



Barnard Castle School

ESTD 1883

Attendance Policy and Procedures

This is a whole school policy.

Author: Martin Pepper (Second Master)

Action	Responsibility	Date
Reviewed	Second Master	August 2025
Approved	Headmaster (DJC)	August 2025
Next Review	Second Master	August 2026

Barnard Castle School comprises of Barnard Castle Preparatory School (for pupils aged 4 to 11 years) and Barnard Castle School (for pupils aged 11 to 18 years), collectively referred to in this policy as the School or Barnard Castle School, unless otherwise stated. This policy applies to the whole school including the Early Years Foundation Stage (EYFS). This policy is available to all parents, pupils and staff. This policy outlines Barnard Castle School's approach to promoting, recording, and managing pupil attendance. The Second Master serves as the School's Senior Attendance Lead, responsible for overseeing attendance across the whole school community, including day pupils and boarders.

1. Aims

Barnard Castle School is committed to achieving high levels of attendance for all students. Regular attendance is essential to ensure students benefit fully from the educational opportunities available, supporting both academic progress and personal development. Good attendance fosters self-confidence, promotes achievement and contributes to a positive school community. In addition, monitoring attendance allows the School to enhance its care for the welfare and safety of pupils. We recognise that children missing from education can act as a vital warning sign to a range of safeguarding issues. Students develop good habits for the future.

The aims of this policy are to:

- Promote a whole-school culture valuing good attendance and punctuality.
- Ensure all students are able to contribute fully to school life.
- That all of our students are happy while attending school.
- Support early identification and intervention for absence patterns.
- That both students and parents of students with poor attendance will feel supported by the school.
- Link attendance monitoring with safeguarding, wellbeing, and pastoral care systems.

2. Scope and Application

This policy applies to all pupils at Barnard Castle School, including those in the Early Years Foundation Stage (EYFS) and the boarding community.

3. Regulatory Framework

This policy has been developed with reference to the following statutory and advisory documents:

- Education (Independent School Standards) Regulations 2014
- The School Attendance (Pupil Registration) (England) Regulations 2024
- National Minimum Standards for Boarding Schools (DfE, September 2022)
- Keeping Children Safe in Education (DfE, September 2025)
- Working Together to Improve School Attendance (DfE, August 2024)
- Children Missing Education (DfE, August 2024)
- Education and Skills Act 2008
- Equality Act 2010
- Data Protection Act 2018 & UK GDPR

This policy should be read alongside the following Barnard Castle School policies:

- Safeguarding and Child Protection Policy and Procedures
- Missing Child Policy and Procedures



- Behaviour and Discipline Policy
- Risk Assessment Policy for Pupil Welfare
- Special Educational Needs and Disabilities (SEND) Policy
- Boarding Principles and Practice Policy

4. Roles and Responsibilities

The Headmaster holds overall responsibility for attendance oversight.

The Second Master acts as the School's Senior Attendance Lead (SAL), responsible for ensuring the effective implementation of attendance procedures, staff training, and data monitoring.

Key staff members, including Housemasters/Housemistresses, Form Tutors, Prep School Headmistress, Class teachers Reception –Year 6, Prep School Office, Deputy Head Prep School, the Deputy Head (Pastoral), the Director of Pastoral Care, the General Office staff, the School SENCo, the School Councillor and the School Nurses, work collaboratively with the Second Master to support pupils' attendance and punctuality. HSMs will track punctuality and liaise with parents when necessary.

The Designated Safeguarding Lead (DSL) is the attendance champion for the school. An attendance overview will be produced each half term. Any pupil whose attendance is 90% or less will be noted on the overview. These pupils will be discussed at the appropriate Core Pastoral Group Meeting. Individual cases will be discussed and a decision made on a personalised plan to improve attendance, taking into account the needs and vulnerabilities of the pupil with the aim to remove barriers to attendance and re-engage with the pupil. The school will work in partnership with families. The safeguarding team seek to intervene at an early stage with Individual Wellbeing Plans when absence from school is deemed to be due to Emotionally Based School Avoidance (EBSA), and liaise with the relevant external agencies.

5. Monitoring and Data

Attendance is monitored daily through the School's electronic management information system (iSAMS) – see procedures in the Appendices. Patterns of absence are analysed weekly and termly, with reports shared with the Senior Management Team (SMT), HSMs and Governors.

6. Reporting Absence and Follow-up Procedures

Parents must report any absence by 8:30am to pupils' HSMs or by contacting General Office. If no communication is received, the School will follow up with a call to confirm the pupil's whereabouts. Unexplained absences will be referred to the relevant HSM and, where appropriate, the Designated Safeguarding Lead (DSL). Following 10 days' absence, the DSL will report to the Local Authority in accordance with government guidelines.

Sickness returns:

The School will provide the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code A (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. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the

statutory guidance on arranging education for children who cannot attend school because of health needs.

7. Authorised and Unauthorised Absence

Authorised absences include illness (with appropriate notification), medical appointments, approved educational visits, sports fixtures and religious observance days. Requests for leave during term time must be made in writing to the Second Master and will only be granted in exceptional circumstances.

Unauthorised absences include holidays during term time, unexplained lateness, or absences without appropriate justification. Term dates are published over a year in advance on the website so that holidays and/or travel arrangements to/from School can be arranged without disrupting a pupil's education.

8. Pupils with Additional Needs

The School recognises that some pupils may face barriers to attendance due to medical, emotional, or special educational needs. The Second Master, Deputy Head Pastoral and SENCo will work collaboratively with families to provide reasonable adjustments and pastoral support. This may include flexible timetabling, medical plans, or individual attendance targets.

9. Boarding Pupils

Boarders are expected to return to their Houses by 9:00pm on the evening before the start of the School week. House staff maintain attendance records for evening roll calls, meals, and weekend activities, using Orah. Any missing pupil or unexplained absence from boarding will immediately trigger the School's Missing Child Policy and Safeguarding Procedures.

10. Training and Review

All staff receive annual training on attendance expectations, legal requirements, and safeguarding implications. The Second Master ensures that this policy is reviewed annually in consultation with the Senior Leadership Team and the Board of Governors.

Good attendance and the legal requirement for prompt and accurate registration is regularly spoken about in House Meetings and in assemblies.

This policy will be reviewed annually or sooner if there are changes to statutory guidance.

