



**Chetham's**

**Registration and  
Attendance Policy**

2025

Includes Absence from School  
and Missing Student Procedures

## Contents

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3	Statement of policy
	Purpose of policy
4	Whole school culture of high attendance
5	The admissions register
6	Incentives and exclusions
	Attendance registers
7	Morning registration
	Afternoon registration
8	Study leave
9	Daily or short-term absence
	Leave of absence request
	If a child fails to be collected at the end of the school day
	Unauthorised absence
10	Review procedure
	Related policies
	Resources
11	Appendix 1: Procedures for unforeseen absence
12	Appendix 2: Incentives for attendance

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## Statement of policy

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Chetham's School of Music is robust in its safeguarding measures and students, staff and parents play a vital role in making it so. School should be a happy and enjoyable experience for our students. It is a place where learning takes place, where friendships are formed and where social and educational skills are developed within a safe and secure environment. Students who fail to attend regularly experience educational disadvantage at school and their future life prospects are impaired.

This policy follows the statutory guidance of *Working Together to Improve School Attendance (WISA) (2024)*. It follows *The Education (Pupil Registration) (England) Regulations 2006* requires the school to keep admissions and attendance registers as laid out in *Children Missing in Education (2016)* and *Keeping Children Safe in Education (2024)*. The School's own CME policy is contained within the *Safeguarding and Child Protection Policy and Procedures*.

## Purpose of the policy

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- To ensure that students are safe and accounted for throughout the school day.
- To ensure that the proper checks are made for students who do not attend school either on the first day of the academic year, or at any interval over the year.
- To have a robust procedure to follow for any students missing for an unexplained reason.
- To ensure that students fulfil their academic and music curriculum safely and purposefully.
- To break down barriers to attendance and to create a welcoming, positive, and safe environment in which students feel comfortable, supported and ready to learn.

## Whole school culture of high attendance

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Every student has a right to full-time education, and high attendance is expected. Certain students and their families have specific needs, and these will be considered in our approach. Thus the policy will be applied in an equitable fashion in the spirit of fairness and consistency, with appropriate high attendance ambitions for all. We, Chetham's School of Music:

- Recognise the importance of good attendance, being ready to learn in a safe and respectful environment. It is a central part of our vision, values, ethos, and day-to-day life.
- Recognise the interplay between attendance and attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions or disabilities, safeguarding, wellbeing, mental and physical health and support for disadvantaged students.
- Work with families to remove barriers to attendance.
- Recognise that improving attendance requires senior leadership. The Joint Principal (NS) has overall responsibility, and delegates responsibilities to the Assistant Principal (JH) who leads a team that includes Heads of Section, Heads of House and Tutors who, together, are our Senior Attendance Champions. Together they offer a clear vision and leadership for proactive attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, offering in-school support and facilitating external support, and communications with students and parents. Their contact details are in the A-Z of Chetham's.
- Set high expectations for the attendance and punctuality of all students and communicate these to students and parents through tutorials, assemblies, House Meetings, Chets Chat and the A-Z of Chets.
- Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. See the *Child Protection and Safeguarding Policy*.
- Incentivise attendance through the recognition system and contact points with parents and guardians, as well as informing parents and guardians where attendance falls below expected levels. Heads of Section will review attendance half termly and apply recognition points for good attendance. (See Appendix 2)

## The admissions register

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All students are entered onto the school's admissions register via SIMs on their first day at Chetham's. If a student fails to attend the school without prior notification Chetham's School of Music will take all reasonable measures to establish the whereabouts of the child. Procedures include but are not limited to:

- Telephone contact- all named contacts
- Email- all contacts
- Letter
- If all methods of contact have been exhausted and there is still no contact with the parents of the child, this may constitute a safeguarding issue.

The School will contact:

- the home Local Authority (LA) of the child (UK resident)
- the student's former school (especially if an overseas student)
- a destination school, if known

The School will tell the LA (or relevant overseas authority) when a child fails to attend school regularly or is absent without contact, for more than 10 consecutive school days. In reality, Chetham's refer sooner than ten days if there is no contact from home regarding a student absence.

