



ADMISSIONS, ATTENDANCE AND EXCLUSIONS POLICY

2026-2027

OWNERSHIP: Everything Education School

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1.0 PURPOSE AND SCOPE

Everything Education School is a registered independent special school for pupils aged 11-16. This policy sets out the school's arrangements for admission, the maintenance of admission and attendance registers, the promotion of regular attendance, responses to absence and the school's procedures when suspension or permanent exclusion is being considered.

The policy applies to pupils on the school's admission register and should be read alongside the Safeguarding and Child Protection Policy, Behaviour Policy, SEND Policy, Accessibility Plan, Equality Policy and Restrictive Interventions Policy. Where a pupil is placed or funded by a local authority or another commissioning body, the school will work closely with that body while retaining the responsibilities that arise from the pupil being registered at Everything Education School.

2.0 STATUTORY AND GUIDANCE FRAMEWORK

This policy has been reviewed for the 2026-2027 academic year with regard to the legal and statutory framework applying to registered independent schools in England, including:

- The Education (Independent School Standards) Regulations 2014, as amended, including the requirement to maintain admission and attendance registers.
- The School Attendance (Pupil Registration) (England) Regulations 2024.
- Department for Education statutory guidance Working together to improve school attendance, updated July 2026.
- Department for Education statutory guidance Children missing education.
- The Education Act 1996 and related duties concerning suitable education and attendance.
- The Equality Act 2010, including the duty to make reasonable adjustments and avoid unlawful discrimination.
- The Children and Families Act 2014 and the SEND Code of Practice: 0 to 25 years.
- Keeping Children Safe in Education 2026 and the school's safeguarding procedures.
- Department for Education Behaviour in schools guidance, which applies to independent schools.

The Department for Education statutory guidance on suspension and permanent exclusion for maintained schools, academies and pupil referral units does not directly apply to independent schools. Everything Education School nevertheless has a clear, fair and published procedure for suspension and permanent exclusion and has regard to relevant principles of procedural fairness, safeguarding, equality, SEND and continuity of education.

3.0 ADMISSIONS

3.1 Admission principles

Admissions will be considered individually and in a manner consistent with the school's registered age range, capacity, special educational needs provision, Equality Act duties and ability to provide a safe and suitable education. A referral or request for placement does not by itself guarantee admission.

- Referrals may be received from local authorities, schools, parents/carers or other appropriate professionals, subject to the school's registration and commissioning arrangements.
- The school will seek sufficient information to understand the pupil's educational, SEND, safeguarding, medical, behavioural, attendance and risk profile before a start date is agreed.
- Admission decisions will not unlawfully discriminate because of a protected characteristic. Reasonable adjustments will be considered for disabled pupils.
- Where an Education, Health and Care Plan (EHCP) is in place, the school will consider the provision and outcomes specified in the plan and liaise with the responsible local authority as appropriate.
- The school will consider whether the proposed placement can be delivered safely within its registered capacity, staffing, premises and available provision.

3.2 Information required before admission

Before admission, the school will normally request and review, where applicable:

- completed referral and contact information;

- current EHCP and recent annual review documentation;
- current school reports, attainment and baseline information;
- attendance history and reasons for significant or persistent absence;
- safeguarding information and relevant child protection records transferred securely through the appropriate safeguarding route;
- risk assessments, behaviour plans and details of significant incidents;
- medical information, allergies, medication and health care plans;
- SEND assessments, professional reports and reasonable adjustments;
- looked-after child or previously looked-after child information, including the Personal Education Plan where relevant;
- transport arrangements and emergency contacts;
- information about police, social care, youth justice or other agency involvement where relevant to safeguarding or safe provision.

3.3 Admission meeting and induction

An admission or transition meeting will normally be held with the pupil, parent/carers and relevant professionals. Expectations, timetable, curriculum, attendance, behaviour, safeguarding, transport, uniform and communication arrangements will be explained. The pupil will be given an appropriate induction and the placement will be reviewed during the initial period to confirm that agreed support and adjustments are effective.

4.0 ADMISSION REGISTER

The proprietor ensures that an admission register is maintained in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Required information will be recorded when a pupil is admitted and amended as soon as reasonably practicable when details change.

The register will include the information required by the Regulations, including the pupil's identifying details, address, parent/carers information, emergency contact details, admission date and information relating to the school previously attended where applicable. The school will record and manage additions and deletions from the admission register in accordance with the statutory requirements and make required notifications to the local authority.

No pupil will be removed from the admission register simply because attendance is poor, the pupil is difficult to engage, or a placement is under review. Removal from roll will only take place where a lawful ground applies and the required process and notifications have been completed.

5.0 ATTENDANCE EXPECTATIONS

Regular attendance is essential to safeguarding, progress, relationships and successful outcomes. Pupils are expected to attend every session for which they are required to attend, on time and ready to learn. Parents/carers should notify the school as early as possible when a pupil cannot attend and provide the reason for absence.

