



High March

Attendance Procedures

Person responsible for latest revision:	Mrs Walker-Stidder and Mrs Honiball
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This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

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Attendance Procedures

Procedures Statement

This document relates to term time attendance procedures at High March School. It should be read in conjunction with the Wishford Education Attendance Policy.

High March School is committed to developing and maintaining a whole school culture that promotes the benefits of high attendance and actively discourages late arrival at School which can negatively impact pupil learning and wellbeing.

Senior Attendance Champions

The School Deputy Heads, Mrs Honiball, Head of Junior House and Mrs Walker-Stidder, Head of Upper School are the Senior Attendance Champions.

Mrs Honiball – michelle.honiball@highmarch.co.uk

Mrs Walker-Stidder – sharon.walkerstidder@highmarch.co.uk

School Attendance Officers are Mrs Wright at Junior House and Ms Kemp at Upper School.

The School Day

At Junior House the day starts at 08:50 and finishes at 15:30 for Nursery pupils who stay for the afternoon session as well as pupils in Reception. The day ends at 15:40 for pupils in Year 1 and Year 2.

At Upper School the day starts at 08:25 and finishes at 15:50.

Wraparound care is available for both Junior House and Upper School pupils from 07:30 and until 18:00 daily.

Procedures for the morning registration of pupils at Junior House

- The morning registration period is from 08:30 - 09:00.
- Pupils may arrive from 08:30 and go to their classroom, where they will be checked in with a paper register. Year 1 pupils meet their class staff under the covered way where they are checked in before heading up to the classrooms with the staff at around 08:40.
- The pupil gate will close at 08:50.
- Morning registration is completed electronically by the Form Teacher at 08:50. Pupils are expected to arrive at School by 08:50. All pupils must be registered at the same time.
- Pupils who arrive between 08:50 and 09:00 gain admittance via the School Office and will be marked 'late before the register is closed' by the School Attendance Officer on the electronic register.
- Pupils who arrive after 09:00 gain admittance via the School Office will be marked as 'arrived in school after registration closed' (Code U) by the School Attendance Officer on the electronic register.
- Registers are checked by School Attendance Officer at 09:00. Any unexplained absence is first checked in case the child is in school but has missed registration. If the child is not in school, the School Attendance Officer will ring the parents by 09:30 to check why the child is absent.
- Children who arrive or leave after the morning registration period has closed (after 09:00) will be signed in or out using the IN/OUT book.

Procedures for the afternoon registration of pupils at Junior House

- The afternoon registration period is from 13:30- 14:00 for Nursery to Year 2.
- All pupils must be registered at the same time when re-entering the school building after outdoor play at 13:45.
- At 13:00, Nursery children who are not staying for the afternoon session, go home and they are signed out on the electronic register.
- Registers are checked by the School Attendance Officer at 14:00. Any unexplained absence is first checked in case the child is in school but has missed registration. Any unexplained absences are checked with the IN/OUT book by the attendance officer.
- Pupils who arrive after 14:00 gain admittance via the Main Entrance and will be marked as arrived in school after registration closed (Code U) by the School Attendance Officer on the electronic register.
- Children who arrive or leave after afternoon registration period has closed (after 14:00) will be signed in using the IN/OUT book. They will gain admittance or exit via the School Office front door.

Attendance for Non-Statutory School Aged Pupils (Nursery Pupils)

- While Nursery pupils are not yet of statutory school age, their attendance in school is expected and absences should be limited to the following circumstances:
 - Medical or dental appointments
 - Religious observance
 - Family Bereavement
 - Interviews
 - External agency assessments
 - Visa/passport appointments
 - Illness
- Absence for Nursery pupils will be recorded and followed up on, in the same way as it is for the rest of the school.
- Data for Nursery absence will be included in the termly absence analysis for the school.
- Registers for Nursery pupils will be completed in the same way as for the rest of the school and using the appropriate codes.
- Pupils who are not ordinarily in session on a specific day, will be marked in the register with an 'x'.