Where a child has not attended 10 days after an authorised absence, or is absent from school for 20 consecutive school days without authorisation, (in the absence of illness or other exceptional reason) then the child can be removed from the admissions register, but only after the School and LA have jointly made reasonable enquiries and subject to the School's terms and conditions.

The School will also notify the LA (or relevant overseas authority) of any non-standard admissions and departures according to local procedures.

## Incentives and exclusions

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(See *Promoting Good Behaviour manual-Expulsions policy*).

Our strategy to use data to target attendance improvement is in Appendix 2 below.

Our strategy for reducing persistent/severe absence and accessing wider support is to treat each case as an individual safeguarding issue and to utilise a 'team around child' approach to support the student.

As an independent school we do not use national penalty notices.

## Attendance registers

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Prompt registration ensures that teaching time and learning are optimised and underpins our efforts to break down barriers to attendance and to create a welcoming, positive, and safe environment in which students feel comfortable, supported and ready to learn.

The school is responsible for recording attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all day students of compulsory school age who are on the school's admission roll. At Chetham's this is up to the age of 16, however, we register all students, boarding and day, so that we know their whereabouts.

Attendance registers are taken for all students at the School before morning and afternoon school and also in each lesson. The School contacts parents and guardians about absence.

Attendance is monitored for all students. If a student misses **more than 10%** of school time this is known as '**Persistent Absence**'. Students who are persistently absent will receive targeted support.

If a student misses **more than 50%** of school this is known as '**Severe Absence**'. Students who are severely absent will be given priority support.

In either case the School will work with parents and any other involved party and/or agency to try to resolve absenteeism.

## Morning registration

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**Boarders:** All boarders are registered in the morning by 7:45am for year groups up to and including year 11; and 8am for sixth formers at breakfast.

**Day students:** The morning session is up to 8:30am.

If a boarder does not arrive for registration the missing student policy is followed in order to establish their whereabouts, usually starting with a mobile call and room search. Swipe cards are also used to 'track' the whereabouts of un-registered students.

If a day student fails to arrive for registration this is followed up by the House Team with a phone call to the child's own mobile, and then to the contacts given by parents. Parents need to ensure that they contact the appropriate house regarding any absence on the morning of the absence before 8.30am.

Being in the heart of the city centre has a number of issues one of which is transportation delays and cancellations therefore taking account of the individual circumstances of the student is essential. Students and parents are required to contact the appropriate house in case of delay. If, however, there has been no contact by 10am a decision will be made by the Head of House (HoH), Deputy Head of House (DHoH), or Assistant Principal (JH) to phone the police to ask for a welfare check for the student as they are 'missing'.

If a student accumulates more than three late marks the HoS should be informed and will follow up with parents and students.

## Afternoon registration

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All students in Victoria House and all day-students in Millgate and New College House are registered in the entrance to the New Building between 2:15pm and 2:30pm electronically. If a student is missing and has been registered in the a.m. staff to follow the 'missing student procedure' (see below).

All boarding students in middle and upper school are registered by their class or instrumental teachers on paper or electronically (or Sims if available). If a student is absent staff are to follow the 'missing student procedure' (see below).

Boarders are additionally registered in the evenings at various times according to age and maturity. The times for registration are held in the A-Z and displayed throughout the Houses.

## Study leave

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Study Leave for public examinations can be agreed in advance with parents. Study leave is not usually granted for internal examinations including mocks. However, they may represent an exceptional circumstance which would justify a leave of absence to be granted. Otherwise the School will make provision for such examinees to revise at School.

Code S can only be used for public examinations. Code C would be used if the leave was considered an exceptional circumstance.

### External examinations

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During study leave students may base themselves at School or at home. However, if they stay at School they are required to maintain normal daytime working hours. They should inform their House of their intentions during these weeks via a form which they will receive before the exams start.

If students have an exam before study leave begins, they may take one half-day immediately beforehand for study leave, e.g. for a morning exam, they may take the previous afternoon; for an afternoon exam, they may take the morning beforehand.

