better, to ensure a complete record of all their courses. It is the responsibility of the pupil to obtain and complete assignments. In the Prep School, children who have been absent will be guided by their class teacher and subject specialist teachers to complete any missed work.

**5. Lateness**

5.1. It is expected that all pupils arrive at School by 8.20 am ready for Registration.

5.2. Frequent lateness can have as much of an impact on learning as absence. Lateness will be monitored, and persistent lateness will be discussed with parents.

**6. School responsibilities**

6.1. The School acknowledges that attendance is the essential foundation for securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

6.2. The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.

6.3. Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families, and, where appropriate, local authorities to address these issues.

6.4. The School will respond to non-attendance and/or lateness proactively, firmly, consistently and with care, making appropriate reference to this policy, its safeguarding and behaviour policies, and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure that intervention is regularly reviewed.

6.5. The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohort or group, in order to identify pupils at risk of non-attendance and those who are persistently absent. The School will monitor and analyse this data regularly to facilitate early intervention.

6.6. The School will identify pupils who are persistently absent, severely absent, or at risk of becoming so, and will act early to understand barriers to attendance, offer proportionate support, and escalate concerns where support is not effective, not engaged with, or not appropriate.

**7. The SAC**

7.1. The Head has appointed a senior member of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

7.2. The SAC's responsibilities are:

7.2.1. To set a clear vision for improving attendance in school;

7.2.2. To establish and maintain effective systems for tackling absence and make sure all staff follow the systems;

7.2.3. To regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;

7.2.4. To have oversight of and analyse attendance data; and

7.2.5. To communicate clear messages on the importance of attendance to pupils and Parents.

**8. Parent/carer responsibilities**

8.1. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of

every parent to make sure their child receives that education.

8.2. This means pupils must attend every day that the School is open, except in a small number of allowable circumstances, such as being too ill to attend or being granted permission for an absence in advance by the School.

8.3. The School will help parents to understand what is expected of them, why attendance is important to their child's attainment, wellbeing and wider development, and the short- and long-term consequences of poor attendance.

8.4. Expectations the School places on Parents can be found in Appendix 1 of this policy.

8.5. Parents are bound by the terms relating to conduct and attendance in the parent contract. Failure to ensure a child's attendance or engage with the School about it may amount to a breach of contract or a finding that the parent is treating the School unreasonably.

9. **Staff with specific responsibilities for attendance**

9.1. Staff who have day-to-day responsibility for monitoring and promoting good attendance and punctuality should:

- Have a formal routine for registers being taken accurately each morning and afternoon (Prep) and every lesson (Senior School);
- Record all absences promptly and accurately using the processes specified;
- Seek explanations of absences from pupils on their return to School;
- Make enquiries about unexplained absences, including those within the School day, and follow up with the pupil to ensure that an explanation has been formally given to the School;
- Look out for trends or patterns in a pupil's attendance and inform the Deputy Head Pastoral of any specific concerns;
- Deal with lateness to lessons consistently and promptly;
- Consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- Discuss non-attendance and/or lateness with pupils and parents, where possible, and emphasise the importance of punctuality and attendance.

**10. All Staff**

10.1. The School ensures that all teaching and non-teaching staff understand the importance of good attendance and are consistent in their communication with pupils and parents about it.

10.2. The School provides staff with appropriate training and professional development consistent with their roles and responsibilities.

**11. Additional Needs**

11.1. The School recognises that some pupils may find it harder than others to attend School and will work with those pupils and parents to remove barriers to attendance by building strong and trusting relationships and putting the right support in place.

11.2. The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage compared to pupils without a disability in relation to attendance.

11.3. The School will also work with parents and, where appropriate, with the local authority to develop specific support approaches for attendance for pupils with special educational needs and disabilities, for example, ensuring the provision outlined in a pupil's Education, Health and Care Plan is accessed.

11.4. Where a pupil has an Education, Health and Care Plan (EHCP), the School will communicate with the local authority where the pupil's attendance falls or the School becomes aware of barriers to attendance that relate to the pupil's needs.

11.5. Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

11.6. Where barriers are outside the School's control, the School will work with parents and pupils to identify alternative sources of support or, where appropriate, consider making a referral for early help.

11.7. Where a reduced or part-time timetable is considered necessary to support a pupil's attendance, it will only be used in exceptional circumstances, with parental agreement, clear safeguarding oversight, a written plan, regular review, and a time-limited pathway back to full-time education wherever possible.

11.8. The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative 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.

**12. Staged Approach for Managing Poor Pupil Attendance:**

12.1 Pupil absences at the start of the School year present a skewed proportion, so their seriousness will be considered on a case-by-case basis, taking into account previous attendance, emerging patterns, safeguarding information and any known barriers to attendance.

