



MOORFIELD

SCHOOL

ATTENDANCE POLICY

This policy applies to the whole School (including Early Years Foundation Stage) and is published to parents, pupils and staff.



ATTENDANCE & REGISTER POLICY

At Moorfield School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for pupils and we look to parents to support this objective.

Please note that, for the purpose of this policy, references to 'parents' include both parents and carers.

Moorfield School recognises that good attendance is essential if pupils are to get the most from their school experience including their attainment, wellbeing and wider life chances. Every child of compulsory school age is entitled to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. Parents who register their child at school have a legal duty to ensure that their child attends regularly and on time, except where a statutory reason for absence applies.

This policy has regard to *Working together to improve school attendance* (DfE, July 2026), the School Attendance (Pupil Registration) (England) Regulations 2024 and the *EYFS statutory framework for group and school-based providers effective from 1 September 2026*. Moorfield also applies *Allergy safety in schools* (DfE, July 2026) as good practice for an independent school. This policy should be read alongside Moorfield's Safeguarding and Child Protection Policy, Allergy Safety Policy, SEND Policy and Children Missing Education procedures.

This policy underpins our school ethos to:

- promote children's welfare and safeguarding
- ensure every pupil has access to the education to which they are entitled
- ensure that pupils succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities at school
- work with families early and supportively to understand and remove barriers to attendance

SCOPE AND NAMED RESPONSIBILITIES

This is a whole-school policy covering Nursery 1 to Senior Six. The statutory school attendance register and the EYFS daily attendance records serve related but distinct purposes. The statutory register is an electronic legal record. Nursery session records also show each child's expected session and actual arrival and departure times so that the school knows who is on site and can respond immediately to non-attendance.

Role	Responsibility
Attendance Champion	Mrs Jessica Crossley retains senior leadership oversight, authorises any leave of absence and ensures suitable support or escalation is put in place.
Key Contact for Attendance	Mrs Debbie Firth leads day-to-day attendance practice, register accuracy, first-day follow-up and data monitoring. She can be contacted through the School Office on 01943 607285 or at enquiries@moorfieldschool.co.uk .
Head of Early Years	Mrs Nicola Minshall is alerted to unexplained Nursery absence and reduced attendance and supports safeguarding review and follow-up across the EYFS.
Class and Nursery staff	Staff complete their roll call or session record accurately and promptly, pass information immediately to Mrs Firth and report any safeguarding concern without delay.
Parents	Parents ensure regular and punctual attendance, report absence promptly, keep contact details current and work with the school to address barriers.

Role	Responsibility
Governing body	Governors provide challenge and oversight, review attendance information and ensure that staff receive suitable training and resources.

PROMOTING GOOD ATTENDANCE

In building a culture of good school attendance, Moorfield will:

- make good attendance a central part of the school's vision, values, ethos and day-to-day life
- recognise that absence is often a symptom and that improving attendance is part of improving a pupil's overall welfare
- set high expectations for attendance and punctuality and communicate them clearly to pupils and parents
- build respectful relationships, listen to pupils and families and offer support before absence becomes entrenched
- ensure teaching and non-teaching staff understand the law, the codes, the school's procedures and the safeguarding significance of absence
- praise good or improving attendance sensitively without penalising unavoidable absence or disadvantaging pupils with medical needs, SEND or disabilities
- recognise that children missing education can be a warning sign of neglect, abuse or exploitation
- review this policy at least annually and sooner when guidance, local arrangements or the needs of pupils change

ROUTINE FOR ARRIVAL AND REGISTRATION

Reception to Senior 6 - morning register

The school day begins at 8.45am. At 8.40am the school bell is rung and Reception to Senior 6 line up to register in their classes in the playground or in the dining hall during bad weather. Class teachers complete the roll call at that point and all class registers are handed to Mrs Firth in the School Office by 8.45am. Mrs Firth completes or checks the statutory electronic attendance register without delay.

A pupil arriving after the roll call has started but before 9.10am is recorded with code L. A pupil arriving after 9.10am is recorded with code U unless another absence code more accurately describes why the pupil could not attend. Every late pupil from Reception to Senior 6 must enter through the School Office so Mrs Firth can record the exact arrival time, enter the correct code and follow up any unexplained or repeated lateness.

Reception to Senior 6 - afternoon register

The second statutory register is taken at 1.00pm for Lower School and 1.30pm for Upper School pupils. Class teachers return their register information immediately to Mrs Firth in the same way as for the morning session. The afternoon register is taken promptly and any pupil missing unexpectedly is reported to the Office immediately.

Nursery 1, 2 and 3

Each Nursery Room completes a session attendance register using the usual attendance and absence codes. The actual arrival and departure times are recorded where either differs from the expected school times. The completed session registers are taken to the school office so that Nursery attendance can be entered on the electronic register from 9am.

