

Attendance and Registration Policy

Full School Including EYFS

2026 / 2027



IBSTOCK PLACE SCHOOL

Registration, Attendance and Punctuality Policy

Full School

Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Attendance and Registration Policy

Full School including EYFS

Scope

This policy applies to all pupils (age 4 (EYFS) - 18) and staff at Ibstock Place School (hereinafter 'Ibstock' or 'the School').

Roles and Responsibilities

The Governing Body has a statutory responsibility to ensure that this policy is ratified and compliant, as set out in the Independent School Standards 2019 (ISS). The Governing Body delegates this responsibility to the Head, who is accountable for the operationalisation of this policy. In turn, the Director of Safeguarding is delegated responsibility for the consistent application and implementation of this statutory policy across the School. Staff must follow the expectations set out in this policy.

See also Section B for more detail on individual Roles and Responsibilities.

Introduction

1. At Ibstock Place School we value attendance as a core driver in determining a young person's life chances and access to a good education. Ibstock aspires to high standards of attendance and recognises the interplay between attendance, educational outcomes and wider school improvement efforts. As such, we also recognise that attendance can provide a window into specific situations for pupils; namely: special educational needs, behaviour challenges, bullying, wellbeing and safeguarding concerns.
2. This policy comprises the following key sections:
 - A. Policy Ethos
 - B. Roles and Responsibilities
 - C. Registration and Attendance Procedures
 - D. Appendices

Regulatory Framework

3. The legal framework governing school attendance is summarised in 'Working Together to Improve School Attendance (August 2024)', published by the Department for Education (DfE) and The School Attendance (Pupil Registration) (England) Regulations 2024. This policy also adheres to the guidelines and expectations that are contained in 'Keeping Children Safe in Education' (September 2025). This policy has also been prepared to meet the School's responsibilities under Education (Independent School Standards) Regulations 2014, Education

and Skills Act 2008, Equality Act 2010, Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

4. The aims of this policy are to:

- develop and maintain a school culture which promotes excellent attendance and punctuality;
- prioritise, and where necessary, improve attendance and set out how the School will approach matters of low attendance and absence;
- prioritise, and where necessary, improve punctuality and how the School tackles lateness.
- recognise the interplay between attendance, absence and pupil wellbeing, ensuring a consistent approach to safeguarding;
- set out how the School manages and records attendance for pupils undertaking examinations both internally and externally (Appendix A);
- capture our processes for tracking attendance of pupils at School events, trips, fixtures and clubs that may occur outside of the school day.

5. This policy should be read in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Condition Policy for pupils who cannot attend school.
- Flu Pandemic Policy
- Educational Visits Policy
- The Extended Day Policy
- Supervision of Pupils in the Grounds and Buildings Policy
- Parent Contract - School's Terms and Conditions for parents

6. The policy has regard to the following guidance and advice:

- Children's Commissioner Guide for Attendance Officers (September 2022)
- Children's Commissioner Guidance for Parents on School Attendance (September 2023)
- DfE Behaviour in Schools: Advice for Headteachers and School Staff (February 2024)
- DfE Keeping Children Safe in Education (September 2025)
- DfE Mental Health Issues Affecting a Pupil's Attendance: Guidance for Schools (February 2023)
- DfE Providing Remote Education: Guidance for Schools (updated February 2024)
- DfE School Behaviour and Attendance: Parental Responsibility Measures (May 2020)
- DfE Summary Table of Responsibilities for School Attendance (2024)
- DfE Toolkit for Schools: Communicating with Families to Support Attendance (September 2023)
- DfE Mental Health and Behaviour in Schools (November 2018)
- DfE Working Together to Improve School Attendance (August 2024)
- DfE Children Missing Education (August 2024)
- DfE Supporting Pupils at school with medical conditions (December 2015)
- NHS 'Is my child too ill for school?' (April 2024)

A - Policy Ethos

Ethos

7. Aside from our statutory duty to ensure good attendance, we view attendance and registration as integral to our strategic aim to be 'a place to achieve', 'a place to flourish' and 'a joyful and nurturing culture'. To this end, the following statements capture the ethos that underpins our attendance and registration processes and our commitment to support pupils so that they may access Ibstock Place School as 'an inspiring place to flourish'.
- We acknowledge that attendance is the essential foundation to securing positive outcomes for all pupils including their safeguarding and welfare and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
 - We continually promote the benefits of good attendance, setting high expectations for every pupil, while consistently and clearly communicating those expectations to pupils and parents.
 - We work effectively and respectfully with pupils, their families and, where appropriate, the local authority and other local partners to address challenges to attendance.
 - We respond to non-attendance and/or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's Terms and Conditions. The School will act in a proportionate and targeted way and ensure that intervention is regularly reviewed.
 - We have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent, and the School will monitor and analyse this data regularly so as to facilitate early intervention to address issues.
 - We complete admission and attendance registers accurately and have effective day-to-day processes in place to follow-up absence.
 - We seek and share information with relevant external bodies and schools for pupils who join us from another setting and those who are taken off roll.
 - We are particularly mindful of pupils absent from School owing to mental or physical ill-health or their special educational needs and/or disabilities, and we provide them with additional support.
 - We recognise our duty of care to maintain registers of pupils who are on-site before and after the academic school day.
 - We aim to support, where practicable, pupils having reasonable study leave for internal and external examinations and thus have a study leave process that captures the situations that we will authorise leave for study purposes.

