

BCPS Attendance, Registration and Absence policy

This policy applies to:

- I. Brighton College Prep School

If this is an employee policy, please indicate if this applies to:

- I. All staff / employees

Policy owner:	Gareth Jackson
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	Name (role):	Signature:	Date:
Policy owner:	Gareth Jackson (DSL)	G. Jackson	January 2026
SMT owner (if different):	As above		
Legal Counsel	Matthew Burgess	M Burgess	July 2025

Attendance, Registration and Absence Policy and procedure

Attendance

Brighton College Prep School (BCPS) places great emphasis on pupils developing good patterns of attendance. In building a culture of good school attendance, we recognise:

- the importance of good attendance, alongside good behaviour, as a central part of our vision, values, ethos and day to day life;
- the connections between attendance and pupil welfare, including fulfilling academic potential and attainment, developing good patterns of behaviour, and supporting pupils with particular needs (such as educational needs, medical conditions, disabilities and mental health issues);
- the importance of setting and communicating high expectations for the attendance and punctuality of all pupils; and
- children missing education can act as a vital warning sign to a range of wider welfare and safeguarding issues.

Whilst attendance is a whole school issue, the Board of Governors has appointed the DSL as the senior member of staff to have overall responsibility for championing good attendance at school. This includes regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it and reviewing historic and emerging patterns across the school. The DSL is Gareth Jackson and he can be contacted via the BCPS Reception. Details of other school staff who may be contacted concerning attendance are included at the end of this policy.

The school has high expectations of pupils as to their attendance and pupils are made aware of these, including that:

- they are expected to be present in-person for the duration of each school day;
- they are expected to punctually arrive on time and attend all timetabled lessons and activities;
- they should not leave a lesson or the school site without permission or otherwise in accordance with School rules;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School; and
- if pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff.

Furthermore, it is a condition of the contract between the School and parents that they will ensure that pupils attend each school day punctually. If pupils miss a school day, lesson, or other commitment without a valid reason, then they can expect disciplinary action to be taken against them. If parents remove pupils from school for a reason which BCPS deems not to be legitimate (e.g. a holiday) then the DSL would typically write to those parents and remind them of their contractual obligations. This would then be recorded as an unauthorised absence.

The school must provide LA with names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Children Absent from Education

Often children can be persistently absent from school or have prolonged absences. Of course, there may be a satisfactory reason for their absence, most often medical, for why this is needed, for example, the child is having operations/treatments.

However, on other occasions, the child is frequently absent but there does not appear to be a satisfactory reason. This is different from a child being a 'child missing in education' (as described above) but it is still a concern.

If a child's absence continues despite interventions to identify and address the underlying cause with both the child and parents, then consideration may be given to seeking advice from the local authority in order to support the family.

Where pupils are regularly or persistently absent for reasons of mental or physical ill health, special educational needs and/or disabilities, the approach of the Prep School is typically to work closely with the family to firstly understand the precise reasons for absence and the likely time-scales involved, to work on a plan for returning to school or increasing attendance, and then to carefully monitor that attendance over time. Where there are particularly intractable issues of absence over a period of time, contact would usually be made with the CME team at Brighton & Hove Council.

More information is available in [DfE guidance Working together to improve school attendance](#) and [Summary table of responsibilities for school attendance](#).

Registration

Registration is required by law at the beginning of each morning session and at the beginning of the first afternoon session. At the Prep School, the process of registration is combined with protected **Form time** in the morning and during the first lesson after lunch in the afternoon. This allows tutors and HoYs to spend time with their pupils and can be useful for giving out information and informal pastoral work.