If a child arrives after 9am, the parent or carer must report the late arrival to the school office before taking the child to Nursery. This ensures that the exact arrival time is known and the electronic attendance record can be updated accurately. If a child has not arrived by their expected time and no explanation has been received, Nursery staff alert the school office immediately. The Head of Early Years is also alerted.

Code X is used only when a non-compulsory school age pupil is not required to attend that session. If the child was expected to attend, the appropriate attendance or absence code must be used instead.

Leaving or returning during the day

A child must not leave the site during the school day unless authorised and appropriately supervised or collected. The child and collecting adult must report to the School Office. Mrs Firth records the exact departure time, reason and any return time on the school's electronic system. Where a child was present when the register was taken and leaves later in the same session, the original attendance mark remains a record of their presence at registration. The separate signing-out record maintains an accurate live record of who is on site.

REPORTING ABSENCE AND FIRST-DAY FOLLOW-UP

Parents must notify the School Office as soon as possible on the first day of an unexpected absence and before the child's expected start time wherever possible. They should telephone 01943 607285 or email enquiries@moorfieldschool.co.uk, give the child's name and explain the reason and likely duration. Nursery families must notify the setting before the start of the child's booked session. Parents should update the school on each further day unless a clear period of absence has already been agreed.

When an expected child is absent and no reason is known, Mrs Firth will:

- check messages, known appointments, approved activities and information already supplied by the family
- contact the child's parents promptly and then the alternative emergency contacts if there is no response
- record every attempt, response and action in the attendance record and record safeguarding concerns or actions on CPOMS
- consider the child's circumstances, vulnerability, previous patterns, siblings and any known involvement from other services
- inform the Head and the DSL immediately where the circumstances indicate a safeguarding concern
- continue contact attempts and consider a risk-assessed home visit, contact with relevant professionals, a referral to children's social care or a police welfare check as appropriate
- repeat follow-up on each day that an unexplained absence continues and review whether support or escalation is needed

Safeguarding action must never be delayed until every contact attempt has been exhausted. If a child or adult is in immediate danger, staff call 999. Practitioners refer safeguarding concerns to Bradford Children's Services Integrated Front Door on 01274 433999. The Emergency Duty Team is contacted out of hours on 01274 431010. The DSL decides whether a police welfare check or another urgent action is required.

EYFS ABSENCE, NON-ATTENDANCE AND REDUCED ATTENDANCE

Attendance before compulsory school age is not enforced in the same way as compulsory school attendance. However, regular attendance supports children's wellbeing, relationships, learning and development and is an important safeguarding indicator. Moorfield shares this policy with EYFS parents and makes clear how absence must be reported and what the school will do if a child is absent without notification or for a prolonged period.

Timely follow-up

An unexplained Nursery absence is followed up from the child's expected arrival time rather than at a fixed whole-school deadline. The same contact and safeguarding sequence described above applies. Moorfield will attempt parents and alternative emergency contacts. Where possible, families are asked to provide more than two emergency contact numbers and to keep all details current.

Professional judgement and prolonged absence

Moorfield does not use a single automatic number of days to define prolonged absence in the EYFS. Staff consider the pattern and trend, the child's personal circumstances, the vulnerability of the child and family, the home situation and whether the child has failed to return when expected after a holiday or break. A concern may require action on the first missed session. Any concern is referred to children's social care and/or a police welfare check is requested where appropriate.

Reduced attendance

Where a child attends fewer hours than their agreed Nursery pattern, staff establish the reason sensitively. The Key Contact, Attendance Champion and DSL review whether the pattern needs to change temporarily or longer

term and whether the family would benefit from support. This may include the relevant Bradford Family Hub, health visitor, early help, SEND support or another service. Agreed actions and follow-up are recorded and reviewed. Reduced attendance is not treated only as an administrative or funding matter.