12.2 Where attendance falls to 90-95%, or where patterns of concern emerge, the class teacher or form tutor will investigate and notify the Head of Key Stage (Prep) or Head of Year (Senior) of any concerns. Parents will be contacted where appropriate to understand barriers and agree support.

12.3 If attendance is below 90%, or the pupil is at risk of persistent absence, the School will send an intervention letter to parents, arrange a meeting, agree targeted support and request medical or other evidence where appropriate and proportionate.

12.4 Where absence does not improve, where support is not engaged with, or where unauthorised absence continues, the School may work with the local authority to consider an attendance contract and, where appropriate, the national framework for legal intervention.

12.5 Where it is unclear whether a referral to the local authority is appropriate, the School may request an attendance consultation with the Local Authority's School Liaison Officer or attendance support service.

12.6 For cases that require intensive family support, or where attendance concerns indicate wider welfare or safeguarding needs, the School may make an Early Help referral, consult children's social care, or take advice from local safeguarding partners.

**13. Safeguarding and Attendance**

13.1. In line with Keeping children safe in education 2026, the School recognises that poor attendance, persistent absence, severe absence, unexplained absence and children missing education may be indicators of safeguarding risk. Staff must report concerns promptly through the School's safeguarding procedures.

13.2. Attendance below 90%, for which there is no satisfactory explanation, will be reported as a concern on the School's Safeguarding system.

13.3. The DSL monitors the following safeguarding-related procedures:

- Following up on unexplained absences of any child with a telephone call from the School on the morning of the first day of absence.
- Notifying children's social care and/or the relevant local authority if there is an unexplained absence of more than two days for a pupil who is subject to a child protection plan, has an allocated social worker, or is otherwise known to be at heightened safeguarding risk.
- Notifying the local authority when a child moves to a new School at any point during their time at the School.
- Notifying the local authority when children are added to the School Roll.
- Any Welfare Concern reports completed by staff relating to absences are recorded on the

MyConcern Safeguarding system.

- Reviews are carried out at the end of the first half of term 1, and thereafter, a review is carried out every 3-4 weeks.
- Where a pupil's whereabouts or next educational destination is unclear, the School will carry out initial enquiries, cooperate with reasonable enquiries by the local authority, and share relevant information to support the identification and support of children missing education.

**14. Monitoring attendance**

14.1. The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- Monitoring and analysing weekly attendance patterns and trends, and providing support in a targeted way to pupils and families.
- Using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and with leaders (including the special educational needs coordinator and designated safeguarding lead).
- Undertaking frequent individual-level analysis to identify pupils who need support and focus staff efforts on developing targeted actions for those cases.
- Conducting a thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Benchmarking attendance data at the whole School, year group and cohort level to identify areas of focus for improvement.
- Devising specific strategies to address areas of poor attendance identified through data.
- Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- Providing data and reports to the Head to support their work.

**15. Further Information**

15.1. Parents and pupils should carefully read and sign any documentation received from the School relating to conduct and attendance, and are required to work closely with the School to support good attendance as a preparation for the world of work and lifelong learning.

15.2. The School calendar is published on My School Portal (MSP) on a termly basis, and dates when the School is open are featured on the page 'About' that can be accessed from the home page. School emergency closures, such as those due to extreme weather, will also be published on the home page of our website and sent via email.

**16. Information Sharing**

16.1. Personal information on attendance will only be shared in line with legal obligations and in accordance with government guidance on attendance, safeguarding and children missing education.

16.2. The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil, for example with health services where there are medical conditions or with the police where there are extra-familial harms.

16.3. Where appropriate, the School will attend regular targeted support meetings.

16.4. The School is legally required to share information from the registers with the local authority. As a minimum, this includes:

- New pupil and deletion returns.
- Attendance returns.
- Sickness returns.

16.5. The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts, supporting joint working

between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

16.6. Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker of any unexplained absences.

16.7. Where a pupil may be a child missing education, the School will share information with the local authority in accordance with statutory guidance, including information needed to support reasonable enquiries, prevent pupils from falling out of education and ensure suitable education is secured.

**17. Record keeping and confidentiality**

17.1. All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

17.2. The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website, which explain how the School will use personal data.

## Appendix 1 School Arrangements

### 1. Managing attendance

1.1 The School monitors, records and shares data about pupil attendance as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and as set out in Appendix 2 and Appendix 3. The admission and attendance registers must be kept electronically using iSAMS and retained by the School for the relevant period required by law.

1.2 The School expects all pupils to be present at School for the whole School day, usually from registration:

1.2.1 The Prep day begins at 8.20am and ends at 3.30pm for Pre-Prep and 3.45pm for Key Stage 2;

1.2.2 The Senior School day begins at 8.20am and ends at 4.00pm;

1.2.3 This period may be extended, for example, for out-of-school clubs, sports fixtures or school trips.

### 2. The role of Parents / carers

2.1 The School expects all Parents to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity.

2.1.2 notify the School of any absence or delay as soon as reasonably possible, in accordance with this policy, and provide an accurate explanation; and

2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2 Parents of day pupils should ensure their child attends School by 8.20am for morning registration.

