



CHELTENHAM
LADIES'
COLLEGE

ATTENDANCE AND REGISTRATION POLICY

2025-26

ATTENDANCE AND REGISTRATION POLICY

This policy should be considered in conjunction with the policies referred to in this document and the following additional policies:

- Missing Child Policy
- Behaviour, Discipline and Rewards Policy
- Child Protection (Safeguarding) Policy
- Admissions Policy

GUIDANCE

This Policy has due regard to:

- *School Attendance (Pupil Registration) (England) Regulations* (August 2024)
- *Children Missing Education* (September 2025)
- *Working together to improve school attendance* (August 2024).

The Head of College (edneyj@cheltladiescollege.org) has overall responsibility for registration and attendance within College and is the 'Senior Attendance Champion', supported by the College Data Manager. The nominated safeguarding member of Council has oversight (fotheringhamd@cheltladiescollege.org).

INTRODUCTION

In order to ensure the safeguarding and welfare of pupils, College has a statutory duty to know the whereabouts of its pupils.

- FASTVEIN Scanners are used by pupils on arrival at College in order to track their whereabouts. FASTVEIN does not constitute the legal register, which is taken by staff in the first session of the morning and the first session of the afternoon as a minimum. Registration is also undertaken by staff in each lesson. Registration of pupils is a legal requirement and the legal records of registration are held on iSAMS.
- Any pupils not accounted for during a registration period will trigger the appropriate response from the Missing Child Policy.
- Parents have a key role to play in supporting good attendance. Parents of day pupils are expected to ensure their child attends College every day and arrives on time for registration, and to follow correct process in informing College of any planned or unplanned absence.

Any external appointments such as dentist or non-urgent medical appointments should be arranged outside of the school day.

- Parents of boarders should ensure that their child arrives promptly at the start of term and after any exeats, and support College in reminding pupils of the importance of good attendance. Parents of boarders should not arrange exeats or travel arrangements that would cause a pupil to miss lessons or organised activities.

FASTVEIN REGISTRATION SYSTEM

A pupil's whereabouts around the campus is monitored via the biometric system FASTVEIN. FASTVEIN identifies each pupil's unique capillary pattern to confirm registration which can then be viewed by staff on the FASTVEIN dashboard.

Use of FASTVEIN requires explicit parental permission. Parents receive a letter when a pupil begins at College explaining the features of the system and the reasons why the College chooses to use it to monitor pupil movement across the site. Parental permission remains in force until the pupil leaves, unless such permission is previously withdrawn.

If a parent has not given biometric consent the pupil must sign in and out of each location in the presence of a member of staff.

THE ATTENDANCE REGISTER

College keeps an electronic attendance register for all pupils using iSAMS and will take an attendance register at the start of the first session of each school day (tutor time or lesson 1) and again at the start of the second session (lesson 5). It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

See the end of this document for the list of attendance and absence codes.

DAILY SCHEDULE LC1-UC5

- On Monday – Thursday pupils should arrive in College in good time to be in their form room by 08:20 at the latest. They must FASTVEIN in on arrival at College. Pupils attend Prayers at 08:25 and are then registered by tutors in the first session of the morning at 08:45.
- On Friday and Saturday pupils should arrive in College in good time to be in their first session at 09:00. They must FASTVEIN in on arrival at College and are registered by the teacher of their first lesson/activity at 09:00.
- After lunch on Monday – Friday pupils should return to College in good time to be in their afternoon lesson/enrichment session at 14:30. They must FASTVEIN in on arrival at College and are registered by the teacher of their first lesson/activity at 14:30

DAILY SCHEDULE SIXTH FORM

- In the main, the daily schedule for Sixth Form pupils is the same as it is for LC1-UC5. However, if a Sixth Form pupil does not have a timetabled lesson which coincides with the registration window, that pupil's registration data will be retrieved from FASTVEIN.
- This may also be the case on a Thursday afternoon and Saturday morning, where the Sixth Form enrichment programme may not require the pupil to be on site.

PUPILS AT PE ("FIELD") FOR PM REGISTRATION

- Physical education afternoons start at 14.15. Pupils should use FASTVEIN to register their location at Field and pupils not on the FASTVEIN system should register with the PE Administrator.
- Teachers in charge of sporting activities will then take a register at the start of the activity which will be recorded as the legal register in iSAMS.
- Pupils who are unable to attend their lesson at Field will be registered by their House Parent, if staying in the House, or have the appropriate absence code entered if they are leaving the school site.

