MAGDALEN
COLLEGE SCHOOL

FOUNDED IN 1480
BY WILLIAM OF WAYNFLETE

Attendance Policy

Reviewed	September 2026
Reviewed by	Usher
Next review	September 2027

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1. Key School contacts

Senior attendance champion	Director of Pastoral Care (DSL) – David Bennett Email: dbennett@mcsoxford.org Telephone: ext. 248
Key staff / contacts	Email: usher@mcsoxford.org Telephone: ext. 207 Email: reception@mcsoxford.org Telephone: 01865 242191

2. Aims

This is the attendance policy of Magdalen College School, Oxford ("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, 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.

3. Scope and application

This policy applies to the whole School.

This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

4. Regulatory framework

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

- Education (Independent School Standards) Regulations 2014;
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- Sponsorship Duties (UKVI, May 2025);
- The School Attendance (Pupil Registration) (England) Regulations 2026;
- Equality Act 2010; and
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, 2026);
- Summary table of responsibilities for school attendance (DfE, 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, 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);
- Parental responsibility measures (DfE, Jan 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, Aug 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);
- Remote education guidance (DfE, updated August 2024); and
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, Sept 2024).

The following School policies, procedures and resource materials are relevant to this policy:

- Safeguarding policy;

- Missing pupil policy;
- Learning Support (SEND) policy;
- Equal Opportunities policy for pupils;
- Behaviour Management Policy
- Discipline, Exclusion and Required Removal Policy;
- School rules; and
- Parent Contract.

5. Publication and availability

This policy is published on the School website.

This policy is available in hard copy on request.

6. Definitions and interpretation

Where the following words or phrases are used in this policy:

- references to **attendance** include references to attendance for all or part of the timetabled school day.
- references to a **Parent** means:
    - all natural parents, whether they are married or not;
    - any person who has parental responsibility for a pupil; and
    - any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
- References to a **pupil** includes anyone who is receiving an education at the school. Statutory duties will be undertaken as appropriate to the age of the pupil.
- References to children missing education (CME) mean children of compulsory school age who are not registered pupils at a School and are not receiving suitable education otherwise than at School.
- **SAC** means the School's attendance champion who is the Director of Pastoral Care.

7. Responsibility statement and allocation of tasks

The Board of Governors has overall responsibility for all matters which are the subject of this policy.

The Board of Governors recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

To ensure the efficient discharge of its responsibilities under this policy, the Board of Governors has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice, monitoring for changes	Compliance Manager	As required and at least yearly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC and Heads of Section	As required, and at least weekly
Formal review	SAC / E&P Committee	Annually / every 3 years

8. The importance of good attendance

The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 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.

9. School responsibilities

The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance, those at risk of becoming CME and those who are persistently absent, and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

10. Staff responsibilities

10.1 The SAC

The Board of Governors has appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

The SAC's responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils and parents.

10.2 Staff with specific responsibilities for attendance:

The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- seek explanations of absences required from pupils on their return to School;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

10.3 All staff

The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

11. School arrangements

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 1-3.

12. Monitoring attendance

The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the Head of Learning Support and Director of Pastoral Care);
- undertaking frequent individual analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Board of Governors to support its work.

13. Pupil responsibilities

School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

Pupils should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
    - offers of support to seek to identify and address any barriers to attendance;
    - communication with parents;
    - reporting to other agencies such as children's social care; and
    - sanctions against them or their parents in line with the School's behaviour policies.

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, although the School

encourages them to speak to their Tutor or Head of Year or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

14. 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.

The School will make reasonable adjustments 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 external agencies including 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 pupil's education, health and care plan is accessed.

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.

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

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.

15. Parent / carer responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

Expectations the School places on parents can be found in Appendix 1 of this policy.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

The school's Terms and Conditions are the first port of call in the case of persistent absence.

At the same time, the school reserves the right to draw up a Parental Contract, under the terms outlined in 'School Attendance Responsibility Measures'. Any such contract is voluntary but non-compliance will be recorded and the information shared with the appropriate authorities.