The school will take a support-first approach to attendance. Staff will seek to understand barriers, work with the pupil and family, make reasonable adjustments where appropriate and involve relevant professionals or the local authority when additional support is required.

5.1 Attendance responsibilities

Role	Key responsibility
Headteacher	Strategic oversight of attendance, decisions on leave and escalation of significant concerns.
Designated attendance lead / nominated staff	Daily monitoring, first-day contact, analysis, support planning and liaison with families and agencies.
DSL / Deputy DSL	Safeguarding response where absence or missing education creates or indicates risk.
Teaching and pastoral staff	Accurate session registration, punctuality follow-up and prompt reporting of concerns.

Parents/carers	Ensure attendance and punctuality, notify the school of absence and engage with support.
Pupils	Attend all required sessions and engage with agreed attendance support.

6.0 ATTENDANCE REGISTER AND CODES

The school will take the attendance register at the beginning of each morning session and once during each afternoon session. Entries will use the national attendance and absence codes prescribed by the 2024 Regulations and current Department for Education guidance. The school will not rely on legacy codes or locally invented codes where a statutory code is required.

Independent schools are required to maintain compliant attendance registers. They are not required to submit daily attendance data to the Department for Education, but must meet the statutory registration, record-keeping and information-sharing requirements that apply to them.

Registers will be completed accurately and promptly. Amendments will preserve the original entry, the corrected entry, the reason for the amendment, the date of amendment and the identity of the person making it, as required by the applicable regulations and school systems.

7.0 ABSENCE, FIRST-DAY RESPONSE AND SUPPORT

7.1 First-day response

- Where a pupil is absent without prior explanation, the school will make timely contact with the parent/carer using the contact details held by the school.
- If contact is not achieved, staff will use additional agreed contacts and consider the pupil's known vulnerabilities, travel arrangements, safeguarding history and pattern of absence.
- Where absence creates a safeguarding concern, the matter will be escalated immediately to the DSL or Deputy DSL. Police or children's social care will be contacted where the circumstances require it.
- The attendance register will be updated when sufficient information is obtained to apply the correct statutory code.

7.2 Supporting attendance

Where attendance begins to cause concern, the school will identify barriers and agree proportionate support. This may include pupil and parent meetings, mentoring, timetable or transition support, reasonable adjustments, SEND review, transport liaison, multi-agency work or referral to appropriate services. Attendance plans will have clear actions, responsibilities and review dates.

Part-time or reduced timetables will not be used as a routine behaviour management measure. Where a temporary reduced timetable is exceptionally agreed in the pupil's best interests, it will be time limited, regularly reviewed, agreed with the parent/carer and relevant commissioning/local authority professionals, and recorded using the correct attendance arrangements.

7.3 Leave during term time

Requests for leave during term time will be considered in accordance with the statutory framework applicable to the school. Parents/carers should request leave in advance wherever possible. The Headteacher will consider the individual circumstances and ensure the attendance register records the decision using the appropriate statutory code.

8.0 CHILDREN MISSING EDUCATION

Unexplained, repeated or prolonged absence can be a safeguarding warning sign. Staff must remain alert to risks including neglect, exploitation, criminal or sexual exploitation, domestic abuse, forced marriage, female genital mutilation, trafficking, radicalisation, mental health crisis and other circumstances that may place a child at risk.

Concerns about a child missing education will be referred to the DSL and managed in line with the Safeguarding and Child Protection Policy and current Children Missing Education guidance. The school will

make required notifications to the local authority when a pupil is added to or removed from the admission register and will cooperate with enquiries to establish a child's whereabouts and education.

A pupil will not be removed from roll merely because their whereabouts are uncertain. The school will follow the statutory grounds and procedures for deletion from the admission register.

9.0 PUPILS WITH SEND, EHCPs AND VULNERABILITY

Attendance difficulties and behaviour that may lead to suspension or exclusion will be considered in the context of the pupil's SEND, disability, communication needs, trauma, mental health, safeguarding circumstances and EHCP provision. The school will consider whether reasonable adjustments, additional support or a review of provision is required.

Where a pupil has an EHCP and there are significant concerns about attendance, placement sustainability or risk of exclusion, the school will liaise with the responsible local authority and request an early or emergency review where appropriate. A pupil will not be suspended or permanently excluded simply because the school believes their disability or additional needs are difficult to meet.

10.0 SUSPENSION AND PERMANENT EXCLUSION

10.1 Principles

Everything Education School aims to prevent exclusion through clear expectations, relational practice, reasonable adjustments, early intervention, restorative work and multi-agency support. Suspension or permanent exclusion will be used only where proportionate and where the circumstances justify removal from school.

For the purposes of this policy, suspension means a temporary exclusion for a defined period. Permanent exclusion means the pupil's registration at Everything Education School is ended following the school's exclusion procedure and the lawful process for removal from the admission register. The school will not use informal or unofficial exclusions. A pupil must not be sent home for disciplinary reasons without the action being formally recorded and communicated as a suspension or permanent exclusion decision.