B - Roles and Responsibilities

The Governing Body

8. The Governing Body has a statutory responsibility to ensure that this policy is ratified and compliant, as set out in the Independent School Standards 2019 (ISS). The Governing Body delegates this responsibility to the Head, who is accountable for the operationalisation of this policy. In turn, the Director of Safeguarding is delegated responsibility for the consistent application and implementation of this statutory policy across the School. Staff must follow the expectations set out in this policy.

Senior Attendance Champion's Responsibility

9. The School's Senior Attendance Champion (SAC) is S Finch (Director of Safeguarding).
Email: sfinch@ibstockplaceschool.co.uk

Responsibilities of the SAC include:

- Setting a clear vision for improving school attendance.
- Establishing and maintaining effective systems for tackling absence and making sure the systems are followed by all staff.
- Liaising with the School's Attendance Officer/s to ensure that practice is effective and embedded in the whole school.
- Liaise with the Registrar with regard to formal processes around pupils being taken off-roll.
- Regularly monitoring and evaluating progress, including the efficacy of the School's strategies and processes, having oversight and regular analysis of attendance data to identify pupils or cohorts who require support with their attendance, and put effective strategies in place. This includes raising concerns with other agencies such as children's social care and early help services which are working with families.
- Communicating clear messages to pupils and parents on the importance of attendance.
- Following up with teachers and/or tutors who occasionally fail to complete registers.
- Considering requests for leave of absence or holiday absence in exceptional circumstances.
- Monitoring the impact of any intervention, making adjustments if necessary, and using findings to inform future strategy.
- Making sure that staff receive professional development and support to deploy attendance systems effectively.
- Providing governors with an accurate view of school attendance.
- Engaging governors in escalation procedures where appropriate.
- Establishing and monitoring implementation of rewards for attendance and punctuality and sanctions for absence and lateness.

Attendance Staff Responsibilities

10. The School's Attendance Officer and PA to the Prep-School coordinate registration procedures and have responsibility for monitoring attendance of Senior School pupils and Prep pupils respectively.

Responsibilities of Attendance staff include:

- Ensuring that registers are taken accurately by all teachers for the morning and afternoon sessions.
- Monitoring attendance at all lessons throughout the course of the day.
- Following up with staff when registers are incomplete.
- Having oversight of all absence and leave requests.
- Looking out for trends or patterns of lateness and absence.
- Making enquiries regarding unexplained absence through timely contact with parents.
- Dealing with lateness in a consistent and timely fashion.
- Communicating with parents and pupils when concerns have arisen and emphasising the importance of attendance and or punctuality.
- Issuing appropriate sanctions for lateness.
- Generating regular attendance data and supporting Heads of School and the Director of Safeguarding with interventions and parent meetings around persistent and severe absence.
- Attending weekly safeguarding meetings and sharing concerns in this forum over absence or punctuality.
- Liaising with external agencies around the attendance of vulnerable pupils.
- Sharing reports on attendance with Senior Pastoral leads and governors.
- To maintain and manage school attendance through ISAMs and SOC's.

All Teaching Staff Responsibilities

11. Teaching Staff are expected to:

- Register all lessons in a timely fashion (within 5 minutes of the lesson commencing).
- Use ISAMs and SOC's to take all registers for lessons, events and club activities.
- Reinforce attendance and punctuality expectations regularly.
- Promote quick and safe transition between lessons.
- Make use of attendance data to inform their understanding of pupil wellbeing and achievement.
- Raise concerns around pupil attendance as they become aware of poor attendance or patterns of poor attendance
- Attend training on attendance processes, systems and foci for improving attendance and punctuality.
- Provide feedback on systems or processes that are problematic in their role of taking daily lesson and club attendance.

Parental Responsibility

12. Parents with a child of compulsory school age have a legal duty to make sure that their child receives full-time education suitable to their age, aptitude and any special education needs they may have. This is also a requirement under the School's Parent Contract which states in its terms and conditions that failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

Parents are expected to:

- Ensure their child attends every day the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

- Notify the School of an unexpected absence or delay as soon as is reasonably possible in accordance with this policy and, when doing so, give an accurate explanation for this (e.g. sickness). Where the pupil is ill, the School should be notified of the nature of the illness.
- Respond proactively to concerns shared by the School regarding punctuality and play a part in ensuring their child is not late for school.
- Inform the School of arrangements should their child not be arriving from home to school (eg. Temporary Guardian).
- Ensure, when there is a partial absence for an appointment, that their child attends the remainder of the school day.
- Work with the School and external services or professionals to improve attendance should it be highlighted as problematic and requiring intervention.

