Admissions Register and Attendance Policy

At Lochinver House School, we see education as a partnership between the family and the School. We are committed to providing the highest quality of education for pupils and look to parents and carers to support this objective. We work to actively maximise attendance, both in relation to individual pupils and for the School as a whole. The School promotes regular attendance, thus offering all pupils equal access to learning. We support parents in ensuring the regular and punctual attendance of pupils and respond promptly to any issue, which may lead to non-attendance.

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood, but that is insufficiently stated; pupils need to attend school regularly to benefit from their education. Pupils missing lessons may lead to them falling behind. Pupils with poor attendance records tend to achieve less.

Every school is required by law to maintain two separate registers, an Admissions register, and an Attendance register. The Independent Schools Inspectorate review both registers to assure themselves that the regulations are being met. The regulations covering school admissions and attendance are prescriptive ensuring all children of compulsory school age attend school. An attendance register taken twice a day; at the start of the morning session, and during the afternoon for all day pupils, is a requirement for schools. The School refers to the DfE guidance, Children Missing Education (current statutory guidance and Working Together to Improve School Attendance (DfE 2026).

The purpose of this policy is to outline the approach taken to:

- record information at the point a pupil is admitted to the School
- record attendance information on a daily basis
- record information at the point a pupil leaves the School.

Admission of Pupils

Parents have a duty of care to ensure that children of compulsory school age are receiving suitable full-time education.

The name of a pupil will be included in the Admissions Register from the beginning of the first day, 'start date', on which the School has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance will be the first day of the school year. If a pupil fails to attend on the agreed or notified date, the School will undertake reasonable enquiries to establish the child's whereabouts and will consider notifying the local authority at the earliest opportunity.

Admissions Register
At Lochinver House School the Admissions Register is stored electronically and held and managed by the Director of Marketing and Admissions.

For each pupil, the Admissions Register contains the following information:

- Legal name and the name normally used in School.
- Sex.
- Gender.
- Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989). Parents holding parental responsibility, even if not actually caring for or living with the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- Where a parent notifies the School that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, is recorded where it is reasonably practicable for the School to ascertain this information.
- At least two emergency contact numbers for pupils with two or more parents (i.e. one per parent or at least two emergency contact numbers for children with single parents)
- Day, month and year of birth.
- Day, month and year of start date or re-admission to the School.
- Name and address of the school last attended, if any.
- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the School to ascertain this information.

Parents must inform the School if there are any changes to a pupil's living arrangement. The School has a mandatory duty to inform the local authority, via the Hertfordshire Children's Services, if a child under the age of 16 lives with someone other than their parent, step-parent, aunt, uncle or grandparents, for a period of more than 28 days. This is defined as a private fostering arrangement.

Changes to the Admissions Register
The lawful grounds for removing a pupil from the Admissions Register and the information to be reported to the local authority are set out in detail in Children Missing Education 2026 and Working Together to Improve School Attendance, 2026.

The School informs the local authority, when a pupil's name is to be deleted from the Admissions Register. In summary this is when:

- the child has been taken out of School to be home educated and the School has received written notification from the parent
- the family has apparently moved away and the child is registered at another school.
- the pupil has a medical condition and the School Medical Officer certifies that they are unlikely to be fit to attend before completing compulsory education.
- the child is in custody under a detention order for more than four months and the School does not have reasonable grounds to believe that the pupil will return at the end of that period.
- the child has been permanently excluded and the appeals process has been exhausted.

The School will notify the local authority within 5 days, when a pupil's name is added to the Admissions Register at non-standard transitions, i.e., where a pupil joins after the beginning of Reception. Where a pupil leaves the School before completing Year 8, this is deemed as a non-standard transition, and thus the School will inform the local authority, no later than the time at which the pupil's name is removed from the Admissions Register.

The School recognises it is under a duty to provide information to the local authority for standard transitions.

"In the event that a pupil has not returned to School for 10 school days after the expiration of an authorised period of leave, or is absent from School without authorisation for 20 consecutive school days, the pupil's name will **only** be removed from the Admissions Register if **both the School and the Local Authority have jointly made intensive**

reasonable enquiries to look for the child, failed to locate them, and the school has no reasonable grounds to believe the pupil will return."

Attendance
The School adopts a 'support first' approach to attendance, working with families to identify and address barriers before escalation.

The School monitors pupil attendance through the daily register. Regular school attendance from an early age creates a culture promoting the importance of education and learning. Missing school leaves children vulnerable to falling behind and it is well known that poor attendance leads to lower levels of achievement. The foundation for good attendance is a strong partnership between the School, parents and child.

While nursery attendance is not statutory, safeguarding and welfare duties apply equally.

Absences should be limited to the following circumstances:

- Illness
- Medical or dental appointments
- Religious observance
- Family bereavement
- Interviews
- External agency assessments
- Visa/passport appointments

Family holidays should be taken during school holiday periods wherever possible. Any unexplained absences will be followed up by the School on the day they occur, and persistent or prolonged absences may be referred to the Local Authority.

For Reception pupils, attendance becomes statutory from the term after a child turns 5. Parents must ensure that their child attends school regularly and arrives on time. The School is legally required to monitor and report attendance, and to follow up on any absences.

The legal Framework
Legislation specifies the legal responsibility of parents of statutory school age children is to ensure they attend school. All children, regardless of their circumstances, are entitled to an efficient full-time education which is suitable for their age, ability, aptitude and any special educational needs; either by regular school attendance or education otherwise such as home education.

