

# Merchant Taylors' School



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## PUPIL ATTENDANCE & REGISTRATION

**Policy Custodian:** *Senior Master*

**Approving Body:** *MTS Senior Leadership Team*

**Approved:** *September 2026*

*(This policy does not apply to Merchant Taylors' Prep.)*

Merchant Taylors' School is required to follow the Government Department for Education (DfE) guidance on pupil registration. The most recent guidance entitled [Working together to improve school attendance](#) which came into effect from 19<sup>th</sup> August 2024 and passed into UK legislation on 1<sup>st</sup> September, 2025. Merchant Taylors' understands the strong link between regular School attendance and the ability of its pupils to make academic progress in their time at the School. This link is well understood by boys and their parents and serves to support continued high levels of pupil attendance at the School.

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 either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child 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.

Following the most recent guidance, Merchant Taylors' School has appointed the Senior Master, Dr Adam Clarke as the "Senior Attendance Champion." The Senior Master can be contacted by email at [arhc@mtsn.org.uk](mailto:arhc@mtsn.org.uk) It is an ongoing responsibility, and the Senior Attendance Champion is also expected to regularly monitor and evaluate progress, including the efficacy of the school's attendance strategies and processes.

The first point of contact for matters of absence from School should be the School Registration Secretary, Ms Newcombe who can be contacted via email ([jnewcombe@mtsn.org.uk](mailto:jnewcombe@mtsn.org.uk)) or phone (01923 845536)

- Parents are asked that if their son is absent from school at short notice, to ring/email the school as soon as possible
- Parents are asked that if their son is off for more than one day, to ring/email the school for each day of his absence
- Parents are asked that if their son returns to school, confirmation should be offered about the reason for his absence

Advice on strategies for how to best to tackle long term individual pupil absence can be obtained from:

The Lower Master, Mr Manley for pupils in year 7

The Head of Lower School, Mrs Lemoine for pupils in year 8 and 9  
The Head of Middle School, Dr Hesketh for pupils in year 10 and 11  
The Head of Upper School, Mr Herring for pupils in year 12 and 13

These teachers may be contacted at School reception (email: [info@mtsn.org.uk](mailto:info@mtsn.org.uk) or telephone 01923 820644)

Boys are expected to be at the location of their first commitment at the start of each day which is 8.35am. Details can be found in the online School calendar. They are also expected to arrive punctually at the lessons, the last of which is used for the afternoon registration session at 2.40pm. Boys are encouraged to ensure that they have been registered by their teacher.

Where attendance improvements are needed, it is expected that these will be mediated through the cordial relations that exist between the Merchant Taylors' pastoral team and the parental body. In extreme cases, Merchant Taylors' reserves the right to contact the local authority where additional support measures are required. Pupils who are persistently unable to be present in School may be able to partially sustain their studies via the School's use of Office-365, however it is emphasised that there is no like for like substitute for not being present in the classroom in person. In cases where boys are not present in the classroom, they should not expect remote access to lessons via video conferencing or recording of the lesson. Merchant Taylors' makes substantial use of office-365 and so an absentee is likely to be able to gain the sense of a lesson through engagement with tools like MS-Teams and One-Note.

As an Independent School, Merchant Taylors' School does not engage with the National Framework for Penalty Notices in cases where absence is not authorised.

Merchant Taylors' School conducts monthly data analysis of attendance data to identify patterns and trends. This includes analysis of pupils and cohorts and identifying patterns in uses of certain codes and days of poor attendance. This data is shared by the Senior Attendance Champion with the School Pastoral Leaders. Merchant Taylors' School aspires to a minimum attendance of 90% for all of its pupils.

### **Morning Registration:**

Registration is a very important process for teachers and this should be the first task attended to in the presence of the boys in the morning and at the start of lesson 5 in the afternoon. The potential reputational damage to the School caused by a pupil who is unaccounted for cannot be underestimated.

On days when boys begin their day at 8.35am with tutors, form teachers, or House or Year Group Assembly. Teachers are expected to verify the presence of the boys in their rooms or venue by inspection of the data held in the School database (or the yellow registration cards issues at the start of the academic year) and register any boys that have not already been registered, but are present in the room in question. Registration is an active process and any teacher registering the boys must have seen each boy in question. Registration cannot be accepted via methods such as word of mouth from other pupils or via an email sent by a pupil himself. Registration should not be delegated to a pupil. To facilitate registration on assembly days, pupils should be encouraged to sit in form or House group order. Heads of House or Heads of Section or their assistants may be needed to complete registration on Assembly days when Form teachers or Tutors are not in School. Details of substitutes are published via the daily cover notice.

One duty of Senior Staff is to locate at the entrance to the School and chivvy late comers to their first destination. Pupils who are repeatedly and avoidably late might expect to be in receipt of a School

sanction.

As per DofE guidance, teachers are required to register boys each day at 8.35am. Those boys who arrive after the register has been taken, but before the register closes will be marked as late, Code L. The am register period closes at 9.00am. Those boys are registered after the register has closed are registered as Code U. Code L is classified by DfE for statistical purposes as attending, while Code U is classified by DfE for statistical purposes as unauthorised absence.

When a year group meets for an assembly, form teachers are expected to be in attendance with the exception of Sixth Form Teachers, where the Upper School Pastoral Team will register the cohort. Where these arrangements exceptionally change eg for the November Service of Remembrance, this will be communicated to staff via email and in the daily cover notice

If a pupil arrives after 8:35am, he must report immediately to his Tutor or Form Teacher according to the details of the School's morning routines. If he arrives late on a day where there is an assembly, he should register with the Registration Secretary and then proceed immediately to assembly. Pupils that travel to the School on a Coach that arrives at School after 8:35am should report to the Registration Secretary in the School Reception. If a pupil arrives at School after 9.00am, he should report to the Registration Secretary in School Reception and then proceed immediately to his next lesson.

In cases when a registration card is used (for example when emergency procedures have been initiated), attendance is indicated by placing a tick or cross in the appropriate box on the registration card. The card should be signed and dated by the teacher in charge and any alterations to the card should be initialed. Completed registration cards are handed in to Registration Secretary in School Reception. This is usually done by the Form teacher or Tutor, but a reliable pupil may be asked to carry out this task. The Registration Secretary checks each card and records absentees using ISAMS (the school administrative system).

On a typical School day, by about 9:10am, the Registration Secretary will have made a first scan of the day's attendance data and entered any attendance data that has been submitted using a card. An automatic routine is then used to email teachers who have boys in their classes who have still not registered or been registered by a teacher. Teachers are asked to respond to these emails as soon as possible without unduly interrupting the flow of the lesson. The automatic routine will be re-run at the beginning of period 2 and if needed at periods 3 and 4 and until all boys are accounted for.

### **Afternoon registration and Lesson 5:**

All boys are required to be registered at the start of period 5 which starts each day at 2:40pm. This includes days when lesson 5 is devoted to Games. As in the morning, teachers are required to check and update where possible the register data for boys that they are supervising. Registration will most commonly be taken using the desktop version of isams or the isams app. If there is a need for a registration card to be used, the completed Registration Card is collected by a member of the support staff. The same automatic routine used in the morning is run from 2:40pm. Teachers are asked to respond to these emails as soon as possible without unduly interrupting the flow of the lesson. The afternoon registration session closes at 3.10pm

All pupils are typically expected to remain on site until the end of the School day 3.40pm. Sixth Form Pupils who do not have an academic class or Games must report to the Private Study teacher indicated on their timetable at 2.40pm. At the discretion of this teacher, the pupil may continue their studies in another part of the School eg Art or Design Technology Departments. However, all Sixth Form pupils are required to remain on site until 3.40pm.

### **“Off-Games” and Games Registration:**

If a pupil is not well enough to take part in Games, a parent should email the Registration Secretary, confirming the reason. This email should be sent to the Registration Secretary (not the member of staff running the session) before 8.35 am on the day in question. We also ask that the Sports injury record form below is completed so that we can monitor injuries and assist where required. A link to the injury record form is below.

[MTS Sports Injury Record Form \(office.com\)](https://office.com)

Pupils who are “off-games” must typically change into their Games kit and attend their Games activity at the start of the session to register. In most cases, pupils will be required to stay with their Games option and assist the coach/teacher where required. In exceptional circumstances, the pupil will be allowed to leave the session and work in the School library, but this is at the discretion of the teacher in charge. Pupils should not attend the library without prior authorisation.

At the end of the School day, if there are gaps in the attendance register, the Attendance Champion will undertake a triage process to establish the safety of the pupil who was not registered by various means including but not limited to contacting the supervising teacher, the pupil himself by email, the daily pm manifest held in the School Coach Service database, Vectare, the data held in the School Co-Curriculum module, SOCS, the School Medical Centre.

### **Notification of Absence:**

When pupils are absent from School through illness or other unforeseen circumstances a parent (or guardian) is expected to telephone or e-mail the School Registration Secretary ([jnewcombe@mtsn.org.uk](mailto:jnewcombe@mtsn.org.uk)) as soon as possible after 8.00 am to explain the pupil's absence. In cases where a boy is not in School and his absence is unaccounted for, the Registration Secretary will telephone a parent/guardian to discover the reason for the boy's absence.

Merchant Taylors’ seeks to hold more than one emergency contact telephone number for each pupil as well as at least one parental email address.