It is important to remember that it is the School and not the parent who authorises absence. Absence and permission for absence should be communicated to the School through the Parent Portal. Parents can access these forms through the **'Parents' Forms'** tab. Parents are reminded of how to report absence at the beginning of each academic year and at regular intervals throughout.

Details submitted on the online form will notify School Office, The PA to the Prep School and the Attendance Officer, as well as the child's Tutor, Head of House and Head of School.

Only exceptional circumstances warrant a leave of absence and require authorisation from the Headmaster. The School is guided by Government statutory guidance on attendance and permitted reasons for absence. When considering requests for absence we shall consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. As the School publishes term dates twelve months in advance, requests for leave of absence for family holidays during term time will not be authorised.

Parents who fail to provide an adequate explanation for their child's absence will result in an Unauthorised Absence. Where the School has genuine or reasonable doubt about the authenticity of an absence additional information may be requested (e.g. medical letter).

Pupil Responsibilities

13. Pupils are expected to:

- Arrive to school on time and be punctual to all lessons throughout the school day.
- Sign-in at Reception if they are unexpectedly late to school or arrive at school following an agreed absence.
- Ensure that they sign out at Reception when there has been absence agreed which means they are leaving school early.
- Attend the Wellbeing Centre or Reception if they are feeling unwell during the school day.

Pupils should be aware that failing to attend school regularly or punctually, or failing to attend registration without good reason, or leaving school without permission, constitute breaches of the School's Behaviour Policy and are likely to result in disciplinary action being taken.

If a pupil is struggling with School attendance, or punctuality is a concern then the School may seek to put measures in place, agreed with parents and, if necessary, children's social care in order to boost attendance/punctuality.

C - Registration and Attendance Procedures

Morning and Afternoon (AM Registration and PM Registration)

14. There is a legal requirement for schools to take AM and PM attendance registers and report data on attendance for these sessions.
15. The school day commences at the following times and all pupils are required to be in school by this time:
 - Pre-Prep – 8:30am
 - Prep – 8:20am
 - Senior – 8:30am
16. The AM Register is taken during a Pastoral/Form session at the following times:
 - Pre-Prep - by class teachers during between 8:30 - 9am
 - Prep - by the class teacher between 8:20-8:50am.
 - Senior - by the Tutor between 8:30 – 8:55am.
17. The PM Register is taken at the following times:
 - Pre-Prep and Prep – 1pm
 - Senior – 2.15pm

Sixth Form pupils in ISP (Independent Study Period) must register with the member of staff on the Mezzanine at this time .
18. In addition to the AM and PM register, we also complete registers for subject lessons, fixtures, co-curricular and extra-curricular activities and wrap-around care. Whilst we are not required to report data on these registers, we have a duty of care to know who is on the School site at any given time and ensure their supervision and safety.
19. The School registers all AM, PM and lesson attendance on iSAMS. All other registers are taken on SOCS which integrates with our school MIS system to support our tracking of attendance.
20. To support our attendance practices, times of the school day and the Ibstock calendar are shared with pupils and parents at the start of the academic year, along with clear expectations on attendance and lateness.
21. Should the School become concerned about the whereabouts of an individual pupil, staff will notify the following teams of people by emailing (missingpupil@ibstockplaceschool.co.uk).
 - Pre-Prep/Prep - Reception, PMT and the PA to the Prep School
 - Senior - Reception, SMT and the Attendance Officer

At this time checks are made with the register that is completed for pupils outside of lessons (Peripatetic Music/Dance/Drama/Nurse/ Counselling); if the child remains unaccounted for members of the above teams will enact a widespread search of grounds and buildings with the support from the Maintenance Team. Further details of procedure in this eventuality can be found in the *Lost, Missing and Failure to collect children policy*.

If we are unable to establish the whereabouts of a pupil after our school checks then we will alert parents in the first instance to let them know that their child is not on site as expected, encourage the parents to make contact with their child and, if need be, we may contact the police.

22. Concerns regarding attendance of pupils should be discussed in a timely manner initially with the child's Head of School in the Prep and with the Head of House in the secondary school who, in turn this may be shared with the Head of School and, where necessary with the DSL Team.