10.2 Decision-making

Only the Headteacher, or the person formally acting as Headteacher, may make a decision to suspend or permanently exclude a pupil. Before deciding, the Headteacher will, so far as reasonably possible:

- establish the facts and consider the pupil's account;
- consider the seriousness, frequency and context of the behaviour;
- consider safeguarding information and consult the DSL where relevant;
- consider SEND, disability, reasonable adjustments and whether unmet need contributed to the incident;
- consider whether the school's Behaviour Policy and agreed support plans were followed;
- consider alternatives and whether further support or risk management could make continued attendance safe;
- consider the impact on other pupils and staff and the school's duty of care;
- ensure the decision is lawful, rational, fair and proportionate.

10.3 Suspension

The length of a suspension will be proportionate to the circumstances and clearly stated in writing. During a suspension, the school will take reasonable steps to support continuity of education, maintain appropriate safeguarding contact and plan reintegration. Any commissioning or responsible local authority will be informed where required by the placement arrangements, safeguarding responsibilities or applicable law.

10.4 Permanent exclusion

Permanent exclusion is a serious decision and will normally be considered only in response to a serious breach or persistent breaches of the Behaviour Policy where allowing the pupil to remain would seriously harm the education or welfare of the pupil or others, or where the circumstances otherwise make continued attendance untenable. The school will consider all relevant evidence, equality and SEND duties, safeguarding risks and reasonable alternatives before reaching a decision.

Parents/carers will be informed in writing of the decision, reasons, effective date and the school's arrangements for representations, review or complaint under its published procedures. The school will liaise promptly with the responsible local authority and other relevant professionals to support continuity of education and safeguarding.

11.0 REINTEGRATION, RESTORATIVE WORK AND PLACEMENT REVIEW

Following a suspension, a reintegration meeting will normally be offered before or on return. The purpose is to welcome the pupil back, review what happened, identify unmet needs or triggers, agree support and reasonable adjustments, and clarify expectations. Reintegration will not be used to create an additional period of exclusion if a parent/carer cannot attend.

Restorative work may be used where appropriate and safe. It will focus on accountability, repairing harm, rebuilding relationships and planning for success rather than humiliation or punishment. Where a placement is commissioned by a local authority or another body, a placement review may be convened to consider whether the existing package remains appropriate.

12.0 RECORDING, NOTIFICATION AND INFORMATION SHARING

The school will maintain accurate records of admissions, attendance concerns, support offered, suspension and permanent exclusion decisions, reintegration activity and relevant communications. Information will be shared lawfully and proportionately with parents/carers, local authorities, commissioning bodies and safeguarding partners where necessary.

Safeguarding records will be handled in accordance with the Safeguarding and Child Protection Policy. When a pupil transfers to another school, safeguarding information and other educational records will be transferred securely and without unnecessary delay in accordance with statutory requirements and current guidance.

13.0 MONITORING AND REVIEW

The Headteacher and proprietor will monitor admissions, attendance, suspensions and permanent exclusions for patterns, including any disproportionate impact on pupils with SEND or protected characteristics. Attendance data and individual cases will be reviewed regularly so that emerging barriers can be addressed promptly.

This policy will be reviewed at least annually and sooner where legislation, statutory guidance, school registration details or operational arrangements change. The next scheduled review date is 1 September 2027.

APPENDIX 1 - ADMISSIONS CHECKLIST

Check	Completed / Notes
Referral information and parent/carer contacts received	
EHCP / SEND information reviewed where applicable	
Safeguarding information requested and transferred securely	
Medical / medication information reviewed	
Attendance history reviewed	
Behaviour / risk information reviewed	
Reasonable adjustments and support identified	
Transport arrangements confirmed	
Admission / transition meeting completed	
Start date, timetable and induction agreed	
Admission register entry completed	

APPENDIX 2 - ATTENDANCE RESPONSE CHECKLIST

Action	Completed / Notes
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Register completed for each required session	
Reason for absence established and correct statutory code applied	
First-day contact completed where required	
DSL informed where absence presents a safeguarding concern	
Barriers to attendance discussed with pupil / family	
Reasonable adjustments / SEND support considered	
Attendance support plan agreed where needed	
Local authority / commissioner / professionals informed where appropriate	
Actions and review date recorded	

APPENDIX 3 - SUSPENSION / EXCLUSION DECISION CHECKLIST

Consideration	Completed / Notes
Facts established and pupil account considered	
Behaviour Policy and relevant evidence reviewed	
Safeguarding factors considered / DSL consulted	
SEND, disability and reasonable adjustments considered	
Alternatives and additional support considered	
Decision made by Headteacher / acting Headteacher	
Parent/carer notified promptly and in writing	
Local authority / commissioner informed where appropriate	
Education and safeguarding arrangements during absence considered	
Reintegration / next-step arrangements recorded	