

ATTENDANCE POLICY

BROCKWOOD PARK SCHOOL

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Policy endorsed by	The Trustees & School Management Committee
Policy is maintained by	Senior Attendance Lead, Recruitment Coordinator, Pastoral Coordinator
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0 Key school contacts

Role	Who	Description	Contact
Senior Attendance Lead (SAL)	Thomas Lehmann (Co-Chair of School Management Committee + Head of Boarding)	Has overall responsibility for attendance at the school	thomas@brockwood.org.uk School phone number: +44 1962 771 744
Pastoral Coordinator	Alexandro López	Day-to-day contact for students and parents on attendance, absence and permissions	pastoral@brockwood.org.uk And, for absence requests: permissions@brockwood.org.uk
Curriculum Coordinator	Kate Power	Oversees class attendance	curriculum@brockwood.org.uk
Recruitment Coordinator	Elena Maria Ciungu	Responsible for the admission register and contacts with the local authority	enquiry@brockwood.org.uk

1 Introduction

Brockwood Park School is an international boarding school for students aged 14 to 19. Everyone lives here during term, and we consider the whole of life at Brockwood to be the education: the classes and the timetable, but equally the morning meeting, meals, morning jobs, and the ordinary living together that fills the time in between. Being present is what makes that possible, for each student and for everyone else here.

Students come to Brockwood from more than twenty countries, and they come by choice, having considered the school agreements with their parents before joining. Most are very happy to be here, and difficulties with attendance are normally not something the school has to deal with much. This policy sets out what we expect nonetheless, how we keep track of it, and what we would do if a student's attendance did become a concern.

Unlike many boarding schools, we do not expect students to go home at weekends, and weekend absence remains something exceptional. During term Brockwood is a home rather than only a place of study, and the life of the community – the relationships, the shared responsibility for the place, the sense of belonging that students describe – depends on people being here at weekends as much as on weekdays. Students are therefore away during term time only in exceptional circumstances, such as an important family event, a medical emergency, or an educational purpose. Each request is considered on its own merits, and the arrangements are set out in the section on absence and leave of absence.

Repeated absence is very often a sign of something else. If a student begins to withdraw from the life of the school or repeatedly asks to be or stay away for long periods, our first concern is to understand what lies behind it and to find the support that is needed, rather than to treat the absence itself as the difficulty.

What this policy covers

- what we expect of students and parents regarding attendance and punctuality;
- how attendance is recorded, how absence is followed up, and how requests for leave of absence are considered;
- how patterns of attendance are monitored, and what happens when a student's attendance gives cause for concern;
- what the school does when a student may be at risk of missing education altogether;
- which registers the school is required to keep, and what it must report to the local authority.

Where a student cannot be found, or where an absence raises a concern about a student's welfare, this policy should be read together with the *Student Supervision and Missing Child Policy* and the *Safeguarding and Child Protection Policy*.

This policy follows:

- the *School Attendance (Pupil Registration) (England) Regulations 2024* and

- the Department for Education's statutory guidance [Working together to improve school attendance \(July 2026\)](#) and [Children missing education \(September 2025\)](#).

Publication

This policy is published on the school website and is available in hard copy or large print on request. Parents receive it when their child joins the school, and are reminded of it at the start of each school year and whenever it is updated.

2 Definitions and interpretation

Where the following words are used in this policy:

- Attendance means being present at the school and taking part in its daily life. Because Brockwood is a full boarding school, this is recorded daily rather than by session, and each student is recorded as present (taking part in the day's activities), on the sick list, or away from school with permission. The record can also show a student as absent without permission, though this usually does not arise in practice.
- Class attendance is recorded separately by teachers for each class and overseen by the Curriculum Coordinator. Where there is a concern about a student's attendance, the two records are looked at together.
- Parent means:
 - All natural parents, whether they are married or not;
 - Any person who has parental responsibility for a student; and
 - Any person who has day-to-day responsibility for a student (i.e. lives with and looks after a student).
- Student means anyone receiving an education at the school, whatever their age. Every student is on the school roll and this policy applies to all of them.
- Senior Attendance Lead is the senior member of staff with overall responsibility for attendance. The Department for Education calls this role the Senior Attendance Champion.

3 What the school asks of students and parents

3.1 Expectations for students

- To be present for the whole of each school day, not only the timetabled parts of it;
- To be on time for Morning Meeting, classes and activities;
- Not to leave a class or the school grounds without permission, or otherwise than in keeping with the school agreements;
- To expect that any unexplained absence will be followed up.

A student who is finding it hard to be in classes, or in the school, can speak to any member of staff. The Pastoral Coordinator and Student Advisers are usually the best place to start. What a student says will be handled with care.

3.2 Expectations for parents

- To request any absence in advance, following the procedure in the section on absence and leave of absence;
- To tell the school as soon as they can when a student will be unexpectedly absent or will return late, and give an accurate reason;
- To make sure a student who has been away for a weekend is back by 7:00 pm on Sunday;
- To work with the school to understand what lies behind an absence, where attendance has become a concern;
- To keep their contact details with the school up to date.

4 Responsibilities

The Trustees have overall responsibility for all matters which are the subject of this policy. Responsibility for attendance at the school rests with the Senior Attendance Lead, supported by the roles set out at the front of this policy and below.

This policy is reviewed annually by the School Management Committee and endorsed by the Trustees. Parents are reminded of the school's policies at the first parent Q&A session of the year and are welcome to give feedback on them at any time, as are students and staff.

4.1 The Senior Attendance Lead (SAL)

The Trustees have appointed a senior member of staff, one of the Co-Chairs of the School Management Committee, to have overall responsibility for attendance at the school. Details of the individual appointed are at the front of this policy and are widely known within the school.

The Senior Attendance Lead's responsibilities are:

- to keep an overall view of attendance across the school, and of the data behind it;
- to make sure the school's arrangements for recording attendance and following up absence are working, and are followed by all staff;
- to decide what follows where a student's attendance needs more than the usual pastoral support; and
- to keep the school's approach to attendance, including this policy, under review.

The Senior Attendance Lead and the Pastoral Coordinator meet weekly and review attendance together. Where a return to the local authority follows from that review, the Recruitment Coordinator makes it.

Where the Senior Attendance Lead is unavailable, the Pastoral Coordinator takes on the role, supported by the other Co-Chair of the School Management Committee.

4.2 Staff with specific responsibilities for attendance

All boarding and teaching staff have day-to-day responsibility for attendance and punctuality. They should:

- take the daily record accurately at Morning Meeting, and follow up anyone not accounted for that same morning;
- ask students for an explanation of an absence when they return;
- follow up unexplained absences, including within the school day, so that the school has an explanation;
- notice patterns in a student's attendance and tell the Senior Attendance Lead of any concern;
- address lateness to classes promptly and consistently, in line with the Behaviour of Students Policy; and
- talk with students, and with parents where appropriate, about why being present and on time matters.

The Pastoral Coordinator deals with requests for absence from parents. These are mostly requests for weekend absence, but also include exceptional requests during term.

The Curriculum Coordinator reviews class attendance and passes new developments and trends to the Senior Attendance Lead.

The Recruitment Coordinator keeps the admission register, makes the returns to the local authority, and is the school's contact there. Where a prolonged absence needs to be reported, this is done in coordination with the Senior Attendance Lead.

4.3 All staff

All staff, teaching and non-teaching, understand why attendance matters here and are consistent in what they say to students and parents about it.

5 Registers and returns

5.1 Admission register

The school keeps an admission register of every student, of compulsory school age or not. It is kept electronically, backed up at least once a month, and every entry is preserved for six years. What it contains, and the grounds on which a name may be deleted from it, are set out in [Appendix 1](#).

An authorised officer of the local authority may examine the admission register and take extracts from it.

5.2 Attendance register and other records

Because all students at Brockwood are boarders, the school is not required to keep an attendance register, and does not keep one.

The school keeps its own daily record, which it calls the *School Attendance Register*. This is not the statutory attendance register and it does not use the national attendance codes. It records which of the categories in the definitions section applies to each student on a given day, and it records lateness for Morning Meeting. How it is used is described in the section on monitoring attendance.

Class attendance is recorded separately, in the *Whole School Class Lists, Attendance Register and Assessment Overview*.

Agreed absences are held in the *In-term permissions information form* (planned absence database).

5.3 Returns to the local authority

The school makes two returns to Hampshire County Council, the local authority. The Recruitment Coordinator makes both.

- A **new pupil return**, by the end of the fifth day after the day a student's name is entered in the admission register, giving all the information about the student held in the register.
- A **deletion return**, when a student's name is deleted from the admission register, giving the information listed in [Appendix 1](#) and the ground on which the name was deleted. A return is made whatever the student's age, and including where a student who was admitted never took up their place.