Pupils Arriving Late to School or Afternoon Registration

23. Registers must be taken within 5 minutes of the AM/PM registration session beginning. Issues with accessing registers must be reported immediately to Reception, via email/phone, or in extremis via a pupil messenger.
24. There is a 5-minute window for marking pupils as present in both the AM and PM Registration sessions.
25. Pupils who arrive to school after that five-minute window has closed will be marked as late. If this is the case, pupils in the Pre-Prep, Prep and Senior School must go Reception in Main House as soon as they arrive and sign in.
26. As with late pupils, pupils arriving after the AM registration session has finished must sign in at Reception. If there isn't an acceptable reason for their absence they will be marked with a U code. Pupils who are unaccounted for are flagged by administration staff and if necessary, calls are made home.
27. Pupils must arrive promptly for afternoon lessons and registration. Pupils late to Registration at this time will be recorded as arriving late. The Heads of School monitor attendance patterns and liaise closely with the Attendance and Officer and Director of Safeguarding.
28. To encourage good attendance, minimise lateness and independent accountability, we operate a late procedure in the Senior School. This is outlined in Appendix E which details our thresholds for intervention and the support and sanctions that we will put in place. We reserve the right to amend this procedure throughout the year and is part of our dynamic approach to ensuring good attendance.

Pupils Leaving School During the Day

29. Pupils are not allowed to leave the premises during the school day without permission from the School Nurse (for medical reasons only) or the Heads of School, Deputy Head (Pastoral) or Director of Safeguarding. If pupils have permission to leave school they must report to the Reception staff who will check the permission to leave against record of requested absence on the School portal and that it is signed off by one of the aforementioned members of staff. A call, to seek clarity, will be made to the parent if there is any discrepancy.
30. All requests for leave of absence in the Prep-Prep and Prep School are dealt with by the PA to the Prep School, and in the Senior School by the Attendance Officer in the first instance. They will liaise with the Prep Heads of School and/or Deputy Director of Safeguarding, or the Deputy Head (Pastoral) and/or the Director of Safeguarding, if necessary.
31. Pupils who have permission to leave must sign out at Reception before leaving the premises (pupils who are leaving school premises with a member of staff e.g., sports fixtures, trips etc, do not have to sign out).
32. Where a pupil returns to school later the same day, he or she must report to Reception and sign in, stating the time of return.

33. Staff organising activities which will mean pupils are not present for Registration, must give all teachers concerned (including the Attendance Officer) advance notice. Processes for organising activities such as school events, educational visits and fixtures require the lead member of staff to provide the following information to support attendance processes:
- Brief details of the event (e.g., U14 football match)
 - Times pupils are not in normal lessons (e.g., from 2pm onwards)
 - A list of pupils concerned
34. Registration must be carried out for all pupils attending on or off-site activities which takes them out of normal lessons. Absentees from the published list/team sheet must be reported to the Attendance Officer and PA to the Prep School.
35. Pupils in Sixth Form must sign in and out at Reception if they wish to leave and return to the School campus. Sixth Form attendance is monitored by the Attendance Officer, Tutors, Head of Sixth Form and the Director of Safeguarding. Although Sixth Form pupils are directly responsible for their attendance, parents will be involved should the response from a pupil be unsatisfactory.
36. Pupils failing to follow correct procedure with regarding to signing in and out may be issued with a School Sanction.

Maintaining, Monitoring and Reporting on Attendance

37. The Attendance Officer, PA to the Prep School and the Director of Safeguarding update staff on whole-school attendance and registration practice as needed throughout the academic year.
38. Ibstock requires that parents inform the School of all absences through the Parent Portal forms.
39. Parents can view their child's attendance record via the Parent Portal. Parents also receive updates on attendance data for AM/PM registration through the academic reports that are sent home to parents.
40. The PA to the Prep School and the Attendance Officer meet weekly with the Director of Safeguarding to discuss attendance concerns.
41. The PA to the Prep School and the Attendance Officer produce weekly reports on pupil attendance for their phase of education and these are shared with the respective Safeguarding Teams during weekly safeguarding meetings.
42. To guard against truancy, and in the interests of pupils' safety, the Attendance Officer and the PA to the Prep School aim to contact parents of any unaccounted pupil by 9.15am (earlier if the child is recognised as a vulnerable pupil). This is part of our same day attendance calling practices.
43. Specific to the Senior School, if a S7 – Sixth Form pupil arrives late to any lesson four or more times in one week they will receive a punctuality sanction and a letter home to confirm this via iSAMS. Regular lateness will be monitored and any concerns shared by Heads of School and communications will be sent home via Tutors/Class Teachers and/or Heads of House.
44. Class teachers and Tutors who are concerned about the attendance of a pupil should discuss the matter with the Head of School in the first instance
45. The Nurse liaises with class teachers/Tutors, Heads of House and Heads of School over pupil attendance due to illness.