Merchant Taylors’ can grant a leave of absence when a pupil needs to be absent from school in specific circumstances. These circumstances are:

- Taking part in a regulated performance or employment abroad: **in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA);**
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with;
- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with;
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- **Exceptional circumstances:** Merchant Taylors’ can grant a leave of absence for other exceptional circumstances at its discretion. Absence must be requested in advance (no later than 8.35am on the first day for which absence is requested) by a parent who the pupil normally lives with.

Merchant Taylors' is expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be authorised to be away from school;

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

DfE requires that leave of absence should not be granted for a pupil to take part in a protest activity during school hours.

### **Planned Absence (inc. Open Days):**

Prior permission from the Senior Master is required for all planned absences from School. Upper School boys are allowed to miss up to two days of school per academic year to attend scheduled university Open Days, beginning from the Summer Term of the Lower Sixth year. A written request to the Senior Master as soon as possible but, at least three days before the planned absence in question.

### **Leaving the school site:**

No pupil below the Upper Sixth Form is allowed to leave the school site without express permission of a member of staff. If this is granted, it must be communicated to the Registration Secretary. The pupil(s) in question should then follow the procedure outlined below for pupils in the U6th.

Upper Sixth Form pupils may leave the school site during lunchtime, but need to be present on site for their lesson 5 commitment. Failure to follow the correct procedure below, or abuse of this privilege, will see it rescinded.

Any pupil that leaves the School site during the School day should 'sign out' via the Registration Secretary in Main Reception, and then 'sign in' when they return.

### **Lateness and Data Publication:**

Pupils who are repeatedly and avoidably late might expect to be in receipt of a School sanction.

At the end of each month, the Attendance Secretary prints a Monthly Attendance Register (as required by law). This is bound and stored in the school safe and kept for a minimum of six years. Ongoing individual pupil attendance summaries can be viewed by pupils, their parents and teachers in MySchool Portal. There is a 24 hour delay in updating the data to this portal.

### **Sharing of Attendance Data**

Merchant Taylors' will work with local authorities and other local partners and share data on individual cases where it is of benefit to the pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms). Further, to facilitate timely collaborative working across partners, all schools are also 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 ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (**G (Holiday, authorised absence not granted by the school), Reason for absence not yet established, N (Reason for absence not yet established) O (Absent in other or unknown circumstances, and/or U (Arrived in school after registration closed))**).

- Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age (this includes pupils up to the end of National Curriculum year 11) 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 per pupil is required for a continuous period of sickness in a school year. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on education for children with health needs who cannot attend school.
- The Three Rivers Local Authority in which Merchant Taylors' School resides has created a 15-day illness form which the School will complete when necessary. This is sent to an email in box whose address is: [AttendanceDutyWest@hertfordshire.gov.uk](mailto:AttendanceDutyWest@hertfordshire.gov.uk)

Local authorities may seek more frequent or comprehensive sharing of data than the statutory minimum where it is essential to fulfilling their obligations under the relevant Education Acts.

### **Attendance Registers and Attendance Codes**

Merchant Taylors' will take the attendance register at the beginning of each morning session and once during each afternoon session.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time.

The codes (defined by DfE) enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

#### **Code /\: Present at the school / = morning session \ = afternoon session**

Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes. This code is classified for statistical purposes as attending.

#### **Code L: Late arrival before the register is closed**

The pupil was absent when the register started being taken but arrives before the register is closed. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. If a pupil is marked N but arrives later in the session after the register has closed, the attendance register must be amended to mark them as absent using code U or another absence code that is more appropriate. The code L is classified for statistical

purposes as attending.

### **Code V: Attending an educational visit or trip**

The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of School staff. The visit or trip must take place during the session for which it is recorded. If the pupil does not attend the visit or trip the school must record the pupil's absence using the relevant absence code. This code is classified for statistical purposes as attending an approved educational activity.

### **Code P: Participating in a sporting activity**

The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered;
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

This code is classified for statistical purposes as attending an approved educational activity.

### **Code W: Attending work experience**

The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity; and
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

This code is classified for statistical purposes as attending an approved educational activity.

### **Code B: Attending any other approved educational activity**

The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. A pupil can only be recorded as attending a place for an approved educational activity if:

- the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority
- the activity is of an educational nature;
- the school has approved the pupil's attendance at the place for the activity;
- the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

This code is classified for statistical purposes as attending an approved educational activity.

### **Code D: Dual registered at another school**

The law allows a pupil to be registered at more than one school. This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered.

This code is classified for statistical purposes as not a possible attendance to avoid double counting.

### **Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.**

Merchant Taylors' can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours in the following circumstances:

- Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963
- Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.

DfE guidance requires Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains

satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence. This code is classified for statistical purposes as authorised absence.

### **Code M: Leave of absence for the purpose of attending a medical or dental appointment**

Merchant Taylors' encourages parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment.