PLANNED ABSENCE

- Parents seeking permission for their daughter's planned absence should apply in the first instance in writing to the Head of Pastoral Care (HPC). There is no obligation on the HPC to authorise absence on request, and leave will only be granted in exceptional circumstances such as:
 - Taking part in a regulated performance or employment abroad.
 - Attending an interview
 - Study leave

- A temporary part-time timetable is in place
- Family emergencies and bereavement.
- Each case will be considered individually, but as a general rule absence due to inconvenient flight times or to facilitate family holidays will not be approved. This is because term dates are notified far in advance and holidays are sufficiently long to make this unnecessary in most cases. Terms are typically shorter than in the maintained sector, and full participation in College life is essential for all pupils. Absences for significant family occasions may be authorised, but only rarely. Family emergencies (eg bereavements or severe illness) are good grounds for absence, and parents may contact the Houseparent in the first instance for such permission to ensure a prompt and suitably personal response. This will be referred to the Head of Pastoral Care by the Houseparent if appropriate.

UNPLANNED ABSENCE

- Parents have a duty to ensure that their daughter attends College and, in accordance with the terms of the Parents' Contract, an unsatisfactory attendance record may constitute grounds for the Principal or Head of College to require parents to remove a pupil from College. This would not be requested without College having raised concern in advance.
- Day parents must notify the College of the reason for absence on the first day of an unplanned absence by 09:15am, or as soon as practicably possible, by calling the Main Reception on 01242 520691.
- Boarders will normally be in house on the day of an unplanned absence and their absence will be recorded by the Boarding House staff. If a boarder is at home on the first day of an unplanned absence, parents must inform the Boarding House staff at the earliest opportunity, so that the absence can be properly registered.
- We will mark absence due to physical or mental illness as authorised, unless College has a genuine concern about the authenticity of the illness.
- Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, College may ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If College is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

LATENESS

- The morning registration window closes at 9.15am. Pupils arriving between 08:45 and 09:30 will be registered as late.
- The afternoon registration window closes at 15:00. Pupils who arrive after the registration window has closed at 09:15 or 15:00 will be marked as absent, using the appropriate code.

SANCTIONS FOR PUPILS ARRIVING LATE

- College is aware that there may be medical, pastoral or personal reasons for a pupil regularly arriving late. Although there are sanctions in place to deter regular lateness, staff will be mindful of known reasons that may affect a pupil's ability to arrive on time and staff have discretion to withhold or adapt sanctions if they deem it to be appropriate in individual circumstances.

- Before sanctioning, College staff will explore whether there are ways that we can work together with the pupil and parents to improve attendance.
- In general, pupils arriving late five times in any half-term will meet with the Head of Division and may receive a late detention. Three late detentions will result in a Saturday detention. Continued lateness will be dealt with appropriately.
- Repeated lateness will be escalated to the Head of College.

FOLLOWING UP UNEXPLAINED ABSENCE

Where a pupil we expect to attend College does not attend, we will:

- Call the parent (in the case of a day pupil) or the Boarding House (in the case of a boarder) on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot contact the parents or the emergency contacts, we may contact the police or children's services for support
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school may consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, College has the right to serve penalty notices or impose other legal intervention.

REPORTING TO PARENTS

Parents can see a live report of their daughter's attendance and absence data in the Parent Portal. Details of how to do this can be found in the Parent Handbook.

SUPPORTING PUPILS RETURNING FROM ABSENCE

- College understands that it can be difficult for a pupil returning after a lengthy absence, or from an absence caused by a significant event or set of circumstances. House staff and/or Head of Division will check in with a pupil following a lengthy or significant absence to ascertain whether further support is required.
- Further support may include mental health and wellbeing support, academic catch up sessions, access to learning support or a phased return into aspects of College life.

MONITORING PUPIL ATTENDANCE

College will:

- monitor attendance and absence data (including punctuality) half-termly, termly and yearly across College and at an individual pupil, year group and cohort level. Analyse attendance

and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence;
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends;
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

PERSISTENT AND SEVERE ABSENCE

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to College's strategy for improving attendance.

College will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education (Sept 2025)
- Hold a meeting with the parents of pupils who College considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school;
 - Listen, and understand barriers to attendance;
 - Explain the help that is available;
 - Explain the potential consequences of, and sanctions for, persistent and severe absence;
 - Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant;
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, College will sensitively consider some of the reasons for absence;
- Implement sanctions where necessary, as set out above;
- Log any concerning absence and any communications with the parents and the local authority on CPOMS;
- Consider attendance concerns relating to overseas pupils whose visas are sponsored by the College, for consideration of sponsor reporting responsibilities to UKVI.

Registration Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school

Registration Codes

Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays