



RADLEY

Attendance Registration Policy

January 2026

Introduction

This policy has been developed in accordance with the Independent School Standards Regulations (2014) and the statutory guidance established in Working Together to Improve School Attendance (August 2024) and should be read in conjunction with:

[Missing Children Policy](#)

[Safeguarding Policy](#)

[Student Visa and Guardianship Procedures](#)

The expectation is that in all but exceptional circumstances, pupils will be present throughout term time.

This policy is in place to ensure the wellbeing of pupils and that pupils are engaged with the school's curriculum. For pupils to benefit fully from the opportunities presented to them and to make excellent progress both socially and academically, full attendance is expected throughout the year.

The aim of this policy is to provide clear, consistent and compliant attendance procedures that not only promote good attendance but can identify patterns of non-attendance and address situations where pupils go missing from education.

For clarification, in accordance with the Independent School Standards Regulations (2014) and DfE guidance Working Together to Improve School Attendance (2024), only day pupils of compulsory school age are statutorily required to have their attendance recorded in the Attendance Register at the start of each morning and afternoon session.

Radley College is a full boarding school.

However, the school has duty of care for our pupils and we record pupil's attendance each morning and evening with additional consideration that all lessons and activities are considered points of registration.

The College is fully committed to ensuring that the application of this policy is in accordance with the Equality Act 2010.

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

5(2) The proprietor of a school must ensure that an attendance register is kept unless all the pupils at the school are boarders.

10(1) The proprietor of a school must ensure that, at the beginning of each morning session and once during each afternoon session, the attendance of each registered pupil who is not a boarder is recorded in the school's attendance register in accordance with this regulation.

Responsibilities

Deputy Head (Pastoral)

The Deputy Head (Pastoral) is the nominated Senior Attendance Champion (SAC) with responsibility for the following:

- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.

In ensuring these statutory expectations are met, the Deputy Head (Pastoral) works in close conjunction with the College Council (governing body), reporting to them regularly on issues and updates relating to school attendance.

The Tutor / Social Team

It is the responsibility of The Tutor / Social Team to take a registration twice a day, the results of which are recorded on iSAMS.

Registration points are:

Monday to Friday 8.00-8:30 and 22:30-23:00

Saturday 8:00-8:30 and 23:00-23:30

Sunday 9:30-10:00 and 22:30-23:00

Tutors should put up notices so that pupils know when and where to register.

Teacher / Activity Supervisor

All lessons and activities are considered points of registration.

If a pupil is unaccountably absent then the Don taking that lesson or activity should contact the pupil's Tutor and PHM.

The DfE following codes are used:

School Registration Codes	
	No Reason Yet Provided For Absence [N]
	Unknown [-]
	Other [-]
	Unauthorised Absence [O]
	Religious Observance [R]
	Study Leave [S]
	Excluded [E]
	Work Experience [W]
	Educational Visit or Trip [V]
	Illness [I]
	Approved Sporting Activity [P]
	Late (After Registers Closed) [U]
	Medical / Dental Appointments [M]
	Interview [J]
	Family Holiday (NOT Agreed) [G]
	Educated Off Site [B]
	Non-Compulsory School Age Absence [X]
	Other Authorised Circumstances [C]
	Dual Registration [D]
	Traveller Absence [T]
	Exceptional Circumstances [Y]
	Pupil Not Yet On Roll [Z]
	School Closed To Pupils [#]
	Music Lesson [&]

The purpose of the registration is twofold:

- To ensure that the pupils' whereabouts is known. If it is not then the [Missing Children Policy](#) comes into effect.
- To give us data on pupils' access to education.

The Tutors have responsibility to monitor registration and to escalate any concerns to the Deputy Head (Pastoral) who has overall responsibility for attendance.

Requests for Leave of Absence

Details of rules for Privilege Weekends and Sundays Out can be found here: [Handbook for Socials](#).

Requests for routine absence (Privilege Weekends, Sundays Out, Medical Appointments etc) should be made through the Tutor (housemaster).

Requests to miss school for other reasons should be made through the Sub Warden.

The School Attendance (Pupil Registration) (England) Regulations 2024 (formerly the Education (Pupil Registration) (England) Regulations 2006) state that schools may not grant any leave of absence during term time unless there are exceptional circumstances.

The fundamental principles for defining exceptional are described as, 'rare, significant, or unavoidable', and that, 'the event could not reasonably be scheduled at another time'. There are no specific rules on what constitutes 'exceptional' as circumstances vary from school to school and from family to family.

International Pupils

International pupils who are sponsored by the College on a Child Student Visa risk losing their visa through regular non-attendance. 10 consecutive, unauthorised absences will result in the UK Visas and Immigration Service being notified by the Admissions Department via the UKVI Sponsor Management system and the pupil's visa being withdrawn.