- ◆ Morning registration is taken at 8:15am in nominated classrooms at the Upper Prep.
- ◆ Morning registration is taken at 8:25 in nominated classrooms at the Prep.
- ◆ Morning registers are closed by a member of staff at 8:20am at the Upper Prep and 8:30 at the Prep.
Afternoon registration takes place during the first lesson after lunch.
- ◆ Registration **must** be supervised by a member of staff; tutors are expected to attend each registration and should make appropriate cover arrangements if they are unable to be there.
- ◆ **Registration is electronic and is done using the school's information management system, iSAMS.** Reception staff are responsible for producing the report of absences (using iSAMS). This will contain both explained and unauthorized absences. Reception staff are also responsible for contacting parents to ascertain the reason for absence where possible.
- ◆ **Pupils arriving late to school (after 8:20am at the Upper Prep, after 8:30am at the Prep) should report to reception to sign in, entering school via the main entrance.** Any pupil absent from registration for any reason but who is on site must register with their form tutor first.
- ◆ Each morning, Reception staff make every effort to follow up pupils whose absence is unexplained: they contact subject teachers to see if a pupil may actually be in lessons; they make phone calls to follow up unexplained absences with families or guardians which is then followed up with an email if required. They then liaise with the pastoral team regarding any unexplained absences by 11am, copying this information to tutors and HoYs. The pastoral team are responsible for chasing up these unexplained absences as a priority.

- ◆ Parents are asked to use MySchoolPortal (MSP) to record any absences or request leave for their child.
- ◆ During registration periods form tutors must see that all pupils are ready for the day ahead and that they are correctly dressed in BCPS uniform.
- ◆ Staff who are organising trips, activities and fixtures which take pupils out of their normal timetabled lessons are encouraged to use the 'out of school' function on iSAMS which means that class teachers can see that a pupil has an authorised absence and should not expect them to be in their lesson. This feature is also used by tutors and HoYs where the Prep School has been notified of illness or a medical appointment.

Attendance registers symbols and commentary for BCPS iSAMS registration

See [DfE guidance Working together to improve school attendance](#) for more information.

Absence and Attendance Codes

Detailed guidance on the codes is available in Chapter 8 of [DfE guidance Working together to improve school attendance](#) which should be consulted in case of uncertainty.

Reason	Code	Status
Present (morning)	/	Attendance
Present (afternoon)	\	Attendance
No Reason Yet Provided For Absence	N	Unauthorised Absence
Late (Before Registers Closed)	L	Attendance
Late (After Registers Closed)	U	Unauthorised Absence
Medical / Dental Appointments	M	Authorised Absence
Illness	I	Authorised Absence
Other Unauthorised Absence	O	Unauthorised Absence
Educated Off Site (arranged by Local Authority)	K	Attendance (attending an approved educational activity)
Study Leave	S	Authorised Absence
Educational Visit or Trip	V	Attendance (attending an approved educational activity)
Approved Sporting Activity	P	Attendance (attending an approved educational activity)
Religious Observance	R	Authorised Absence
Family Holiday (NOT Agreed)	G	Unauthorised Absence
Suspended or Excluded	E	Authorised Absence
Work Experience	W	Attendance (attending an approved educational activity)
Lack of Access Arrangements	Q	Not a possible attendance
Interview	J1	Authorised Absence



Reason	Code	Status
Educated Off Site (Other)	B	Attendance (attending an approved educational activity)
Non-Compulsory School Age Absence	X	Not a possible attendance
Mobile Child	T	Authorised Absence
Dual Registration	D	Not a possible attendance
Regulated Performance / Regulated Employment Abroad	C1	Authorised Absence
Temporary Part-Time Education	C2	Authorised Absence
School / Local Authority Arranged Transport Unavailable	Y1	Not a possible attendance
Widespread Travel Disruption	Y2	Not a possible attendance
Premises Out of Use	Y3	Not a possible attendance
Whole School Site Unexpectedly Closed	Y4	Not a possible attendance
Criminal Justice Detention	Y5	Not a possible attendance
Health Department Guidance / Prohibition	Y6	Not a possible attendance
Other Unavoidable Cause	Y7	Not a possible attendance
Pupil Not Yet on Roll	Z	NA
School Closed to Pupils	#	NA