46. The data within iSAMS is used to calculate attendance when reporting to parents, and by the Registrar to respond to requests for information on attendance by the DfE. The Attendance Officer and PA to the Prep School will run regular reports to monitor pupil attendance. An email will be sent to parents if the attendance percentage does not meet expectations (below 90% with expected attendance expected to be in excess of 95%). If attendance continues to fall, parents will be invited to attend a meeting with a view to providing support to the child and family.
47. Parents of pupils receive written reports which include details of unauthorised absence. As mentioned earlier, parents may also view attendance data (AM/PM registration) through the parent portal.

Procedures when Pupils are Struggling with Attendance

48. The School recognises that some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with the School's efforts on curriculum, behaviour, bullying, special educational needs support, pastoral care, mental health and wellbeing; and effective use of resources including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in School, the trust or governing body, the local authority, and other local partners. Good attendance requires schools and local partners to work collaboratively with, not against families.
49. The School works closely with Children's Services and local authorities to support those pupils (and their families) where attendance is an issue. The School will be guided by the flow chart (Appendix B) to successfully identify and treat the root causes of absence and remove barriers to attendance, at home or in school. In matters regarding attendance, the School is likely to seek the advice of Nancy Ramirez (SPOC Education Welfare Officer) at Wandsworth.
50. A common approach to resolving issues with attendance is to implement a part-time timetable whilst all pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For examinations, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.
51. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, the School has agreed to a pupil being absent from school for part of the week or day and therefore will treat the absence as authorised.

Persistent or Severe Absence

52. Where absence escalates and pupils miss 10% or more of school (equivalent to one day or more a fortnight across a full school year), the School may seek advice from the local authority in order to put additional targeted support in place to remove any barriers to attendance and

reengage the pupil. In doing so, the School sensitively considers the reasons for absence and understands the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

53. Particular focus will be given to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support across a range of partners. A concerted effort is therefore needed across all relevant services to prioritise them.
54. The School will be especially conscious of any potential safeguarding issues in cases of a pupil's failure to attend school and consider the potential for neglect as outlined in Keeping Children Safe in Education (2024). Further information is contained within the School's Child Protection and Safeguarding Policy.

Child Missing Education (CME) and Children Absent from Education

55. A child going missing from education (not registered on roll nor declared to an authority) or a child absent from education (missing school frequently) is a potential indicator of abuse or neglect and the School has in place procedures to follow up on unauthorised absences. Tutors and Heads of House monitor pupil attendance and punctuality and correspond with parents when there is a concern. Where a child is deemed to be missing from education or absent, particularly on repeat occasions, the DSL will take advice from Children's Services. The aim will always be to identify the risk of abuse or neglect and to help prevent the risks of the child going missing in the future. Staff should be alert to the potential risks of poor or non-attendance and cessation of attendance, including the signs to look out for and triggers to be aware of when considering the risks of potential concerns such as travelling to war zones, FGM and forced marriage.
56. In order to help ascertain the whereabouts of a child in their absence, it is the School's policy to hold at least two emergency contact numbers for each child.
57. The School has a duty to report any pupil who has been absent without the School's permission for a continuous period of 10 days or more.
58. The School abides by the legal framework governing school attendance within '[School attendance; Departmental advice for maintained schools, academies and independent schools and local authorities \(2022\)](#)', published by the DfE.

Queries

Queries on this policy should be directed to the Director of Safeguarding.

Review and Verification

This policy is reviewed annually by the Director of Safeguarding.

Appendices

Please see overleaf for Appendices A, B, C, D, E, F and G.

D - APPENDICES

Appendix A – Study Leave

Introduction

This appendix outlines Ibstock's approach to study leave for pupils undertaking examinations. It includes the School's procedures, attendance coding, and safeguarding responsibilities during this period. The policy aligns with statutory guidance concerning authorised absence and aims to offer a clear and consistent framework that supports academic success while maintaining pupil welfare.

Scope and Purpose

This policy applies to all pupils in examination years and complements the School's Attendance Policy. It balances the need for independent study with the school's responsibility to provide a structured and supportive learning environment. It also ensures compliance with the requirement for Year 11 pupils to attend an educational setting until the last Friday in June if they turn 16 by the start of the next academic year.

Definition of Study Leave

Study Leave refers to authorised time away from regular timetabled lessons to allow pupils to prepare for public examinations. During this time, pupils are encouraged to manage their revision independently while still accessing school support and resources as needed.

Examination Types and Associated Study Leave

Internal Examinations

Years 7–11 (S7–S11)

- Pupils are expected to attend school as normal during internal examination periods.
- If the timetable is collapsed to accommodate examinations, pupils will be supervised in allocated revision spaces between assessments.

Sixth Form (LVI–UVI)

- Sixth Form pupils are granted partial study leave to reflect the nature of public examination preparation.
- The internal examination timetable replicates the structure of public examinations (AM, Mid-Morning, and PM sessions).
- If a pupil's first examination of the day is in the PM session, they may study at home during the morning.
- If a pupil completes an examination in the AM or Mid-Morning session, they may leave school to revise at home.
- Supervised study spaces remain available for pupils who prefer or are required to remain on site.