16. Training

Staff: The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up and improving attendance.
- Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

The School maintains written records of all staff training.

17. Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

Where enquiries following the absence of a pupil lead the School reasonably to believe that the child will not return, and no alternative provision has been confirmed by the parent, the School will make a referral to the child's home local authority CME team without delay.

Where appropriate the School will attend regular targeting support meetings.

The School shares information from the registers with the local authority as required, including but not limited to:

- New pupil and departures returns;
- Attendance returns;
- Sickness returns.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

The School must provide specific pupil information on request to the Secretary of State.

Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

18. Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School

has published privacy notices on its website which explain how the School will use personal data.

Appendix 1: School arrangements

1.1 Managing attendance

The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils, promote attendance and prevent children becoming CME. It accurately completes admission and attendance registers as required by law and set out in Appendix 3 and Appendix 4 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

In line with guidance in *Working Together to Improve School Attendance*, the School takes the attendance register twice per day, at the same time for all registered pupils across the Junior and Senior Schools. The Junior School also completes an additional attendance check after their lunch break. For absences known in advance, parents should contact the Usher for permission of absence. If possible this should be at least a fortnight before the event. Permission will be granted for major family events such as funerals, weddings of immediate family and significant religious events/festivals. Permission for absence will not normally be granted for anything which might be considered to constitute an extension of holiday. Absences specific to the 6th form, for example driving tests and Open Days, are explained within the Sixth Form Handbook. These are determined by the Usher in consultation with the Sixth Form Team.

For absences on the day, such as illness, parents are required to email attendance@mcsoxford.org to alert the Usher's Office that their child will be absent from school that day. Medical appointments are usually known a little in advance and absence requests for these are conducted in the normal way.

If a pupil is absent from school, and there is no cause known, Reception and the Usher's Office is responsible for ascertaining where the pupil is, either in school but not registered or not in school. The appropriate code will be recorded on isams once the pupil's whereabouts is established.

Registration codes follow the guidance set out in *Working together to improve school attendance*. Parents are able to see their child's attendance on the Parent Portal, and receive a termly summary with their child's report.

If a pupil persistently does not register, or persistently registers late, appropriate action is taken to ensure that registration takes places in a timely and appropriate fashion.

The school should ensure that, if required, the Missing Pupil Policy is put into action as early as possible on any given day.

The school's Terms and Conditions are the first port of call in the case of persistent absence. At the same time, the school reserves the right to draw up a Parental Contract. Any such contract is voluntary but non-compliance will be recorded and the information shared with the appropriate authorities.

It is a requirement to follow OSCP (Oxfordshire Safeguarding Children Partnership) guidance in notification of authorities of the permanent absence of a pupil.

The School expects all pupils to be present at School for the whole of the School day, usually from Tutor time at 8:25am for all pupils to close at 3:25pm for Junior School and 3:50pm for Senior School, but this period may be extended, for example for school clubs and activities, sports fixtures or school trips.

Registration is processed out on a day-to-day basis by Reception, or by the School Administrator in the Usher's Office, under the direct guidance of the Surmaster.

The IT Dept are responsible for ensuring that the Attendance Register is maintained and supported electronically as required by the Surmaster, and the School Roll as required by the Registrar.

1.2 The role of parents / carers

The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity;
- notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this;
- notify the School in writing if their child will no longer attend the School after a certain day and supply information to the School about how their child will be continuing to receive suitable education; and
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Parents of pupils should ensure their child attends School in good time for Tutor time.

Parents are responsible for their children getting to school on time and for each day of the published term days in the school year.

Any measures taken by the school to aid parents in ensuring the attendance of their children, for example the Headington MCS Bus Partnership, do not imply the school taking on responsibility from parents for getting children to school on time and for each day of the published term days in the school year.

Term dates are published at least a year in advance, are available on the school website and in the Red Diary, and any changes within this timeframe will be highlighted through the Usher's Mailing. Changes made will be taken into consideration when it comes to absence requests.

Registration takes place twice per day, in the morning and the afternoon.

1.3 Registration and attendance checks

Morning registration period is 08:25-08:55 and takes place during tutor time (08:25-08:55).

The afternoon registration period is 14:10-14:40 for all pupils. This takes place during Senior School tutor time and in Junior School Period 7. There is an additional Junior School attendance check taken after lunch in their afternoon tutor time.

Once the morning and afternoon registers close, a pupil will be recorded as absent (including Code U if they arrive or are present in a lesson in that session).

If a pupil arrives for tutor time after 08:25, or registers at Reception after 08:25 and before 08:55, they will be registered as present but late (code L). If a senior school pupil registers after 14:25 for afternoon registration or in a lesson/at Reception after the end of afternoon tutor time, but before the register closes, they will be marked as present but late (code L).

If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given / not given will be recorded.

Registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

Where an Upper Sixth pupil has no afternoon lessons and the School has received permission from their parents for them to study at home, they will be recorded as code X. Such pupils are still expected to sign out at Reception when they depart for fire safety purposes.

1.4 Reporting absence

For absences on the day, such as illness, parents are required to email attendance@mcsoxford.org by 8:25am to alert the Usher's Office that their child will be absent from school that day.

Parents should continue to email attendance@mcsoxford.org for each day of absence.

Where a pupil is ill, the School should be notified of the nature of the illness.

1.5 Arrangements for reporting subsequent absence

Absence will be recorded on the Attendance Register as set out in Appendix 3.

1.6 Managing absence

Reception follows up on the whereabouts of missing pupils if parents haven't been in touch.

Reception generates a daily attendance report after morning and afternoon registration and emails it to all teachers.

The Director of Pastoral Care, Surmaster, Heads of Section and Usher's Office monitor the School Attendance Register and keep the Usher fully appraised of any concerns and actions required.

1.7 Authorised absences

Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

1.8 Applications for an authorised leave of absence

For major family events, parents should contact the Usher for permission of absence. If possible this should be at least a fortnight before the event. Permission will typically be granted for events such as funerals, weddings of immediate family and significant religious events/festivals. Permission for absence will not normally be granted for anything which might be considered to constitute an extension of holiday. Absences specific to the 6th form, for example driving tests and Open Days, are explained within the Sixth Form Handbook. These are determined by the Usher in consultation with the Sixth Form Team.

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Usher at usher@mcsoxford.org.

The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

Apart from illness or medical/dental appointments, no pupil should be away from School without prior permission from the Usher.

Dental or medical appointments should be made during School holidays or after the School day where possible; permission for absence for routine or emergency medical appointments may be granted by the pupil's tutor.

If a leave of absence is granted, it is for the Usher to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 4 for more details.

1.9 Reporting duties

The School is legally required to share information from their registers with the local authority. As a minimum this includes:

- New pupil and deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times;
- Attendance returns: providing the local authority with the 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 10 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);
- Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (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.

In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

Each time the School's attendance register is completed it is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

Action will also be taken in accordance with the Missing Pupil policy and safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

This includes referring any concerns about a pupil to local children's social care services and instigating a police welfare check where necessary.

Appendix 2: National attendance and absence codes

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).

2. Attending the school

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

3. Attending a place other than school

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

4. 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
C	Leave of absence for exceptional circumstance

5. 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

6. 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

7. Absent - unauthorised absence

Code	Definition
G	Holiday not granted by the school
N	Reason for absence not yet established

O	Absent in other or unknown circumstances
U	Arrived in school after registration closed

8. Administrative codes

Code	Definition
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix 3: Admission register

1.1 Admission register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2026 the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

The Registrar is responsible for maintaining the School Roll and ensuring that it is up to date. A number of staff will typically be informed of changes in the School Roll; the Master, Usher, Deputy Head (Academic), Bursar, and the Director of Pastoral Care, and their offices, will always be kept informed.

The Registrar, Usher and the Director of Pastoral Care are responsible for ensuring that the school's legal obligations with regard to the School Roll are maintained; they will inform OSCP (and, when appropriate, other local or national authorities) of changes in accordance with safeguarding regulations established by the OSCP. This is typically done via the Attendance Inclusion Officer, and communication via attendance and admissions email at oxfordshire.gov.uk. The Usher, Registrar and Director of Pastoral Care are responsible for ensuring that the School is up to date with all such requirements

The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2026. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, 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;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 4: Attendance register

1.1 Attendance register

The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2026.

