

Trinity Christian School Nursery, Primary & Secondary



TRINITY
CHRISTIAN SCHOOL

Attendance & Registration Policy

Reviewed by SLT, Staff & Governors:	Autumn 2026
Summary of most recent amendments:	Sep 2026: Updated to reflect revised ‘Working together to improve school attendance’ (2026).
Next Review due:	Autumn 2027
This policy is published on the School website.	

Attendance and Registration Policy

1. POLICY AIMS

This is the attendance policy of Trinity Christian School (**the School**).

The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School
- to prioritise and where possible improve attendance and punctuality across the School, to reduce absence in order to prevent children becoming children missing education (**CME**), and set out the School's approach to the management of absence / non-attendance
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection

Trinity School seeks to:

- encourage pupils to aim to achieve their highest standards
- ensure pupils benefit from the spiritual, emotional and educational opportunities available at the school
- instill in pupils the importance of regular attendance and punctuality whilst at school and for future employment

Section 7 of the Education Act 1996 *places a duty on parents to ensure that their child of compulsory school age receives a suitable education, either by regular attendance at school or otherwise*. Trinity Christian School has the responsibility to support parents and families by ensuring that the school is a calm, orderly, safe and supportive environment where pupils want to learn (DfE).

Full attendance contributes significantly towards such aims. Research shows that the pupils with the highest attainment at the end of Key Stage 2 and Key Stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment (DfE). Regular attendance will be encouraged through assemblies and tutorial time with excellent attendance being acknowledged through certificates.

2. REGULATORY FRAMEWORK

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014
- EYFS statutory framework for group and school-based providers (DfE, September 2026)
- Education and Skills Act 2008
- Children Act 1989

- Childcare Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Equality Act 2010
- Data Protection Act 2018, UK General Data Protection Regulation (**UK GDPR**) and the Data (Use and Access) Act 2025 (together referred to as data protection laws')

This policy has regard to the following guidance and advice:

- [Working together to improve school attendance statutory guidance](#) (DfE, July 2026)
- [Summary table of responsibilities for school attendance](#) (DfE, August 2024)
- [Toolkit for schools: communicating with families to support attendance](#) (DfE, August 2024)
- [Communicating with parents about school attendance](#) (DfE, June 2026)
- [Guidance for Parents on school attendance](#) (Office of the Children's Commissioner, July 2024)
- ["Is my child too ill for school?" guidance](#) (NHS, April 2024)
- [Keeping children safe in education](#) (DfE, September 2026)
- [Children missing education](#) (DfE, September 2025)
- [Summary table of responsibilities for children missing education](#) (DfE, September 2025)
- [Supporting pupils with medical conditions at school](#) (DfE, August 2017)
- [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024)
- [Mental health and behaviour in schools](#) (DfE, November 2018)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023)
- [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023)

The following School policies are relevant to this policy:

- Safeguarding and child protection policy
- Children Missing During School Policy
- Special Educational Needs & Disability (SEND) Policy
- Behaviour Management Policy (Primary School)
- Behaviour Management Policy (Secondary School)

3. REGISTRATION

Primary school:

The Primary school gate, situated on Quarry Street, will be open from 8.25am until 8.40am.

Registration takes place twice a day at 8:40am and 1:00pm. Registers are taken by the Class teacher using the Studybugs online system.

Parents with children arriving after 8.45am **must** enter via the school gate on High Street and sign in at the office giving a reason for lateness and will be awarded a late mark or the applicable absence mark in the register by the Office.

Secondary school:

The school gate, situated on High Street, will be open from 8:25am until 8:40am.

Registration takes place twice a day at 8:40am and 12:55pm. Registers are taken by the Form teacher using the Studybugs online system.

All children arriving after 8:45am **must** sign in at the office giving a reason for lateness and will be awarded a late mark or the applicable absence mark in the register by the Office.

4. LATE ARRIVAL

Persistent Late Arrival is defined as a student being late on more than 8 occasions in any one school calendar month.

4.1. Close of Registers:

In accordance to the DfE guidelines, registers must be closed at a certain time in the morning. Therefore, if a student arrives **after 8:45am**, they will be marked as a **late absence** for the whole morning session which goes against their overall attendance percentage. If the late arrival is due to a legitimate reason e.g. a medical appointment, the absence can be marked as authorised (though the school must be informed of any appointments or late arrival). If a pupil arrives after 9:15am, the session is marked as an unauthorised late absence. Then after 9:45am this will be classed as an unauthorised absence except for legitimate reasons as stated above.

Parents can refer to our Parent handbooks for the breakdown of the late arrival procedure which is available on the school's website. This can also be found in **Appendix 1**.