Procedures for the morning registration of pupils at Upper School

- The morning registration period is from 08:30 - 09:00.
- Pupils may arrive via the pupil entrance from 08:00 - 08:25 and go to the playground, where they will be supervised
- The line-up bell is rung at 08:25 and the pupil gate will close at this time. Pupils are expected to arrive at School by 08:25.
- Morning registration is completed electronically by the Form Teacher by 08:40. All pupils must be registered at the same time

- Pupils who arrive after 08:25 and before 08:40 gain admittance via the Upper School Main Entrance and this is recorded for monitoring purposes by the Assistant Tutors.
- Pupils who arrive between 08:40 - 09:00 gain admittance via the US Main Entrance and will be marked 'late before the register is closed' by the Assistant Tutors on the electronic register.
- Pupils who arrive after 09:00 gain admittance via the US Main Entrance and will be marked as arrived in school after registration closed (Code U) by the School Attendance Officer on the electronic register.
- Registers are checked by the Assistant Tutors just before 09:00 and any unexplained absence is first checked in case the child is in school but missed registration.
- The Assistant Tutors report any absentees to the School Attendance Officer in the School Office. The School Attendance Officer will inform the Assistant Tutors of any phone calls or messages received from parents reporting a reason why their child is absent. The Assistant Tutors amend the electronic registers accordingly.
- If the child is not in school, the School Attendance Officer will ring the parents by 09:30 to check why the child is absent.
- A list of children absent is posted on the whiteboard in the staff room by the Assistant Tutors, so that staff are aware.
- Children who arrive or leave after the morning registration period has closed (after 09:00) will be signed in or out using the IN/OUT book.
- If a child is sent home or leaves school early for any reason, her name is added to the list on the whiteboard in the staff room.

Procedures for the afternoon registration of pupils at Upper School

- The afternoon registration period is from 13:30 - 14:00.
- Afternoon registration is completed electronically by the teacher teaching the class at 13:30 on Monday, Tuesday, Thursday and Friday and at 13:45 on Wednesdays.
- All pupils must be registered at the same time when re-entering the school building after outdoor play.
- Registers are checked by the School Attendance Officer at 14:00. Any unexplained absence is first checked in case the child is in school but has missed registration due to music or drama lessons. Any unexplained absences are checked with the IN/OUT book by the attendance officer.
- Pupils who arrive after 14:00 gain admittance via the US Main Entrance and will be marked as arrived in school after registration closed (Code U) by the School Attendance Officer on the electronic register.
- Children who arrive or leave after afternoon registration period has closed (after 14:00) will be signed in using the IN/OUT book. They will gain admittance or exit via the US main entrance.

Attendance Fire Safety Lists

- At Junior House the School Attendance Officer prints off the Fire Register from completed class registers on Complete-Ed by 09:30 and attaches the sheets to the laminated class lists stored in the School Office. This is also

done again by the School Attendance Officer at 14:00 after Afternoon Registration and also at 4.15pm after Afterschool club and supervision registers are completed. At Upper School the Assistant Tutors print off the Fire Register from the class registers on Complete-Ed by 09:00. They place them in a clear folder and leave them by the front door in the fire basket. This is also done again by the School Attendance Officer at 14:00 after Afternoon Registration and at 4.15pm after Afterschool club and supervision registers are completed. The daily printed Fire Register and the signing in and out sheets are taken out in the event of an evacuation and used to check those present.

Parental Requests for Leave of Absence

Parents who know in advance that they need to request leave of absence for their child, are asked to complete a Leave of Absence request on Complete-Ed.

Head Teachers may only grant leave of absence during term time if there are exceptional circumstances. These provisions are set out in the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). This means that for most holidays during term time a child's absence will be unauthorised. The School publishes the following advice to parents on our website;

"As far as possible holidays should coincide with the School's generous set annual holidays. We are duty bound to point out to you that taking your child out of School during term time will be disruptive to their education and there will undoubtedly be lessons that they will miss that they will not be able to catch up with on return to School. In addition to the interruption to your child's academic education, they will also, of course, miss out on the invaluable social interaction with friends and the School community. Work will not be set before the holiday as in our experience the children need the prior teaching and any work undertaken in these circumstances is usually not completed satisfactorily. If a child takes a holiday during term time, then the teacher will set any necessary catch-up work after the holiday."