The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched and in order to prevent children becoming CME.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

On each occasion it will be recorded whether every pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

- Attending educational provision arranged by a local authority;
- For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- Attending a place for an approved educational activity that is a sporting activity;
- Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
- Attending a place for any other approved educational activity.

1.2 Recording absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2026 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

1.3 Remote education

The School is required to record all absence from in-person lessons.

The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

The School has a remote education plan in place which is reviewed at least annually and updated to staff.

1.4 Study Leave

During public exams (A Levels and (I)GCSEs), Fifth Form and Upper Sixth Form pupils are considered to be on study leave provided the School deems this appropriate for the pupil. The day that study leave begins (typically in mid-May) is communicated to pupils and parents in the Hilary Term and from that day until the end of the Trinity Term, Fifth Form and Upper Sixth Form pupils are not required to attend school except for public exams or certain co-curricular activities. Pupils are welcome to come in to school (during school hours) during study leave to revise in the Library or one of the Sixth Form study rooms. Parents of pupils are asked whether they would like their son/daughter to revise in school or whether they are content for them to revise from home. Pupils whose parents ask that they revise in school will revise in the library or a study room and be registered each session by the Librarian. Pupils attending school for public exams will be registered in the exam. Pupils attending school for planned group activities will be registered in the normal way. Pupils attending school for any other reason during study leave should sign in/out at reception or register with the activity organiser. From time to time, pupils in other year groups sit public exams; they will be granted study leave for the session containing the public exam and for the session preceding the public exam. They are also welcome to use the school site for revision or attend their normal lessons outside of the time of the public exam. Study Leave for public exams will be recorded as an authorised "study leave" absence, code S. After the final exam day (contingency day) Upper Sixth pupils will be registered as X rather than S, and 5th Form pupils will be registered as C up to and including the final Friday in June and X thereafter (as long as they will turn 16 before 1st September, otherwise, they remain registered as C).

From time to time, pupils sit exams at other centres – for example university admissions tests or independently studied public exams that cannot be accommodated at MCS. Pupils will be granted study leave as per a public exam sat at MCS – for the session containing the exam and the session preceding the exam, as well as for any sessions required for travel to/from the centre. This absence will be recorded using the appropriate code (e.g. J1). The pupil would be welcome to attend MCS to revise in the study leave period preceding the exam.

There are two sets of internal exams for which pupils are granted study leave to prepare for and sit exams provided the School deems this appropriate for the pupil. Upper Sixth A Level Mocks, typically for the first 7 school days of the Hilary Term. Lower Sixth May Exams, typically for 10 school days starting in early-May. Pupils are not required to attend school except for internal exams or certain co-curricular activities. Pupils are welcome to come in to school (during

school hours) during study leave to revise in the Library or one of the Sixth Form study rooms. Parents of pupils are asked whether they would like their son/daughter to revise in school or whether they are content for them to revise from home. Pupils whose parents ask that they revise in school will revise in the library or a study room and be registered each session by the Librarian. Pupils attending school for internal exams will be registered in the exam. Pupils attending school for planned group activities will be registered in the normal way. Pupils attending school for any other reason during study leave should sign in/out at reception. Pupils sitting mock exams who are not in Upper Sixth are not granted study leave and are expected in their usual lessons except during the mock exam. Study Leave for Sixth Form internal exams will be recorded as X. Fifth Form are expected in school throughout their (I)GCSE Mocks (typically for the first 10 school days of the Hilary Term) and should register as normal in houserooms or in their exam. When pupils do not have an exam, they will have supervised independent revision following an adaptation of their normal timetable.

1.5 Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Usher;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

The Usher is responsible for Absence Requests and following up unauthorized absences or other matters as appropriate. As appropriate, such matters may be delegated to other members of staff e.g. Heads of Section.