Two further returns exist in law and neither applies to the school. **Attendance returns** are required only for students of compulsory school age who are not boarders. **Sickness returns** are triggered by an entry in an attendance register, which the school does not keep.

The school has nonetheless made its own arrangement for prolonged illness. Where a student of compulsory school age is expected to be away from school because of illness for fifteen consecutive school days or more, and is not engaging with the work set, the school will inform the local authority.

6 Monitoring attendance

6.1 Each day

When	What happens	Who
07:45 to 08:40	Each wing is checked. A student who is unwell is registered as sick and looked after by the Infirmary Team through the day.	A member of the Infirmary Team, or staff on duty
From 08:40	Attendance is taken as students come into the assembly hall. The doors close at 08:45 and the Morning Meeting begins.	The residential staff member on the morning roster, with two students at the door
After 08:45	A student arriving after the doors close is recorded as late, and sits their Morning Meeting in another room.	A second staff member
By 09:00	Everyone is accounted for.	
Weekends, by 11:00	There is no Morning Meeting and students may sleep in. Duty staff walk the school and go to the rooms of anyone who has not been seen in the main areas.	Staff on duty
Start of each class	A class register is taken.	Teachers
22:00, and 23:00 on Fridays	Registration at the evening floor check. This is a matter of supervision rather than attendance, and is described in the <i>Student Supervision and Missing Child Policy</i> , but it is recorded on the <i>School Attendance Register</i> as well.	Staff on floor duty

A student who becomes unwell during the day is added to the sick list at that point.

Where a student is not accounted for, the staff member who noticed follows it up straight away. What happens if a student still cannot be found is set out in the *Student Supervision and Missing Child Policy*.

6.2 Each week

The Senior Attendance Lead and the Pastoral Coordinator review attendance together. They look at absence, time on the sick list and lateness side by side, and at class attendance where that is relevant, because a student who is repeatedly unwell or repeatedly late is missing the same things as a student who is away. Where a pattern appears, they consider what support the student needs and who is best placed to offer it.

6.3 Each year

At the end of the year the whole year's record is reviewed by the Senior Attendance Lead and the Pastoral Coordinator, along with the school's systems for recording and following up attendance, and improvements are agreed where necessary.

6.4 Three times a year

Attendance forms a section of the report prepared for the Trustees ahead of their meetings, giving them a high-level picture of attendance across the school.

7 Low attendance

Attendance at Brockwood is generally not an issue. In most years almost every student is above 95%, and variations between 90% and 100% are usually considered normal due to sickness and authorised absences.

The school looks more closely at any student below 90%. Sometimes there is a good explanation already known, in which case the school keeps an eye on it; otherwise the Pastoral Coordinator makes contact. Below 80% the school treats the situation as significant and will talk with the student and their parents and put support in place. The first of these (below 90%) is the point at which a student would nationally be described as persistently absent; the second is well ahead of the national threshold for severe absence.

Where a student's attendance is falling, the school will:

- talk with the student, usually through their adviser or the Pastoral Coordinator, to understand what is behind it;
- talk with the student's parents, and agree with them what will help;
- put support in place, drawing on the Infirmary Team, the Pastoral Coordinator, the SEND Coordinator or outside help as the situation needs; and
- keep the arrangement under review at the weekly meeting, and change it if it is not working.

Where a figure is low (usually below 90%), the reason and what the school did about it are recorded with it.

The Senior Attendance Lead decides what follows if attendance does not improve. For a student of compulsory school age this may include contacting the local authority, which holds the powers to enforce attendance where the school does not. Penalty notices and attendance contracts, used with maintained schools, are not available in respect of students at independent schools.

8 Absence and leave of absence (permission procedure)

8.1 Requesting absence

A request for a student to be away during term time is made by their parents, by email to permissions@brockwood.org.uk, normally at least three days in advance. The Pastoral Coordinator decides, in consultation with other staff, and lets the parents, the student, their adviser and other residential staff know. Once a request is agreed, parents complete a short form saying where the student will be staying, who with, and how they can be reached. The Pastoral Coordinator keeps an away list, shared weekly, so that staff know who is off site.

A student who is aged 18 or older may make or take part in a request themselves. The school will normally still involve their parents, or at least let them know, unless there is good reason not to.

Each request is considered on its own merits. Weekend absences are normally limited to one per half-term, and absence on weekdays is agreed only where the reason could not be met at another time.