Supervised revision spaces include:

- Senior Library
- Sixth Form Common Room and Study Areas
- Allocated Classrooms (as scheduled by the Head of School and Examinations Officer)

Public Examinations (GCSE and A-Level)

- Study leave for public examinations begins on a date set annually by the School, typically aligned with the start of the public examination timetable.
- After this point, pupils are only required to attend for their scheduled examinations.
- Formal communication regarding the start of study leave and related expectations will be sent to pupils and parents by the Head of Middle School or the Director of Sixth Form.

GCSE/A-Level Candidates will have access to:

- A silent study area on campus;
- Support from subject teachers during normal timetabled slots, up to the summer half-term

Study leave may be withheld at the discretion of the Deputy Head (Pastoral) and relevant Head of School where academic, behavioural, or safeguarding concerns exist.

External and Non-Standard Examinations

For examinations that fall outside of the regular May–June public examination window or for qualifications not delivered through the School’s curriculum:

If the examination is in the morning (AM):

- Pupils may receive study leave during the PM session of the day prior.
- Subject-specific revision sessions may be offered before the examination.

If the examination is in the afternoon (PM):

- Pupils may be permitted to study at home during the morning.
- Targeted revision sessions may be arranged by subject teachers.
- Parents must inform the School in advance of any such external examinations, and the School may request evidence of official registration.
- The School reserves the right to make decisions about these provisions on a case-by-case basis.

Safeguarding and Attendance Coding

The School retains responsibility for safeguarding all pupils, including those on study leave.

Accordingly:

- Wellbeing checks or safeguarding measures may require pupils to remain in school even during approved study leave.
- Pupils on study leave are expected to remain in communication with the School and are encouraged to attend any on-site revision sessions offered.

Attendance will be recorded using the following Department for Education (DfE) codes:

Code	Usage
S	Study leave during the official public examination period
C	Authorised absence for study leave outside the official examination window (e.g., GCSE pupils during internal examinations)
X	Study leave for Sixth Form pupils outside the formal public examination period

Provision After Public Examinations

The School offers voluntary progression and enrichment activities following the conclusion of the examination period. These support pupils' personal development and preparation for the next educational or career stage.

Current offerings include:

- Ibstock Festival Week: A week of enrichment activities, day trips, and academic pathway talks for post-GCSE pupils.
- Sixth Form Transition Programme: Two dedicated days of activities and preparation for pupils entering the Sixth Form.

Participation is encouraged but not compulsory.

Implementation and Review

- This policy will be communicated to staff, pupils and parents via official School channels.
- Oversight is provided by the Heads of School and relevant pastoral leaders.
- The policy is reviewed annually to ensure compliance with statutory requirements and best practice in education and safeguarding.

Appendix B - Children Missing Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Local Authorities (LA) have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. This requires a co-ordinated approach across schools, relevant LA sections and other agencies to ensure good monitoring systems are in place.

A child going missing from education is a potential indicator of abuse or neglect. The School will follow their established procedure for unauthorised absence and for following up children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and to help prevent the risks of them going missing in future.

The School has both an admissions register and an attendance register, and all pupils are placed on both registers. Pupils must be entered on the admissions register at the beginning of the first day on which the School has agreed or been notified that the pupil will attend the School. If the pupil fails to attend, the School will undertake reasonable enquiries to establish their whereabouts.

The School will make reasonable enquiries (jointly with the LA) to establish the whereabouts of a pupil who ceases to attend, before deleting the child from roll if the deletion is under regulation 8(1), sub paragraphs (f)(iii) and (h)(iii) (see table below).

The School will always inform the LA of any pupil who is going to be removed from the admission register under any of the grounds listed in the regulations (see table below).

The notification will include:

- The full name of the pupil
- The full name and address of any parent with whom the child usually resides
- At least one telephone number of the parent
- The pupil's future address and destination school (if applicable)
- The ground in regulation 8 under which the pupil's name is to be removed

The notification should be made as soon as the grounds above are met and prior to removal. This is essential so that the LA can take appropriate follow up action when required.

The School will also notify the LA within 5 days of adding a pupil's name to the admission register at a non-standard transition point. The notification will include all the details included in the admissions register. The School will also provide information about pupil admissions at standard transition points if requested to do so by the LA.

In line with the safeguarding duties of the School, all unexplained pupil absences will be investigated. The School must inform the LA of any pupil who fails to attend school, or has been absent without permission for a continuous period of 10 school days or more.

Established procedures will be followed, but each case needs to be treated on its own merits, taking into account all the facts of the case. Some children are at particular risk and may also need referral to social care.

