



# COTTESMORE SCHOOL

---

## ATTENDANCE & REGISTRATION POLICY

---

This policy refers to all pupils including those in the EYFS setting.

### **Introduction**

Cottesmore School sees successful education as a partnership between the family and the school and is committed to providing the highest quality of education possible. In order to do so, it is expected that pupils will, ordinarily, attend school for the duration of each school day and for certain specified school events which occur outside the normal school day. There will be occasions when pupils cannot attend school and this policy details the procedures to be followed on such occasions.

Cottesmore School has a statutory obligation to maintain an appropriate attendance register in accordance with The Education (Pupil Registration) (England) Regulations 2023 as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013.

In order to comply with its statutory obligations, Cottesmore School expects that it will enjoy the full support of all parents in implementing this policy.

### **Registration times**

An electronic attendance register is kept for each form in the Pre-prep (which, for the purposes of this policy includes EYFS) and Prep departments. The register is completed at the start of each morning and afternoon session.

Pupils in the Pre-prep department are expected to arrive for morning registration no later than 8.30am and afternoon registration no later than 1.20pm.

Pupils in the Prep department are expected to arrive for morning registration no later than 8.15am and afternoon registration no later than 1.45pm.

Registration will be completed within 30 minutes of each registration period starting.

### **Registration codes**

Cottesmore School follows the attendance and absence codes as set out in the DfE's Working Together to Improve School Attendance policy.

### **Late Arrival of a Pupil**

If a pupil arrives at school after registration ends or after his/her form teacher has taken the register, s/he must go straight to the office and notify the secretary of his/her arrival and reason for lateness.

### **Leaving school during school hours**

---

If a pupil has permission to leave school, with a parent, during school hours, s/he (or if appropriate his/her parent) must go to the office and notify the secretary that s/he is leaving.

The secretary will record on the school electronic diary the child's name, date, time of departure and reason for leaving.

Reviewed: Jan 2026

Date of next review: Jan 2027



# COTTESMORE SCHOOL

If pupils are accompanied on a school trip by a member of staff during school hours, it is the responsibility of the member of staff to notify the secretary that they are leaving.

## **Returning to school during school hours**

If a pupil, who has been marked absent in diary, returns to school during the school day but outside a registration period, s/he (or if appropriate his/her parent) must go to the school office and notify the secretary of his/her return.

The secretary will record, in the diary, the time of return.

If pupils return from a school trip during school hours but outside a registration period, it is the responsibility of the member of staff to notify the secretary that they have returned.

## **Pupil illness or unplanned absence**

If a pupil is ill or unable to attend school for any other reason and the school has not been previously notified, parents should telephone or email the school office by 8.45am at the latest. If telephoning early, before the office is staffed, parents may leave a message on the answerphone.

Parents should not e-mail *form teachers* of unplanned absence as teachers cannot check e-mails during registration periods.

If a pupil is ill for more than one day, parents should telephone the office each morning to confirm the pupil will be absent for that day.

## **Pupil planned absence**

Cottesmore School values the strong relationship it has with parents and the support they afford in ensuring their children are in attendance throughout the school day. There are, however, occasions when a pupil may need to be absent for all or part of the school day.

If a parent needs to take a child out of school for a pre-arranged medical appointment, the Headmaster's wife needs to be notified either in writing, in an e-mail or in person, in advance.

For all other absences, parents are asked to seek permission for absence from the Headmaster.

## **Unauthorised absence**

It is expected that all parents will notify the school of any absence in accordance with this policy in order that the school can safeguard the welfare of all pupils. It is therefore unlikely that there will be an unexplained absence by the end of a registration period.

If a pupil has not been marked present on the register at the close of registration and no reason for the absence has been given, it is the responsibility of the Head of Registers, assisted by the secretary to make contact with parents, as a matter of priority, to establish a reason for the absence.

In such situations, the secretary will seek to contact parents between 9am and 9.45am once the registers have been checked.

## **Duty to report absence to Local Authority**

Reviewed: Jan 2026

Date of next review: Jan 2027



# COTTESMORE SCHOOL

Local Authorities have a legal responsibility to identify children of compulsory school age who are not in education. Schools may therefore receive an enquiry about whether they are educating a specific child and the school is obliged to provide this information to the Local Authority.

The Department for Education's guidance "Working Together to Improve School Attendance" is now statutory, as reflected in Keeping Children Safe in Education. This means schools must follow specific processes, including informing West Sussex County Council when a child has 15 or more days of absence in a school year (whether authorised or unauthorised).

At Cottesmore, we know that regular attendance helps children succeed academically, make friends, and feel confident in school. We are grateful for your support in helping us achieve this together.

Our priority will always be to work supportively with families. If attendance becomes a concern, we will talk with you early to understand any challenges and agree on the best way forward.

We ask our parents to help by:

- Aim for your child to be in school every day, on time.
- Let us know promptly if your child is unwell or absent.
- Ensure that you adhere to Cottesmore's term dates and timings when making travel arrangements.

Reviewed: Jan 2026

Date of next review: Jan 2027