4.2. Late Arrival:

In cases of late arrival, parents are required to send a message to the School office via the Studybugs app if able. Please do not verbally inform or send messages direct to teachers. Pupils arriving late **MUST** sign in at the Office. Parents will be notified of their child's late arrival through an automated message sent from Studybugs.

4.3. Late Arrival Monitoring:

Class Teachers and Form Tutors will track persistent late arrival through reports sent by Studybugs. In the event of persistent late arrivals, the procedure laid out in **Appendix 1** will be followed. Should the matter of this not be resolved, school reserves the right to refuse pupils entry to the school.

The governors monitor, review and evaluate late arrival figures through the Curriculum and Achievement Committee which meets in the Autumn and Summer terms generating reports shared at governors' meetings.

4.4. End of Day Late Collection:

We understand that parents are sometimes late to collect their child from school. In the event of this happening we ask that parents contact the school office to advise. Please also see the Uncollected Child Policy.

5. ABSENCES

The government expects a high level of attendance. At Trinity Christian School, **persistent absenteeism is defined as a student having an attendance of less than 90% in any term.**

Trinity Christian School will work with parents and families to improve attendance that drops below this (see Appendix 1).

5.1. Absence due to illness:

At Trinity Christian School we put a high emphasis on attendance. However, we would also encourage parents/carers to be mindful about sending in their child if they are unwell and at risk of spreading their illness to others in their class.

We ask that pupils are kept at home for at least 48 hours after any sickness or diarrhoea bug. For advice on illness please use the NHS website for guidance. This can also be found via the Studybugs website/app.

Parents should report absence by 9am latest, on the day of the absence, or the night before, using the Studybugs app or website (www.studybugs.com). Parents are required to give a reason for their child's absence. This is checked by the Office daily.

Parents are required to report absence in the same way for **each day** of absence.

Report Sick **Speak With a Teacher**



What seems to be the problem with [REDACTED]?

☒ Tell Trinity Christian she's off today
Post
Edit

5.2. Absence due to an appointment:

For children who will be absent due to an appointment, that cannot be arranged outside of school's hours, parents must use Studybugs or send an email to advise of this as far in advance as possible. Please do not verbally inform or send messages direct to teachers.

5.3. Absence Requests:

For non-emergency or non-illness absences (i.e. funeral/wedding/holiday) an email request must be to the school office in advance, giving at least one weeks' notice before the requested date of absence. This will be forwarded to a member of the SLT who will consider the request and you will be notified of the decision. All holidays taken in term time will be acknowledged but not approved and children will receive an unauthorized holiday mark (as per new DFE guidance).

Please do not verbally inform or send messages direct to teachers.

5.4. Absence procedures:

In the event of the office not being notified why a pupil is absent, one attempt will be made to find out why pupils are missing (call, text, email). This is normally done by 9:30am. If no response is made on that day, then the pupil will receive an unauthorised absence mark. This is then usually followed up by an email to parents, if no further communication is received.

Using Studybugs, Parents' can report absences which will automatically be recorded on the Registers. The Office will check registers daily. The Office will only contact home again, if the pupil has been absent without any follow up note / reason (with certain exceptions).

Parents can refer to our Parent handbooks for the breakdown of the absence procedure which is available on the School website. This can also be found in **Appendix 1**.

It is the responsibility of pupils to catch up on any work missed with the guidance of the subject teacher.

5.5. Absence Monitoring:

The responsibility for the checking of the registers in terms of absence and late arrivals are with the School Office.

5.6. Persistent Absence:

In the event that a pupil has persistent absenteeism due to a long-term illness or medical condition, the procedure laid out in **Appendix 1** will be followed. Trinity Christian School also reserves the right to seek advice from the Tameside Medical Enquiries team at the Education Welfare Office, 0161 342 2112 / medicalenquiries@tameside.gov.uk

In the event that a pupil has a medical condition that would result in them missing school for a prolonged length of time, provision, where appropriate, will be made in the way of online lessons via google classroom to ensure that pupils with medical conditions are not at a disadvantage.

The Senior Leadership Team will track persistent absenteeism through reports sent by Studybugs. In the event of persistent absenteeism, the procedure laid out in **Appendix 1** will be followed.

Senior Attendance Champions

Mr Chris O'Gorman (Head Teacher) & Mrs Claire Bamford (Assistant Head Teacher)

The Senior Attendance Champions have overall responsibility for championing and improving attendance and hold strategic oversight for attendance across the whole school.