The Absences List

We manage a list of pupils who are away (for illness, trips etc) which can be found on the Out of School section on iSAMS:

Out of School

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Monday 6th January 2025

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10 Students

Pupil's Name	Acade...	Boarding	Form	Year Gr...	Timings	Reason (Code)	Author
[REDACTED]		J	6.2 - TMM	6.2	13:00 - 19:00	(C)	AMC Coates
[REDACTED]		D	6.2 - OJP	6.2	18:00 - 19:00	(C)	RMMC McKeon-Clark
[REDACTED]		D	6.2 - OJP	6.2	18:00 - 19:00	(C)	RMMC McKeon-Clark
[REDACTED]		K	6.2 - OJA	6.2	21:00 - 19:00	Early leave away to prepa...	FC Crews
[REDACTED]		J	V - JADW	V	08:00 - 19:00	(C)	AMC Coates
[REDACTED]		K	V - TDA	V	11:00 - 19:00	Early flight for leave away...	FC Crews
[REDACTED]		C	6.1 - MGN	6.1	21:00 - 21:00	Heading home to prepare...	srg

Out of School Report

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Manage Out of School

An individual entry should be made for each pupil unless the absence is due to a school trip, in which case, an attached list can be added.

The keeping of absence data is essential for the care of pupils' academic progress and for the reporting on it. It is also a welfare matter for the College to know when pupils are not on the premises or regularly avoiding certain activities therefore absence data is reviewed periodically by Tutors and the Deputy Head (Pastoral) to identify any patterns or trends in behaviour.

If issues are discovered, the College works collaboratively with pupils, parents and local partners (where necessary) to resolve them. This is done by discussing with pupils and parents any barriers to attendance and putting measures in place to encourage and improve attendance.

Absence Without Permission

The Designated Safeguarding Lead will notify the Local Authority if a pupil of compulsory school age (i.e., 16 years old) is absent, without permission, continuously for a period of 10 days. This, however, only applies if the College does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Where there is concern for a child's welfare, the College's Designated Safeguarding Lead will refer this to the local authority children's social care immediately.

Where a pupil's unauthorised absence rises above 10%, a report is made to the Local Authority.

Sickness

The Designated Safeguarding Lead will provide the Local Authority with the full name and address of all pupils of compulsory school age (i.e., 16 years old) who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

On Roll / Off Roll at Non-standard Points

If a pupil arrives or leaves at a non-standard point (i.e. arrives at a time other than start of Shell or leaves at a time other than the end of 6.2) there are several people, both internal and external to the College who need to be informed. A checklist is included in Appendix A. It is the responsibility of the Warden's PA to send reminders and ensure the checklist is completed for each non-standard starter and leaver.

Included in the checklist is informing the Local Authority of pupils on rolling or off rolling at non-standard points.

If a pupil arrives at a non-standard point, the Designated Safeguarding Lead will notify the local authority here. This is done using a spreadsheet provided by Oxfordshire County Council, which is emailed to: childrenmissingeducation@oxfordshire.gov.uk. If the pupil is resident in another part of the UK, the local authority where the pupil normally resides must also be informed. If the pupil's previous school was not in Oxfordshire and is in a different local authority to their home address the previous school local authority should also be notified. Notification to the relevant local authority or authorities must be made within five days of the pupil's arrival.

If a pupil leaves at a non-standard point, the local authority here and, in the case of a UK-resident pupil whose home address is outside of Oxfordshire, the local authority where the pupil normally resides must be informed before the pupil is removed from the admissions register.

Appendix A

Pupil arrivals or departures at a non-standard points

If a pupil arrives or leaves at a non-standard point (ie arrives at a time other than start of Shell or leaves at a time other than end of 6.2) then the following actions must be completed.

The initials indicate who is responsible for each action and it is the Warden's PA's responsibility to send reminders and complete this checklist.

Name of Pupil: _____

Arrival / Departure (delete as applicable)

First / last year group of pupil at Radley: _____

Social: _____

- ☐ [Action SLL] Notify the following by email. Admissions, Alex Gilley, Med Centre, Bursar, Finance, Music School, GMADS, Head of Exams, IT, Bursar's PA, OR / Foundation.

Date completed: _____

- ☐ [Action SJH] Notify Common Room Teaching

Date completed: _____

- ☐ [Action: JSM] In the case of early leavers, send a reference (if required) to the new school.

Date completed: _____

- ☐ [Action: EPJ] Send a form re. Pastoral Safeguarding concerns to the new school.

Date completed: _____

- ☐ [Action: TAF] Notify both the local authority here and the local authority where the pupil is normally resident. This must happen before the pupil is removed from the admissions register in the case of leavers and within five days of entry in the case of joiners.

Date completed: _____