The same law requires the School to have an Admissions Register and an Attendance Register, and to place all children on both registers. Failure to do so is an offence. The Statutory Framework for the Early Years Foundation Stage (2026) requires a daily record of the names of the children being cared for on the premises and their hours of attendance.

Parental Responsibilities
- Encouraging regular and punctual attendance, being fully aware of legal responsibilities.
- Providing clear reasons for any absence which ensures the School can code the absence properly and accurately.
- Contacting the School on each day of the child's absence as early as possible and preferably before the start of the School day.
- Avoiding making arrangements to remove children from School during term time.
- Responding helpfully and positively to any enquiry made by the School to ascertain the reason for any absence, including any safeguarding matter.

School Responsibilities
- Promoting good attendance and reducing absence, including persistent absence (deemed as attendance at 90% or below).
- Working to ensure every pupil has a good attendance, maximising access to learning.
- Acting promptly to address patterns of absence.

- Maintaining accurate and efficient records of attendance and registration at school, including attendance at all after school and before school activities.

This is achieved in the following ways:

- Registers are taken twice a day at a fixed, synchronised time for all pupils at the start of the morning and afternoon sessions. The School uses SchoolBase, an electronic register system, which enables the School to record, report and monitor pupil attendance and absence.
- Absent pupils are marked as not present by the designated time.
- Un-notified first-day absences are followed up with a telephone call by the School office to the parents.
- A list of absentees is kept in the School Office.
- Attendance and punctuality are monitored.
- The Attendance Registers are regularly scrutinised by the Director of Marketing and Admissions and the School's Designated Safeguarding Lead
- Unexplainable and persistent absences are specifically monitored (those with attendance below 90%).
- The School uses the DfE national codes to record and monitor attendance and absence in a consistent way which complies with the regulations. Attendance and admissions registers are retained in accordance with statutory requirements and the School's Data Retention Schedule, including preservation of the entries on both the Admissions and Attendance Registers for a period of six years after it was made.
- Only the Head or a member of staff acting on their behalf can authorise absence.
- The Designated Safeguarding Lead (DSL), who acts as the School's 'Attendance Champion' will identify children causing concern, and where necessary interview children and parents regarding any unsatisfactory attendance
- The SLT and the Designated Safeguarding Lead (DSL) will liaise closely where there are concerns of children being absent from education and implement any agreed improvement strategies such as referral to the local authority attendance services and/or children's services in accordance with the Safeguarding and Child Protection Policy and Procedures.
- The School will not remove a child from the Attendance Register until they have been deleted from the Admissions Register.

The School's attendance register, taken through SchoolBase, is backed up in the form of an electronic copy, at least once a month.

Attendance

The School considers good attendance to be that above 95%. Poor attendance is considered to be below 90%.

Late Arrival

The School encourages excellent levels of punctuality. Late arrivals are monitored and followed up. Parents of pupils, who arrive late, after teacher registration, are asked to inform the School Secretary that their child has arrived. Having registered their attendance, if pupils then leave the School site to attend an appointment they must sign out in the School Office and sign in upon their return.

Leaving during the School Day

Pupils are not allowed to leave the site during the School day, unless accompanied by a member of staff or a parent.

Leave of absence

All requests for leave of absence, including those for exceptional absences for religious festivals or medical appointments, must be made in writing to the Head and received and acknowledged by the School, where possible, at least 10 days prior to the event. Medical evidence may be requested where appropriate, but will not be routinely required.

Authorised leave is unlikely to be granted for the purpose of a family holiday. An absence is classified as unauthorised if a child is away from School without the permission of the Head in advance.

If a child is absent from School during term time, the School is unable to provide any work that is being covered in class. The only exception to this is if a pupil has an illness and is essentially well but is not allowed to attend school on the instructions of a doctor, and this is specified in a doctor's note. The School will then endeavour to send suitable work home, although this may not mirror that being undertaken in the classroom.

Persistent Absence
In line with the national framework for penalty notices, the School will consider referral or escalation where a pupil has accrued 10 or more sessions of unauthorised absence within a rolling period of 10 school weeks, having first considered and offered appropriate support. Where attendance support is not engaged with, not working or not appropriate, the School may request that the local authority considers the issue of a penalty notice in accordance with the National Framework for School Attendance (July 2026). Penalty notices are issued by the local authority, not the School.

Sickness Returns
The School will inform the Local Authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not).

Monitoring and Reviewing
Attendance levels are reported to the School's Safeguarding Governor and termly to the Board of Governors, who scrutinise for compliance and safeguarding purposes.

Elective Home Education
Many home-educated children have an overwhelmingly positive learning experience. We expect any parents' decision to home educate, to be made with their child's best education at the heart. However, the School recognises this is not the case for all, and that home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

From September 2016 the Education (Pupil Registration) (England) Regulations (2006) were amended. As such the School will inform the local authority of all deletions from their admission register, including when a pupil is taken off roll to be home-educated.

Where a parent has expressed their intention to remove their child with a view to educating at home, the School will work with the local authority and other professionals to coordinate a meeting with parents where possible. This would be arranged, where feasible before a final decision has been made. The School recognises this is particularly important where a child has SEND, is vulnerable, and/or has a social worker. The DfE guidance for local authorities on Elective Home Education (https://www.gov.uk/government/publications/elective-home-education) sets out the role and responsibilities of local authorities and their powers to engage with parents.

Reviewed By	Director of Marketing & Admissions
Approval Body/ Committee	Education
Last Review	Autumn 2026
Next Review	Autumn 2027
Policy Linked To	Behaviour Policy, Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Supervision Pupil Collection and Missing Child Policy, Children Absent from Education Policy, Curriculum Policy, Data Protection Policy, Equality Act 2010,

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.