Key duties include:

- **Setting Strategy:** Formulating a clear, whole-school attendance culture and vision.
- **Data Evaluation:** Monitoring and analysing weekly attendance patterns and trends to target early interventions.
- **Policy Oversight:** Designing and rolling out robust systems for checking registers, first-day calling, and following up on unexplained absences.
- **Inter-Agency Liaison:** Working directly with parents, pastoral teams, and local authorities when attendance concerns escalate.

The governors monitor, review and evaluate attendance figures through the Curriculum and Achievement Committee which meets each term generating reports shared at governors' meetings.

Additional needs

The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place. (More details can be found in the ISBA document “Dealing with Attendance Issues - Pupils with Health / Medical Conditions and Special Educational Needs” document number 3047.)

The School will make reasonable adjustments¹ where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.²

Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

In cases of both long term physical or mental ill-health, the School will facilitate any relevant pastoral support with the aim of improving attendance as much as possible whilst supporting the underlying health issue.

Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, the School can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision.

Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance³.

Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school

¹ In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.

² The Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that "in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan."

³ See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples

days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.⁴

6. CHILDREN MISSING FROM EDUCATION (CME)

Attendance and absence is tracked by the Head Teacher. In the event of a pupil having **5 days or more unauthorised absences** in a term, the Head Teacher will contact Tameside Educational Welfare Services <https://www.tameside.gov.uk/ChildrenMissingEducation> and will report this to the Local Authority.

For every pupil, where possible we hold an emergency contact number for more than one person and ensure that emergency contact numbers are provided and updated by the parent with whom the pupil normally resides, at least annually, through the annual pupil forms.

The school will notify the local authority when a pupil's name is deleted from the admissions register in accordance with regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register, providing the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable;
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

Where this information has not been given, the Head Teacher or DSL will contact Tameside Educational Welfare Services (<https://www.tameside.gov.uk/ChildrenMissingEducation>).

7. ADMISSIONS REGISTER (ALSO REFER TO THE ADMISSIONS POLICY)

Trinity Christian School will enrol students on the admissions register within 10 days of their agreed start date and on their actual arrival.

In the event that a student fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the Local Authority (LA) at the earliest opportunity.

⁴ See paragraph 58 of the statutory guidance [Working together to improve school attendance](#)

The office staff will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.

The Head Teacher will agree with the LA what intervals are best to inform them of students who are regularly absent from school, or who have missed 10 school days or more without permission or it being deemed an authorised absence.

The school will notify the LA if any student is to be removed from the admission register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).

The school will provide information to the LA regarding standard transitions, if requested to do so by the LA.

8. ADDITIONAL NEEDS

The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place. {There is an ISBA document “Dealing with Attendance Issues - Pupils with Health / Medical Conditions and Special Educational Needs” document number 3047 which will provide some guidance.}

The School will make reasonable adjustments⁵ where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

It will also work with Parents , and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.⁶

Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

In cases of both long term physical or mental ill-health, the School will facilitate any relevant pastoral support with the aim of improving attendance as much as possible whilst supporting the underlying health issue.

Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, the School can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision.

⁵ In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.

⁶ The Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that "in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan."

Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance⁷.