Absences agreed in advance, and absence explained afterwards in terms the school accepts, are recorded as authorised. Absence that is not explained, or where the explanation is not accepted, is recorded as unauthorised and followed up.

The procedure is also set out in the *Parent Handbook* and in the *Pastoral Care and Boarding Policy*.

8.2 Illness and unexpected absence

Parents should tell the school as soon as they can if a student will be absent unexpectedly or will return late, for instance after falling ill at the end of a holiday, and say why. The school does not normally ask for medical evidence, and asks for it only where there is particular reason to.

A student who is unwell at school is looked after by the Infirmary Team and does not need a permission request.

8.3 Returning to school

A student who has been away for a weekend is expected back by 7:00 pm on Sunday.

The arrangements for leaving the grounds during the day, and for Saturday visits to Winchester and Petersfield, are in the *Parent Handbook* and the *Student Handbook*. They are not absence from school and do not need a separate permission request.

9 Students who need additional support

Some students find being here harder than others, and attendance is often where that first shows. Where a student is struggling to be present, the school's first task is to understand why, working with the student and their parents rather than around them.

Where a student has a disability that puts them at a substantial disadvantage, the school makes reasonable adjustments. This can include adjusting the expectations set out in this policy, for instance where a health condition means a student needs to be away more often than the school would ordinarily agree to.

Where a student has special educational needs, the SEND Coordinator is involved in working out what will help. Where a student's attendance is affected by their physical health, the Infirmary Team is involved; where it is affected by their mental health, the school responds as set out in the *Mental Health Policy*.

Some barriers are outside the school's control. Where that is so, the school works with the student and their parents to find other sources of support, and will consider a referral for early help where it would be useful.

Where a student cannot be in classes for a period, work may be set for them to do in the meantime. This is a temporary bridge and not an alternative to being present; the aim is always to get the student back into the ordinary life of the school.

Where absence raises a concern about a student's welfare rather than their education, the *Safeguarding and Child Protection Policy* applies and the Designated Safeguarding Lead leads the response.

10 Children missing education

A "child missing education" is a child of compulsory school age who is not on any school's roll and is not being educated suitably elsewhere. The local authority, Hampshire County Council, has the duty to identify such children. The school's part is to make sure it never loses sight of a student, and to tell the local authority promptly when it does.

A student who does not arrive when expected, or who does not come back after an agreed absence or a holiday, is followed up straight away. The school contacts the parents, and where it cannot reach them, keeps trying by every means it holds.

Where a student of compulsory school age has not returned within ten school days after an agreed absence, or has been absent without permission for twenty school days, the school does not simply remove them from the admission register. Where there is reason to think the student is unable to attend because of illness or another cause outside their control, they stay

on the register. Otherwise the school contacts the local authority, and the name is deleted only once the school and the local authority have together made reasonable efforts to find out where the student is and what has happened, and either cannot find them or agree there is no realistic prospect of their returning.

Where a student over compulsory school age stops attending without explanation, the school makes its own enquiries before removing their name.

Where a student leaves Brockwood and the school does not know where they are going next, the school tells the local authority. This applies whatever the student's age, even though the local authority's duty covers only those of compulsory school age.

A student disappearing from education can be an early sign of neglect, exploitation or abuse. Where that is a possibility, the Designated Safeguarding Lead leads the response under the *Safeguarding and Child Protection Policy*.

11 Training

Attendance is covered in the induction of every new member of staff, and revisited during the year as part of ordinary staff training. All staff should understand that absence is usually a symptom of something else, how the daily record is taken and followed up, and who to tell when something is not right.

Staff with a particular part in attendance receive further training covering the school's duties on registers and returns, reading the attendance record and noticing what it shows, and working with outside agencies where a student needs more support.

A written record of staff training is kept.

12 Information sharing and record keeping

The school shares personal information about attendance only where the law allows or requires it. What the school sends to the local authority is set out in the section on registers and returns.

Beyond that, the school shares information with other agencies where it is of benefit to a student, for instance with health services where a medical condition is affecting attendance, or with a social worker where one is involved.

Records created under this policy may contain personal information, and the school handles it in line with data protection law. The school's privacy notices and its *Data Protection Policy* are published on the website and explain how personal information is used. Records are kept and disposed of in line with the school's retention arrangements.