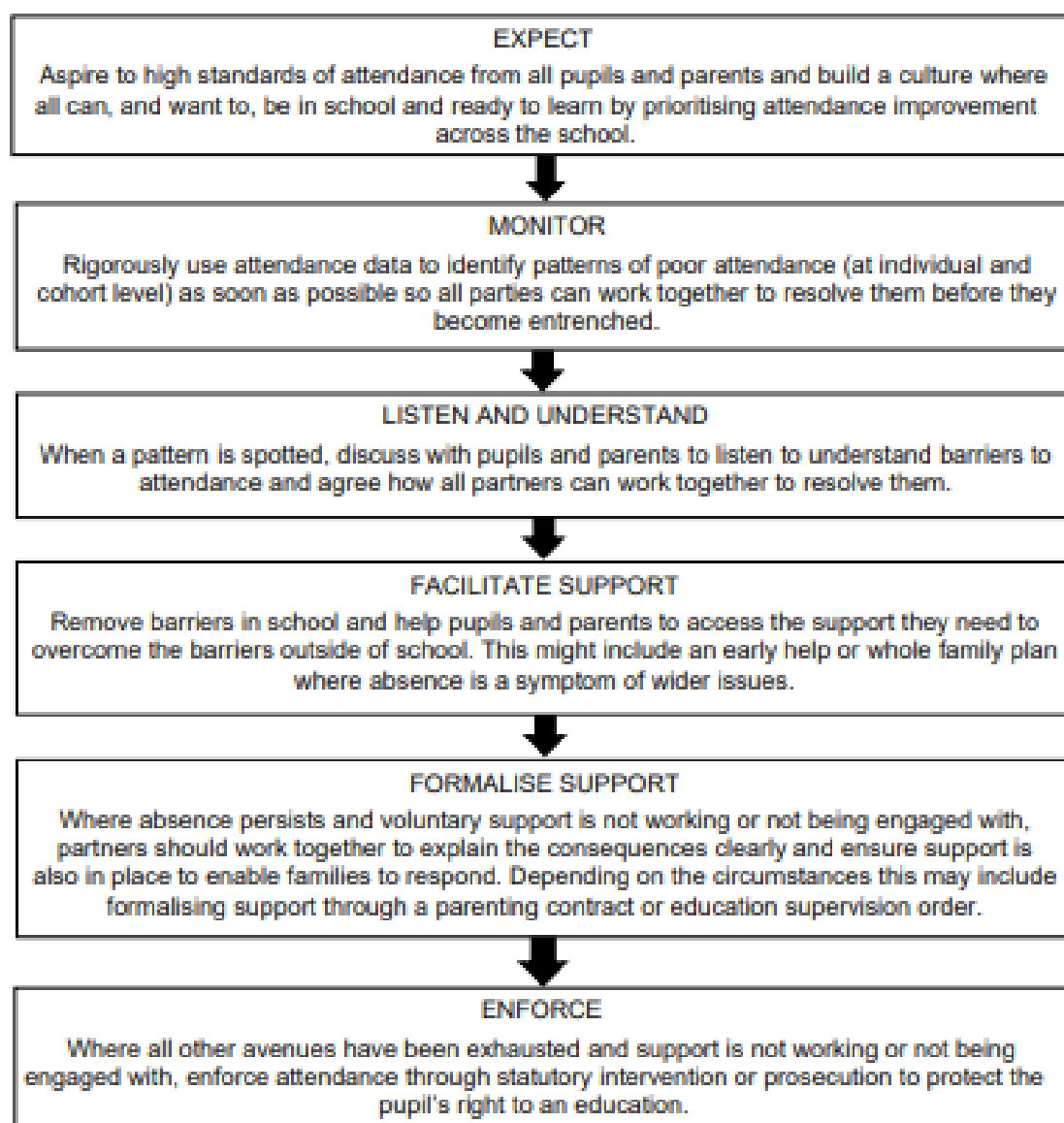
Appendix C – Deleting Pupils from School Registers

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended:

- 1 8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
- 2 8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
- 3 8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
- 4 8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
- 5 8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
- 6 8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that: -
 - (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted.
 - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
- 7 8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
- 8 8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and
 - (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
 - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
- 9 8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
- 10 8(1)(j) - that the pupil has died.
- 11 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets; and
 - (i) the relevant person has indicated that the pupil will cease to attend the school; or
 - (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form

- 12 8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city
technology college or a city college for the technology of the arts, that he has ceased to be a
pupil of the school
- 13 8(1)(m) - that he has been permanently excluded from the school
- 14 8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that
he has not on completing such education transferred to a reception, or higher, class at the
school
- 15 8(1)(o) where—
(i) the pupil is a boarder at a maintained school or an Academy;
(ii) charges for board and lodging are payable by the parent of the pupil; and
(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which
they relate