REGISTER REQUIREMENTS AND CODES

- The admission and attendance registers are kept electronically. Paper class and session records are immediate working records which feed into the electronic legal record.
- Paper class and session records must be completed in black ink. Pencil, erasable ink and correction fluid must not be used.
- Use / or \ for a pupil who is present. On the paper working record, circle every absence code. Staff must not pre-mark attendance or guess a reason: where the reason is not yet known, enter N and alert Mrs Firth immediately.
- Do not erase or overwrite a paper entry. Draw one line through an error so it remains legible, enter the correct mark and add initials and the date. Mrs Firth makes or authorises the corresponding electronic amendment so that the required audit trail is preserved.
- For a late arrival or a pupil leaving or returning during the day, the Office records the exact time and reason on an office slip or sticky note. This is retained in the register folder until Mrs Firth has updated the electronic register and the live signing-in or signing-out record.
- The statutory attendance register is taken at the beginning of the morning session and once during the afternoon session at the same time for all registered pupils.
- A national attendance or absence code is entered for every pupil on each occasion. Remote education does not make an absent pupil present and the most appropriate absence code is still used.
- Every entry is preserved for six years from the date it was made.
- An amendment retains the original entry, amended entry, reason, date and the name of the person making the amendment.
- Code N is temporary. The correct code is entered as soon as the reason is known and no later than five school days after the session. If the reason cannot be established within five school days, code N is changed to code O.
- Where more than one code appears possible, Mrs Firth identifies the primary reason and applies the precedence rules in the regulations. Appendix A summarises the current national codes.

ILLNESS, MEDICAL NEEDS AND SEND

Physical and mental ill health are recorded using code I when illness prevents attendance. Moorfield does not routinely require medical evidence and does not apply a blanket evidence rule. Reasonable evidence may be requested where there is genuine doubt about the reason given or where repeated or prolonged illness means the school needs to understand needs, make reasonable adjustments or plan support. The school will be flexible about the form of evidence and will avoid placing unnecessary pressure on health services.

Pupils with medical conditions, SEND, disabilities, mental health needs, caring responsibilities or a social worker may face additional barriers. The school will listen to the pupil and family, consider its Equality Act 2010 duties and put reasonable adjustments and suitable support in place. A temporary part-time timetable for a compulsory school age pupil is used only in very exceptional circumstances, is agreed with the parent, is time limited and includes a clear plan to return to full-time education. Code C2 is used for the sessions the pupil is not expected to attend under that temporary plan.

Allergy-related absence and appointments

Moorfield will not penalise or disadvantage a pupil because their attendance record includes absence related to an allergy, including hospital or clinic appointments, tests, treatment and health management. The absence must still be recorded accurately: code M is used for an agreed allergy-related medical appointment for the time necessary and code I is used when allergy-related illness prevents attendance. Where appropriate, these are authorised absences but they are not treated as poor commitment, used as the basis for a sanction or allowed to exclude the pupil from an attendance reward or recognition. Any emerging pattern is discussed supportively with the pupil and family and arrangements to maintain learning or support return are recorded in the pupil's Individual Healthcare Plan where one is in place.

LEAVE OF ABSENCE AND HOLIDAYS

Requests for planned absence must be made in writing to the Head as far in advance as possible. Leave cannot be granted retrospectively. The Head considers each request individually, taking account of the specific facts and relevant background. Moorfield does not operate a blanket policy which automatically grants leave for particular events. If leave is granted, the Head determines its duration and the Office records the correct national code.

A need or desire for a holiday or other leisure and recreation absence will not normally amount to an exceptional circumstance. A holiday which has not been granted is recorded with code G. The school publishes term dates in advance so families can plan travel outside term time. Teachers cannot be expected to reproduce the education missed because of unauthorised term-time absence.

MONITORING, SUPPORT AND ESCALATION

Mrs Firth monitors individual absence and lateness patterns and checks register accuracy. Attendance is reviewed regularly with the Head and relevant pastoral or safeguarding leads. The school analyses patterns by pupil, class and relevant cohort so that emerging barriers and any disproportionate impact can be identified. The governing body receives suitable summary information and assurance without unnecessary personal data.

A pupil is persistently absent when they miss 10% or more of their possible sessions and severely absent when they miss 50% or more. Moorfield acts before these thresholds are reached where a pattern or vulnerability causes concern. Support may include a meeting with the pupil and family, adjustments in school, pastoral or SEND support, early help, a whole-family plan and work with health, social care or the local authority. Actions are recorded, reviewed and intensified if absence continues.

Legal intervention and penalty notices

Moorfield is an independent school. The National Framework for Penalty Notices does not permit independent schools to use penalty notices for absence. The school's support-first approach and the parent's legal duty for a compulsory school age child to attend regularly still apply. Where absence remains serious and support is not successful or is not engaged with, Moorfield will work with the local authority and safeguarding partners on the appropriate lawful route, which may include formal attendance support, an education supervision order or prosecution.

CHILDREN MISSING EDUCATION AND TRANSITIONS

If a pupil does not attend on an agreed first day, the school follows up immediately to establish the reason. A pupil's name is not removed from the admission or attendance register unless a lawful ground applies. Moorfield makes the required notifications and reasonable enquiries with the local authority when a child may be missing education, has moved or their destination is unknown. Safeguarding information is shared securely with a new school in line with the Safeguarding and Child Protection Policy.