General notes

- ♦ The master copy of the electronic register (iSAMS) is kept centrally (and administered by reception staff).
- ♦ All master copies of registers are held centrally for 5 years.
- ♦ Letters informing the school of future absence or explaining absence should be kept in pupils file by Reception staff. Symbols may be inserted in iSAMS in preparation for known future absence.
- ♦ If pupils are present during registration but are going out of school anytime afterwards, they are still marked as present. Lists of pupils on trips or matches should always be with Reception Staff.
- ♦ School holidays should be clearly marked.
- ♦ HoYs and tutors are asked to review overall attendance rates weekly, to note these in CPOMS, and to follow-up possible issues with attendance and to be aware of any potential school refusal or safeguarding concerns which may be affecting a pupil's attendance. Issues are flagged to the DSL to monitor the possibility of a child missing education or child absent from education.

Process for requesting leave of absence and informing the school of the reason for an unexpected absence

To request leave in advance, parents/guardians should complete the 'Leave Request Form' on MySchoolPortal (MSP) which will send a request through to the necessary staff depending on its nature: <https://portal.brightoncollege.net/leave-request/44>.

Parents wishing to take their children on holiday during term time, depart early for holidays or return to school late afterwards, should write to the Deputy Headmaster Pastoral requesting permission to do so. It is not normal procedure to sanction absence for holidays in term time. If parents remove their child

without the permission of the school, this absence is unauthorised and the pupil's place in the school may not be secure.

Responsibilities of Form Tutors

- To complete the registers (or oversee their completion) as early as is possible in each registration session.
- To check any email messages, MSP absence requests or notes from pupils and amend the register as soon as possible to reduce wasted time by reception staff making unnecessary calls.
- To keep up to date telephone contact information in iSAMS by passing any changes to the Admissions office as soon as possible.
- To check those absent from games following up persistent absentees appropriately. Normally each games session missed with no explanation should receive one detention.
- To confirm reasons for absence rates over 10% based on the weekly analysis of absence data.

Responsibilities for Reception staff

- To check answer phone messages throughout the day in order to update registers accordingly
- Produce and post the list of absentees for each session.
- To contact parents of pupils whose absence is not authorised and to amend iSAMS accordingly.
- Record late pupils on iSAMS using the recommended codes.
- Take fire registers to the Home Ground in the event of a Fire Alarm sounding.

Responsibilities of the DSL

In line with Government guidance, the DSL is the designated senior leader with overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies where needed. The DSL sits on the Prep School's SMT and as the school's 'Senior Attendance Champion' is tasked to:

- Set a clear vision for improving and maintaining good attendance.
- Establish and maintain effective systems for tackling absence, making sure they are followed by all staff.
- Ensure school staff complete their attendance responsibilities in line with the school's policies and procedures.
- Have a strong grasp of absence data to focus the collective efforts of the school; and
- Regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes.

In addition, the DSL will:

- Liaise with the HoYs regarding levels of absence and necessary follow-up action; if a pupil's attendance drops below 90%, consideration as to next steps will be made, taking into account possible safeguarding implications, as well as the pastoral, parental and disciplinary possibilities. Each HoY receives a summary of the pupils' attendance at the end of each week.
- Inform the Local Authority of pupils leaving the school roll, in accordance with the government guidance on the regulations which can be found [here](#). In particular, the DSL should ensure that a pupil is not deleted from the school roll until the school and Local Authority have jointly made reasonable enquiries as to the pupil's whereabouts.
- Liaise with Registrar wherever there are attendance concerns relating to overseas pupils whose visas are sponsored by the College, for consideration of sponsor reporting responsibilities to UKVI.

Should any parent or pupil have any queries about attendance they should contact their child's tutor in the first instance, escalating to their HoY or the DSL as appropriate.

Publication of this policy

With a view to this policy being easily accessible to leaders, staff, pupils, and parents, we publish this on the school's website, draw it to the attention of parents prior to pupils joining the school and remind parents of the importance of good attendance at the beginning of each school year.