Instrumental lessons and ensembles continue as far as possible except during the first week of June. If there is a clash with an exam, or a lesson on the morning of an afternoon exam, students should let the timetablers in the music office know immediately.

All students are required to be back at school at 8.30am on the Monday of the last week of June.

### Mock examinations

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If students do not have an exam they may practise, and day pupils may work at home (by prior arrangement between parents and their Boarding House) or in the School Library. Boarders may work in House or the Library; sitting on the yard is not permitted. Evening practice, instrumental lessons and ensembles will continue as far as possible - if students have a clash they should let the music timetablers know immediately.

### Internal examinations

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Parents of day students in years 9, 10, and 12 who do not have an exam in the first or last part of the day and who want to arrive late or go home early, must request permission from their child's Head of Section and also their House before the first week in June.



### Daily or short-term absence

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Parents have a duty to contact the school regarding any absence due to illness or unforeseen events. (see Appendix for Procedure) This is to one of the following numbers **before 8.30am**.

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Victoria House	07918 904 362	vh@chetham.com
New College House	07918 904 360	nch@chetham.com
Millgate House	07963 628 877	mh@chetham.com

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### Leave of absence request

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All leave of absence requests are sent via an online link that passes them onto the relevant Head of School and Musical Team before approval is given. HoS will make decision within three working days (see Appendix 1 for procedure).

### If a child fails to be collected at the end of the school day

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Day students are required to leave the site at 4:30pm unless there is a valid school commitment or they have asked House staff if they may stay. If a day student is not collected (VH) or has left (NCH/MH) at the end of the school day, as planned, all contacts on the system will be used to ascertain why. The student will return to the House team and will stay in their care until they are picked up. There is adequate provision on site to accommodate the student.

### Unauthorised absence

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Only under exceptional circumstances would holidays be taken during term time. Any circumstances where unauthorised absence is recorded, parents and guardians will be notified by letter with clear reminders regarding their obligations.

## Review procedure

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These procedures shall be reviewed every year by the Joint Principal (NS) who will take into account any incidents of missing students that indicate the School's procedures may require revision and will take action accordingly.

## Related policies

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- Admissions Policy
- Promoting Good Behaviour manual
- Safeguarding and Child Protection Policy and Procedures

## Resources

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### **KCSIE 2024**

[https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf)

### **Children Missing Education 2016**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

### **Working Together to Improve School Attendance 19/8/24**

#### Full Document:

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)

#### Summary Document:

[https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf)

### **Student Information**

<https://www.legislation.gov.uk/uksi/2024/209/made/data.pdf>

### **The School Attendance (Pupil Registration) (England) Regulations 2024**

<https://www.legislation.gov.uk/uksi/2024/208/contents/made>

## Appendix 1 Procedures for unforeseen absence

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### Day one of absence

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1. Parent phones or emails or texts House with absence
2. House enters absence on register/SIMs and informs Reception to put on StREAM
3. All staff alerted via StREAM

### Further absence

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If an absence is set to be longer than one day, parents/guardians must follow up the initial notification with further information regarding the amount of time needed for the absence.

### Leave of absence requests/planned absence

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If parents need to request leave of absence for their child for a reason other than illness:

1. Parent uses online form
2. HoS and First Study HoID receive form
3. HoS and HoID approve or reject the request
4. If both agree, a permission notification is sent to parents, and Reception.
5. Reception uploads absence to StREAM so that students and staff are aware.
6. If the absence is not granted, the HoS informs parents.

**Appendix 2 Incentives for attendance**

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Data is analysed by the Head of Section at the end of every half term and recognitions are added to the system on the first week after each half term by Tutors according to the following table:

100%	x2 'Ready' Recognition points, Letter home from the Joint Principals NS
Above 96%	x1 'Ready' Recognition point
90-95%	Standard email home with data and improvements expected by Tutor, monitored over the next half term
Below 90%	Standard letter home and/ or Meeting with parents or Guardians with Heads of Section (or Tutor as appropriate) setting realistic targets regarding attendance improvement – monitored over the next half term.

Where there is no improvement or poor attendance persists, bespoke interventions may be needed. The Assistant Principal and Joint Principal will be consulted regarding next steps.

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