INFORMATION FOR PARENTS AND PUBLICATION

This policy is published on the school website, supplied with joining information and drawn to parents' attention at the start of each school year and when it changes. Parents are informed about their child's attendance and punctuality and are invited to discuss emerging concerns and support.

Policy written by:	Nicola Minshall (DSL)
Reviewed by:	The Head
Date:	September 2026
Next review date:	September 2027 or sooner if guidance changes

APPENDIX A - NATIONAL ATTENDANCE AND ABSENCE CODES

The following codes are taken from the School Attendance (Pupil Registration) (England) Regulations 2024 and Working together to improve school attendance (DfE, July 2026). Mrs Firth should consult the full guidance if there is any uncertainty.

Category	Codes and brief use
Attending the school	/ - present for the morning session; \ - present for the afternoon session; L - late after roll call but before the 8.50am close; statistically attending
Attending a place other than the school	K - local-authority-arranged education provision; V - school-arranged educational visit or trip with required supervision; P - approved educational sporting activity with required supervision; W - approved work experience; B - other approved educational activity meeting the statutory conditions
Absent with leave	C1 - regulated performance or regulated employment abroad; M - medical or dental appointment arranged in advance; only the necessary time; J1 - employment or educational-admission interview; S - study leave for a public examination, not internal or mock examinations; X - non-compulsory school age pupil not required to attend that session; never use if expected; C2 - compulsory-school-age pupil on an agreed time-limited part-time timetable in exceptional circumstances; D - dual-registered pupil scheduled to attend the other school; C - exceptional circumstance not covered by another leave code; holidays are not generally exceptional
Other authorised absence	T - mobile child travelling with a parent for occupational purposes; R - religious observance on a day exclusively set apart by the relevant religious body; I - physical or mental illness preventing attendance; E - suspended or permanently excluded while still on roll with no alternative provision for the session
Unable to attend because of unavoidable cause	Q - required access arrangements unavailable in the specific statutory circumstances; Y1 - normally provided transport unavailable and school beyond walking distance; Y2 - widespread emergency disruption to travel; Y3 - part of premises closed and no practical accommodation elsewhere on site; Y4 - whole site unexpectedly closed when planned to open; Y5 - criminal justice detention; Y6 - attendance prevented by public-health guidance or law although the pupil is well enough; Y7 - other unavoidable emergency cause; record the nature of the cause
Unauthorised absence	G - holiday not granted; leave cannot be granted retrospectively; N - reason not yet established; replace within five school days or change to O; O - other or unknown unauthorised absence; U - arrival after the register closes where no more appropriate authorised code applies
Administrative codes	Z - prospective pupil not yet on the admission register; follow up an agreed first-day no-show; # - planned whole-school closure such as holidays, bank holidays, non-educational days or polling use

APPENDIX B - EYFS NON-ATTENDANCE AND REDUCED ATTENDANCE FLOW

This flow applies whenever an expected Nursery or Reception child has not arrived and the reason is unknown or when attendance has reduced unexpectedly.

1. Identify the absence. Nursery staff compare attendance with the child's booked or agreed session and actual expected start time. Reception is identified through the 8.45am roll call. If the child is not scheduled to attend, record this correctly. If they were expected, continue immediately.
2. Alert the named leads. Nursery staff alert Mrs Firth and Mrs Nicola Minshall immediately. Reception information reaches Mrs Firth through the class register. Any immediate safeguarding concern goes directly to the DSL or Deputy DSL.
3. Contact and record. Check messages then contact parents and carers and alternative emergency contacts. Record the time, method, response and all further actions. Continue attempts rather than waiting until the next session.
4. Use professional curiosity. Consider changed contact details, a move, changes at home, family illness or separation, siblings, SEND, health visitors, social care, previous injuries, previous ad hoc attendance and whether the child has failed to return after a holiday.
5. Support or safeguard. Discuss barriers sensitively and consider a change to the agreed pattern or support from the Family Hub, early help, health, SEND or other partners. If no reasonable explanation is obtained or a concern arises, follow safeguarding procedures and consider the Integrated Front Door and/or a police welfare check. Call 999 if anyone is in immediate danger.
6. Review. Keep accurate daily attendance and contact records, check that agreed actions happen and monitor patterns. Escalate promptly if concerns persist or vulnerability increases.

Key local contacts

Moorfield School Office: 01943 607285 | enquiries@moorfieldschool.co.uk

Bradford Children's Services Integrated Front Door for practitioners: 01274 433999

Bradford Emergency Duty Team out of hours: 01274 431010

Emergency services: 999

RELEVANT GUIDANCE

Working together to improve school attendance (DfE, July 2026)

EYFS statutory framework for group and school-based providers from 1 September 2026

Allergy safety in schools (DfE, July 2026)

Bradford Family Hubs