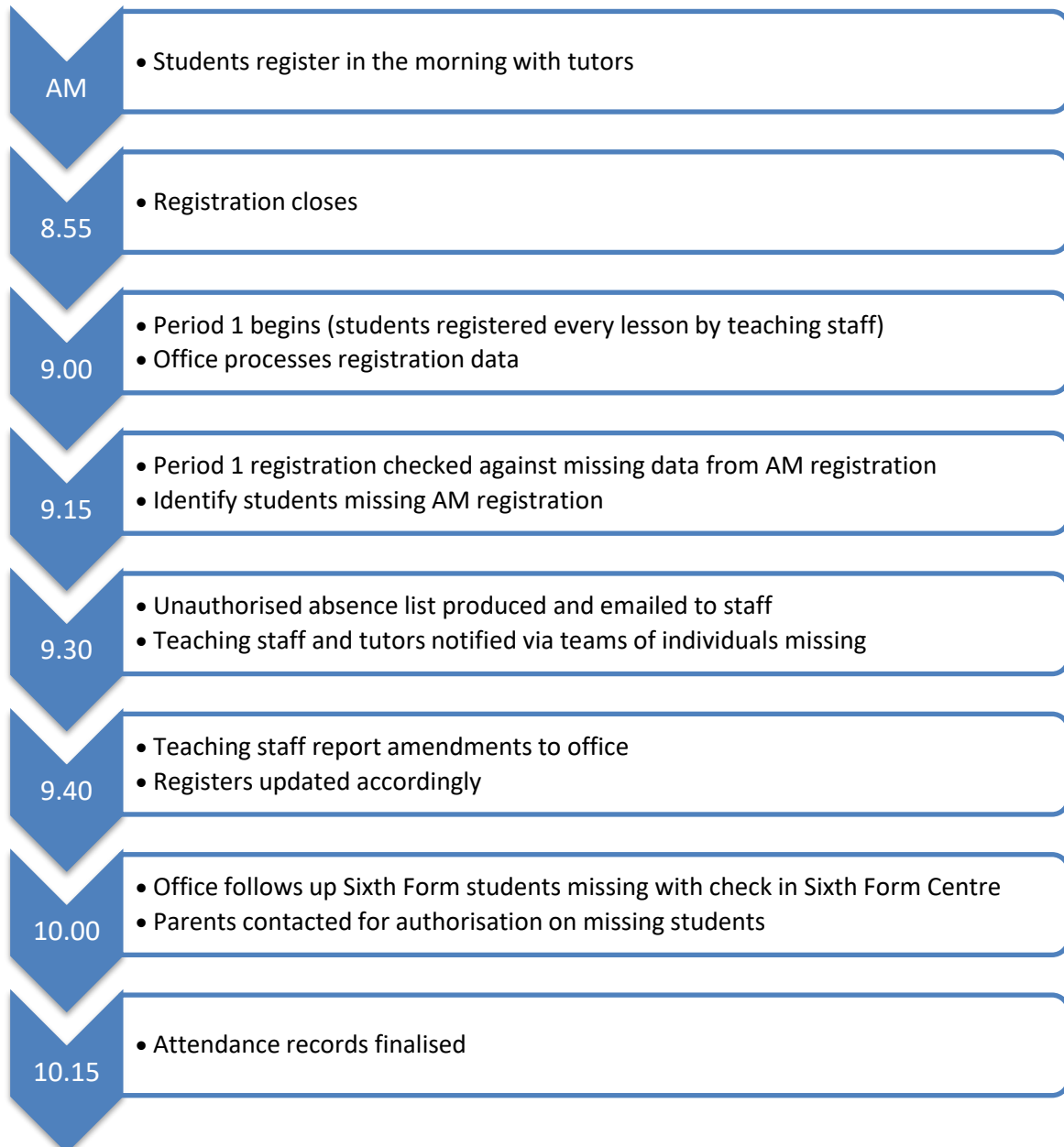




Barnard Castle School

ESTD 1883

Registration Procedure Senior School

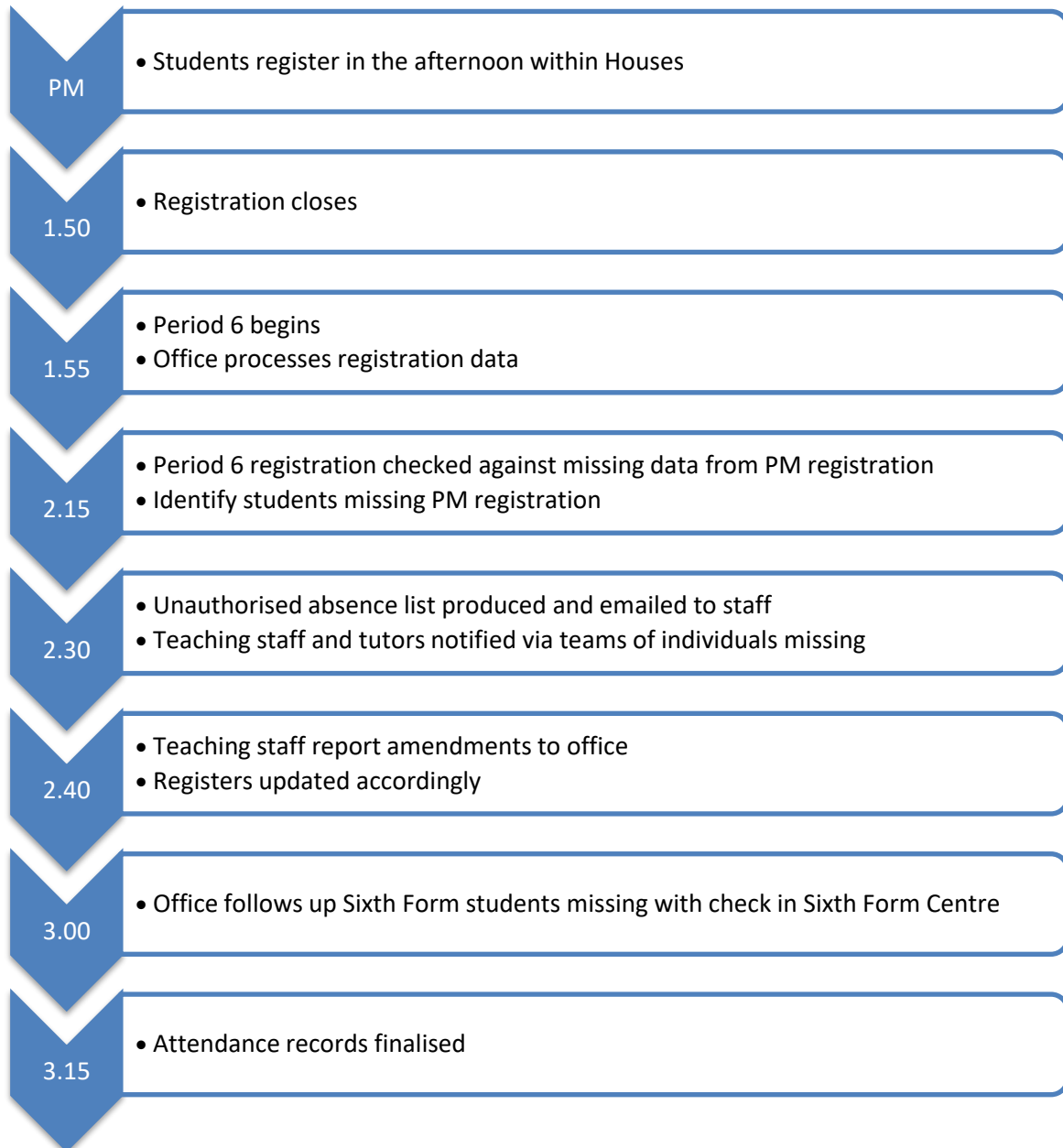




Barnard Castle School

ESTD 1883

Registration Procedure Senior School

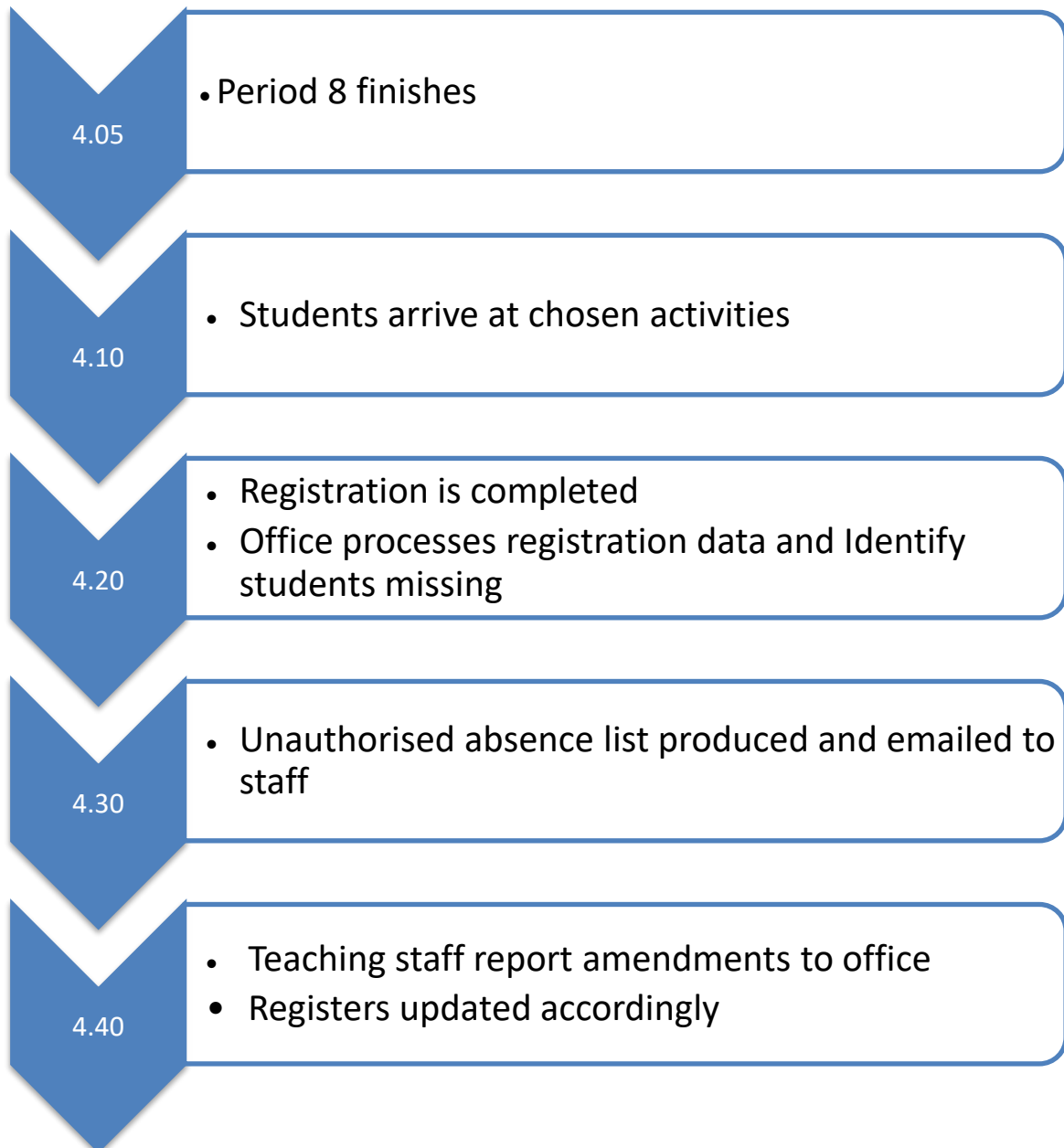




Barnard Castle School

ESTD 1883

Registration Procedure Activity Time - Senior School





Barnard Castle School

ESTD 1883

Registration Procedure Prep School

8.45-9.00

- Pupils register in the morning with Class Teachers

9.00-9.30

- iSAMS completed and paper registers completed by Class Teachers and returned to Prep School Office

9.30-9.45

- Office checks for any unknown absences and follows up with phone calls to parents

9.45

- Office advises Class Teachers of any absences



Barnard Castle School

ESTD 1883