Appendix 1 Admission register

Admission register

The admission register, sometimes called the school roll, is the record of every student at the school. It is a statutory record kept under the *School Attendance (Pupil Registration) (England) Regulations 2024*: the school is required to keep it, what it contains is prescribed, and a name may be added or removed only in the circumstances the law allows. It holds every student, whether or not they are of compulsory school age.

It is kept electronically, backed up at least once a month, and every entry is preserved for six years. The Recruitment Coordinator keeps it.

Adding a student

Each student's name is entered on their starting day, before or at the beginning of the first school session that day. The starting day is the day agreed with the student's parents, or, where no day has been agreed, the first day the student attends.

What the register holds

For every student:

- full name;
- the name the student uses at school;
- sex;
- address;
- the full name and address of each parent;
- which parents the student normally lives with, and at least one telephone number on which each of those parents can be reached in an emergency;
- date of birth;
- starting day at the school;
- the name and address of the last school attended, if any;
- whether the student is a boarder or a day student, for students of compulsory school age.

Where a parent tells the school that the student will in future normally live with a parent at a different address, the register also holds that address, the name of each parent the student will live with, and the date they will start living there. Where the school knows a student is or will be attending another school, the register holds that school's name and the date the student started or will start there.

Deleting a student

A name may be deleted only for one of the reasons set out in regulation 9 of the Regulations, and where one of those reasons applies, the name must be deleted.

In practice the reason is almost always that the student has left the school. The grounds differ by age: for a student of compulsory school age at an independent school, regulation 9(1)(n); for a student over compulsory school age who boards, regulation 9(3)(b).

The grounds that apply where a student has stopped attending and the school does not know why are set out in the section on children missing education. They carry conditions, including that the school has no reason to think illness or another unavoidable cause is behind the absence, and, for a student of compulsory school age, that the school and the local authority have made enquiries together.

Telling the local authority

The school makes a new pupil return and a deletion return as described in the section on registers and returns.

A deletion return gives:

- the student's full name;
- the student's address;
- the full name and address of any parent the student normally lives with;
- at least one telephone number for a parent the student lives with, or who can be contacted in an emergency;
- where relevant, the student's future address, the name and address of the parent they will live with, and the date they are expected to start living there;
- where relevant, the name of the student's other or future school and the date they started or will start there;
- the ground in regulation 9 on which the name is being deleted.

Appendix 2 Sponsored students

The *Krishnamurti Foundation Trust* holds a Student sponsor licence, which allows the school to sponsor international students under the Student and Child Student routes. The Recruitment Coordinator is the school's Level 1 user on the Sponsorship Management System.

Sponsorship brings duties owed to UK Visas and Immigration (UKVI), set out in the [Student Sponsor Guidance](#). Two of them bear on attendance: the school must keep a record of each sponsored student's attendance and absence, and must tell UKVI when a sponsored student stops attending.

What the school keeps

For each sponsored student, the school keeps a record of their attendance and absence, and a history of their contact details including UK address, telephone number and email address, kept up to date. These are held for as long as the school sponsors the student and for a year afterwards.

Contact points

A sponsored student is expected to be in contact with the school regularly. The school treats each morning check, when the *School Attendance Register* is completed, as a contact point.

Where a sponsored student misses ten consecutive contact points without permission, the school must withdraw sponsorship and report this to UKVI. Absence the school has agreed in advance, including absence through illness, is not a missed contact point and is not reported.

Before reporting

Reporting a student is a serious step, and it is not in anyone's interest to report a student who has stopped attending for a good reason. Where a sponsored student's attendance is falling, the school identifies it early, contacts the student and their parents, and looks into what is happening, so that there is every chance to resolve it well before ten contact points are missed.

Very occasionally the school may decide not to withdraw sponsorship even though ten consecutive contact points have been missed. Where that happens, the Recruitment Coordinator records the decision and the reasons for it, which UKVI may ask to see.

Reporting to UKVI

The Recruitment Coordinator makes reports through the Sponsorship Management System, giving the last address, telephone number and email address the school holds for the student. Most reports must be made within ten working days of the school becoming aware of the matter. The school reports:

- where a sponsored student does not arrive within the enrolment period, giving the reason;
- where a sponsored student is withdrawn from their course, or the school stops sponsoring them;
- where there is a significant change in a sponsored student's circumstances, including a change of course, or a Child Student who is not in a permitted living arrangement;
- where a sponsored student has been granted leave with the wrong conditions of stay, for instance if they have mistakenly been given permission to work;
- where something the school has reported through the system was incorrect, and why; and
- where anything changes that affects the school's sponsor licence.