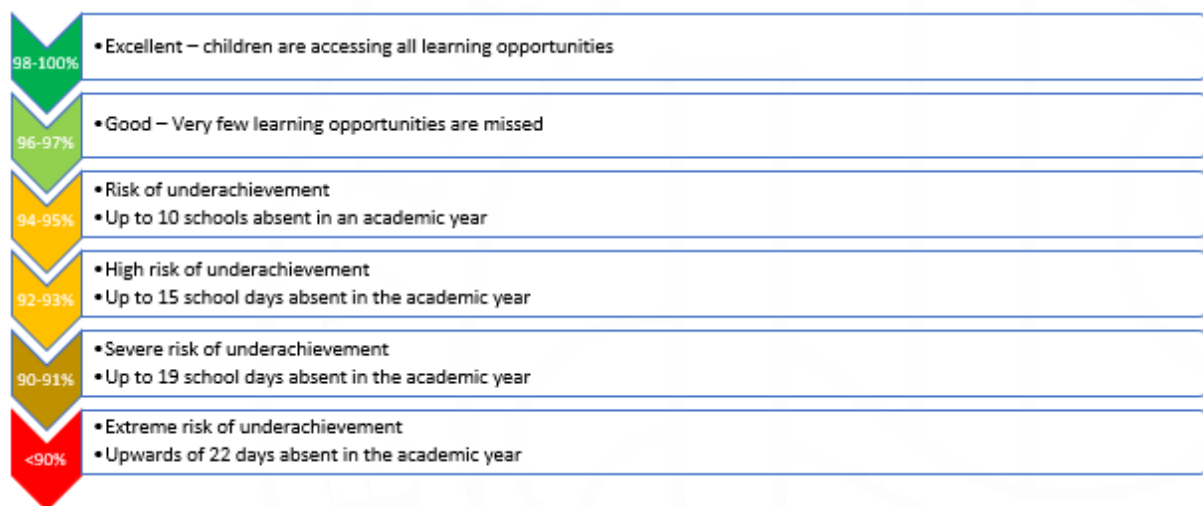
Appendix D



Appendix E

At Ibstock we strive to reach the targets of attendance laid out by the local authority, we aspire for all our pupils to have 'excellent' attendance this can be gained by pupils missing 10 days, or fewer each academic year. Persistent absence is reached when attendance falls below 90% (upwards of 22 days absent in the academic year) there is a likely to impact on academic performance which may lead to extreme risk of underachievement.

The School recognises that managing the Social and Emotional needs of pupils is a priority and that in some instances these targets of attendance are not realistic. The School will work closely with these families, and if necessary, the local authority to promote attendance whilst managing the challenges that exist.



Appendix F

Ibstock Place School Registration Codes

/	Present
B	Approved educational activity (arranged by the School)
C	Authorised absence, e.g. compassionate leave / exceptional circumstances
C1	Authorised absence for employment abroad or regulated performance
C2	Authorised Absence for a pupil subject to a part-time timetable
D	Dual Registration – registration at another school
E	Exclusion
G	Family holiday not agreed
I	Illness related absence – not medical or dental appointments
J	Interview for employment or admission to another educational institution
K	Attending education provision arranged by the LA
L	Late, before the AM / PM registration has closed.
M	Medical appointment. Hospital, GP or Dental.
N	No reason provided as yet for absence
O	Unauthorised absence
P	Approved sporting activity off-site
Q	Unable to attend because of lack of access arrangements
R	Religious observance
S	Study leave
T	Parent travelling for occupational purposes
U	Late, after the AM / PM registration has closed.
V	Educational visit or trip
W	Work experience
X	Non-compulsory school age pupil not required to attend school
Y	Exceptional circumstances
Y1	Unable to attend due to transport normally provided not being available



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 system
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Pupil not yet on roll
#	School closed to pupils

Attendance Procedure – Lateness

No. of lates	Action	Further actions
2x late arrivals to School in a week or 5 late codes to lessons/PM registration in a week	Contact home from Attendance Officer requesting that pupil reports to Reception between 0800–0815 for pre-registration (pre-reg) for the duration of the following week.	Failure to make pre-reg on least 4 out of 5 days will result in additional week of pre-reg (letter to go home on Friday). Two successive weeks of pre-reg failed results in the awarding of Head of House Detention. In addition, the pupil is required to successfully complete one further week of pre-reg.
4x pre-reg communications home in a term	Email home from Attendance Officer (copying in Head of House) informing parent and pupil of a Saturday Community Service Detention (1hr)	Child is required to attend one further week of pre-reg in addition to Saturday Community Service Detention.
5x pre-reg communications home in a term	Parent meeting with Head of House and Attendance Officer	Further monitoring of attendance in aftermath of meeting.
Continued/Persistent lateness after meeting with parents	Parent Meeting with Director of Safeguarding and/or Deputy Head Pastoral	Possible Referral to Local Authority Educational Welfare Officer