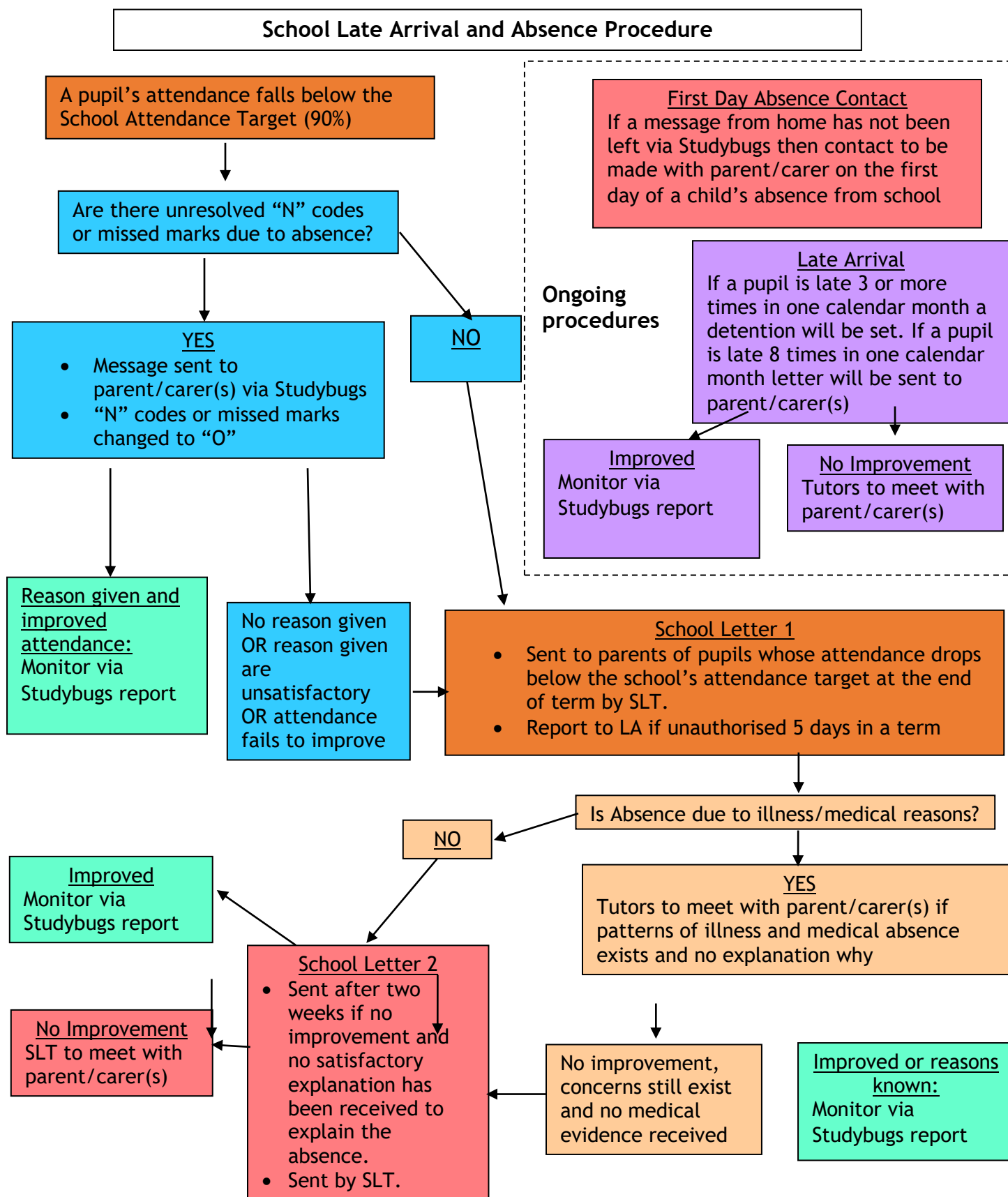
Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.⁸

⁷ See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples

⁸ See paragraph 58 of the statutory guidance [Working together to improve school attendance](#)

Appendix 1



Appendix 2

National attendance and absence codes⁹

1 On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil whose name is listed in the admission register at the time (with the exception of a pupil who is a boarder).

1 Attending the school

Code	Definition
/ \	Present at the school / = morning session / afternoon session
L	Late arrival before the register is closed

2 Attending a place other than school

Code	Definition
K	Attending education provision arranged by the local authority ¹⁰¹¹
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity ¹²

3 Absent - leave of absence

Code	Definition
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school

⁹ Schools should refer to the DfE's [Working Together to Improve School Attendance Statutory Guidance](#) for expanded definitions of each absence code.

¹⁰ A pupil attending provision arranged by the School rather than the local authority must be recorded using Codes P or B instead.

¹¹ In line with the DfE's [Working Together to Improve School Attendance Statutory Guidance](#), Schools must also record the nature of the provision.

¹² In line with the DfE's [Working Together to Improve School Attendance Statutory Guidance](#), Schools must also record the nature of the approved educational activity.

	C	Leave of absence for exceptional circumstance ¹³
4	Absent - other authorised reasons	
	Code	Definition
	T	Parent travelling for occupational purposes
	R	Religious observance
	I	Illness (not medical or dental appointment)
	E	Suspended or permanently excluded
5	Absent - unable to attend school because of unavoidable cause	
	Code	Definition
	Q	Unable to attend the school because of a lack of access arrangements
	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 (e.g. due to adverse weather)
	Y5	Unable to attend as pupil is in criminal justice detention
	Y6	Unable to attend in accordance with public health guidance or law
	Y7	Unable to attend because of any other unavoidable cause ¹⁴
6	Absent - unauthorised absence	
	Code	Definition
	G	Holiday not granted by the school
	N	Reason for absence not yet established ¹⁵
	O	Absent in other or unknown circumstances
	U	Arrived in school after registration closed
7	Administrative codes	
	Code	Definition
	Z	Prospective pupil not on admission register
	#	Planned whole school closure

¹³ Where flexi-schooling is agreed and the school has authorised absence for the sessions not attended, these should be recorded using code C.

¹⁴ This includes absence due to the non-payment of fees

¹⁵ In line with the DfE's [Working Together to Improve School Attendance Statutory Guidance](#), code N must not be left on a pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, Schools must amend the pupil's record to Code O.