If a pupil is present at registration but then leaves the school to attend a medical or dental appointment



during the session in question, no absence needs be recorded for that session.

This code is classified for statistical purposes as authorised absence.

### **Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution**

Merchant Taylors' can grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence) and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution. This interview must take place during the session for which it is recorded. This code is classified for statistical purposes as authorised absence.

### **Code S: Leave of absence for the purpose of studying for a public examination**

Merchant Taylors' can grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence). Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise. Merchant Taylors' will use this code to record when a pupil is absent with leave that has been granted for the purpose of studying for a public examination. This code is classified for statistical purposes as authorised absence. In addition Merchant Taylors' will grant short periods of study leave for students in National Curriculum Years 10, 11, 12 and 13 who are studying for internal exams. Pupils in these year groups may also come into School and revise during these times.

### **Code X: Non-compulsory school age pupil not required to attend school**

Merchant Taylors' uses this code to record when a pupil is absent with leave because their timetable does not require them to attend. Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X. This code is classified for statistical purposes as not a possible attendance.

### **Code C: Leave of absence for exceptional circumstance**

All schools are able to grant a leave of absence at their discretion. A leave of absence must not be granted unless there are exceptional circumstances. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion. Schools can only grant such a leave of absence where an application is made in advance by a parent the pupil normally lives with (or the pupil if they will be over compulsory school age by the time of the absence). Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

The document [Working together to improve school attendance](#) defines two terms: Persistent Absence, where a pupil absence exceeds 10% in the year to date and Severe Absence, where a pupil absence exceeds 50% in the year to date. These bench-marks will be taken into consideration when deciding whether to record a pupil absence from School as authorised.

Schools must still use this code to record where a pupil is absent with leave for a reason that is not covered by another leave of absence code. This code is classified for statistical purposes as authorised absence.

### **Code R: Religious observance**

The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance. This code is classified for statistical purposes as authorised absence.

### **Code I: Illness (not medical or dental appointment)**

The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.

Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.

Where medical evidence is deemed necessary, school should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. This code is classified for statistical purposes as authorised absence.

### **Code E: Suspended or permanently excluded and no alternative provision made.**

The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education. This code is classified for statistical purposes as authorised absence.

### **Code Y1: Unable to attend due to transport normally provided not being available**

The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route. This code is classified for statistical purposes as not a possible attendance.

### **Code Y2: Unable to attend due to widespread disruption to travel**

The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency. This code is classified for statistical purposes as not a possible attendance

### **Absent - unauthorised absence Code G: Holiday, authorised absence not granted by the school**

The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A

school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted. This code is classified for statistical purposes as unauthorised absence

#### **Code N: Reason for absence not yet established**

Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O. This code is classified for statistical purposes as unauthorised absence.

**Code O: Absent in other or unknown circumstances** Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. This code is classified for statistical purposes as unauthorised absence. MTS is legally obliged to provide the local authority (Three Rivers) 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 ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

**Code U: Arrived in school after registration closed** Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. This code is classified for statistical purposes as unauthorised absence.

#### **Procedure to identify and respond to pupils who go missing, particularly on repeat occasions**

A pupil who goes missing during the day – See MTS *Missing Pupil Procedure*.

# Merchant Taylors' School – Attendance Quick Guide (For Parents & Staff)

## Key Expectations

- Pupils attend **every day, on time**
- School day starts **8:35am** (register closes 9:00am)
- Afternoon registration: **2:40pm** (register closes 3:10pm)
- Target attendance for each pupil: **95%+ (minimum 90%)**

## Reporting Absence (Parents)

If your son is absent:

1. **By 8:00am** – Contact the School
  - a.  [jnewcombe@mtsn.org.uk](mailto:jnewcombe@mtsn.org.uk)
  - b.  01923 845536
2. **Each day of absence** – Update the School
3. **On return** – Confirm reason for absence

 If no contact is received, the School will follow up the same day.

## Types of Absence

### Authorised

- Illness
- Medical appointments
- Religious Observance
- Exceptional circumstances (approved in advance)

### Unauthorised

- Holidays (not approved)
- No explanation
- Arriving at School Late (after 9:00am), without a previously disclosed reason

## Punctuality

- Arriving after 8.35am, but Before 9:00am → **Late (L)**
- Arriving After 9:00am → **Unauthorised (U)**

Sustained lateness may lead to School sanctions and statutory referral to the Local Authority

## Planned Absence

- Must be approved **in advance by Senior Master**
- Sixth Form: up to **2 University Open days/year**
- Holidays (either departing near the end of term, or returning after the start of term) are **not normally authorised**

## Safeguarding

- All pupils must be accounted for
- Unexplained absence is followed up immediately
- The School will contact parents if needed

## Leaving School Site

- Permission required (except Upper Sixth at lunch)
- Students Must **sign out and in** at Reception