Registration Procedure Prep School

1.05-1.15

- Pupils register in the afternoon with Class Teachers

1.15-1.30

- iSAMS completed by Class Teachers and any unknown absences highlighted to Office

1.30

- Office follows up any amendments to morning registration

Registration Codes

Present Codes

Code	Description
/ \	Present - / = AM, \ = PM
L	Late arrival after registration closes
P	Approved sporting activity (On-Site)
PO	Approved Sporting Activity (Off-Site)
B	Boarders Bedded Down (On-Site)
AS	Academic Support (On-Site)
AC	Activities (On-Site)
X	Sitting Exams (On-Site)
Z	Music Lesson (On-Site)

Authorised Absence Codes

Code	Description
A	Absent / Ill from School
H	Family Holiday - Agreed
M	Medical or Dental Appointment
S	Study leave
V	Educational visit or trip (school supervised)
D	Duke of Edinburgh Trip
C	Other Authorised Circumstances
F	Educated Off Site
R	Religious observance
I	Interview (Off-Site)
E	Excluded (On-Site)
EO	Excluded (Off-Site)
Q	Lack of Access arrangements by LA
W	Work Experience

Unauthorised Absence Codes

Code	Description
G	Family holiday not agreed
N	No Reason Yet Provided for Absence
O	Unauthorised absence
-	Unknown

Other Admin Codes

Code	Description
#	School Closed to Pupils



Government Codes

Code	Description
Y1	Unable to attend – normal transport unavailable
Y2	Unable to attend – widespread travel disruption
Y3	Unable to attend – Part of School Out of Use
Y4	Unable to attend – School Closed
Y5	Unable to attend – detention
Y6	Unable to attend – Infection Outbreak
Y7	Unable to attend – other unavoidable cause
C1	Regulated Performance
C2	Temporary Reduced Timetable
J1	Employment/Educational Interview