Parents will be notified if their request for leave of absence has been approved.

Process to make a Request for Leaves of Absence and Reporting Absence

Log in to Complete-Ed <https://parents.complete-ed.co.uk> (at the first time of logging in you will need to set a password using the "Initial Setup" link)

Attendance

Notify New Absence

Submit a New Absence Notification

Select relevant child

Complete and Submit

Illness absence will be auto-approved by Complete-Ed. We may request reasonable evidence of illness, when support with prolonged or repeated patterns of illness would benefit the pupil. In such cases, medical evidence may play a role in supporting School to better understand the pupil's health needs and inform what reasonable adjustment may need to be made.

<https://www.legislation.gov.uk/ukxi/2024/208/made>

Medical appointment absence will be auto-approved by Complete-Ed. However, we request that medical and dental appointments are made outside of school hours or in the school holidays where possible to minimise the impact on pupils learning.

Other absence requests will be processed by the Office to input the correct absence code into the register.

If a child will be absent from school due to illness or another reason that could not have been foreseen in advance, parents are asked to report the absence on Complete-Ed or telephone the School Office before 09:00 on the first day of the absence (School Office Telephone Number: 01494 675186).

Your child's form teacher and the Senior Attendance Champions at the relevant School site will be informed of their absence, and other staff will be notified.

Recording, Monitoring and Reporting of Lateness and Absences

Pupils' attendance and punctuality are recorded and monitored through the daily electronic registers. It is the duty of the Form Teacher, and Attendance Officers to notify the Senior Attendance Champions if they have concerns about a pupil's attendance. The Head of Junior House and Head of Upper School act as our Senior Attendance Champions and reactively and proactively monitor attendance and punctuality termly. The Senior Attendance Champions will then discuss and agree any action needed with the Headmistress.

Our Senior Attendance Champions review and update the School's Attendance Improvement Plan accordingly to address patterns identified and set targets for improvements in attendance levels and punctuality. Regular monitoring of attendance is important as we recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. Regular monitoring also ensures the identification and support for any young carers and the need for reasonable adjustments for any pupils with special educational needs and/or disabilities.

Individual pupils' attendance levels are reported on in the child's end of year report. Where patterns of persistent lateness or high levels of absenteeism are identified during the school year and are a cause for concern due to the impact on a pupil's academic progress or wellbeing, parents will be contacted and invited to a meeting to understand any barriers for attendance and discuss strategies for improved attendance.

If parents experience difficulties getting their child to attend School, they are advised to contact the School Attendance Champions, Mrs Honiball at Junior House or Mrs Walker-Stidder at Upper School, and their child's form teacher at the earliest opportunity. We work in partnership with families to support the child and an individual pupil attendance plan with appropriate support and targets will be agreed with the pupil and parents as needed. This might include engaging with early help and arranging targeted support meetings with local safeguarding partners as well.

Notification of Children Missing Education to the Local Authority

The Local Authority will be informed of the full name and address of any pupils who fail to attend regularly, and the following attendance issues will be reported to the Local Authority:

- Ten sessions of unauthorised absence (other than for reasons of sickness or leave of absence) within a rolling 10-week period.
- The School has reasonable grounds to believe a pupil will miss fifteen days consecutively or cumulatively because of illness.
- Failure to attend regularly

Children Attending Offsite School Activities

Pupils attending events or activities off site including sports fixtures, concerts and workshops are signed out on Complete-Ed by the staff member leading the visit. prior to departure. At Upper School, staff place a list of pupils off site on the Staff Room Board, and the lists are included in the weekly bulletin and on the US calendar, so all staff know who is attending activities off site. Any changes to the published lists will be circulated and shared with the School Office. If pupils return to School after the event they will be signed in on Complete-Ed by the staff member who led the visit.

Wraparound Care

A register is taken at the start of all sessions; breakfast club, prep, after school care and clubs and unexplained absences are followed up. When a child leaves prep or a club the register is updated with where they have gone on to.