### 3. Registration and attendance checks

3.1 Morning registration is at:

3.1.1 Prep: 8.20am. The registers will remain open for 10 minutes after the start of morning registration.

3.1.2 Senior: 8.20am. The registers will remain open for 10 minutes after the start of morning registration.

3.2 Afternoon registration will be at:

3.2.1 Prep: 12.55pm–1.05pm for Pre-Prep and 1.25pm–1.35pm for Key Stage 2;

3.2.2 Senior: 2.20pm, during Period 6.

3.3 Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.

3.4 If a pupil is absent when the register starts being taken but arrives before the register is closed, they will be recorded as a late arrival (code L).

3.5 If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.

3.6 Registers will also be called at the beginning of each lesson to identify and follow up on absences from lessons that might occur after morning or afternoon registration.

3.7 The School uses the iSAMS Attendance Management System.

## 4. Reporting absence

4.1 If a pupil is to be absent from School for any reason, the parent/carer should contact the School by email or telephone by 8.20am on each morning of absence, unless another arrangement has been agreed with the School.

4.2 Where a pupil is ill, the School should be notified of the nature of the illness.

## 5. Arrangements for reporting subsequent absence

5.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

## 6. Managing absence

6.1 The form tutors and Prep teachers will take the register each morning and afternoon and will mark any absences.

6.2 The receptionist will chase any missing marks on the registers and will also contact the parents of any pupils who are absent without authorisation.

6.3 Any concerns will be sent to the Deputy Head Pastoral to review and investigate.

6.4 All absences are recorded on iSAMS, with a summary on MyConcern.

## 7. Authorised absences

7.1 Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

## 8. Applications for an authorised leave of absence

8.1 Applications for authorised leave of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to absence@radnor-sevenoaks.org.

8.2 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

8.3 Apart from illness or where there are additional needs, no pupil should be away from School without prior permission.

8.4 Dental or medical appointments should be made during School holidays or after the School day, except in cases of emergency, when an email should be sent to absence@radnor-sevenoaks.org or the School should be contacted by telephone on 01959 563720.

8.5 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which Parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

## 9. Reporting duties

9.1 The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

9.2 Action will also be taken in accordance with the Missing Child Policy and Safeguarding and Child Protection Policy if any pupil's absence from School gives rise to a concern about their welfare.

## Appendix 2 Admission Register

1. **Admission Register**

2. In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024, the School will:

3. maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and

4. inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

5. The admission register must be kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

6. The School must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made, and that every back-up copy of the register is preserved for six years after the end of the school year to which it relates.

7. The admission register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers, and details of the school they last attended.

8. A pupil's name can only be deleted from the admission 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.

9. Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

10. the full name of the pupil.

11. the address of the pupil.

12. the full name and address of any parent the pupil normally lives with.

13. at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency.

14. 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 is expected to start living there, if applicable.

15. name of the pupil's other or future school and the pupil's start date or expected start date there, if applicable.

16. the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

## Appendix 3 Attendance Register

### 1. Attendance Register

1.1 The School records and monitors the attendance of all pupils, both of compulsory and non-compulsory school age, in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

1.2 The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way that complies with Regulation 10 of the Attendance Regulations.

1.3 The attendance register is kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.4 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to resolve any issues before they become entrenched.

1.5 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

1.6 On each occasion it will be recorded whether every pupil is:

1.6.1 physically present in school when the attendance register begins to be taken; or

1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or

1.6.3 attending a place other than the school; or

1.6.4 absent.

1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

1.7.1 Attending educational provision arranged by a local authority.

1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff.

1.7.3 Attending a place for an approved educational activity that is a sporting activity.

1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education.

1.7.5 Attending a place for any other approved educational activity.

### 2. Recording absence

2.1 Absence will be recorded in accordance with the national absence codes set out in Regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 and statutory guidance, Working together to improve school attendance, relating to:

2.1.1 leaves of absence.

2.1.2 other authorised reasons.

2.1.3 unable to attend school because of unavoidable cause.

2.1.4 unauthorised absence.

3. **Remote education**

3.1 The School is required to record all absence from in-person lessons.

3.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

3.3 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

3.3.1 ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

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

3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration into school.

4. **Unauthorised absence**

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

4.1.1 holiday has not been authorised by the School or is in excess of the period granted.

4.1.2 the reason for absence has not been provided.

4.1.3 a pupil is absent from school without authorisation.

4.1.4 a pupil has arrived at School after registration has closed and without reasonable explanation.