



## Attendance Policy

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<b>Responsible:</b>	Deputy Head Pastoral / SMT		

## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

## 3. School Procedures

### 3.1 Attendance Register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry

- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

#### **In the Upper School:**

The register for the first session will be taken at 8:10 and will be kept open until 8:20am. The register for the second session will be taken at 14:10 and will be kept open until 14:20.

#### **In the Middle School:**

The register for the first session will be taken at 8:10 and will be kept open until 8:20am. The register for the second session will be taken at 13:35 and will be kept open until 13:45.

#### **In the Pre-Prep:**

The register for the first session will be taken at 8:35 and will be kept open until 8:45am. The register for the second session will be taken at 13:30 and will be kept open until 13:40.

### **3.2 Unplanned Absence**

Parents must notify the school on each day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:30 or as soon as practically possible (see also section 6).

Parents should telephone or email the School Office or submit a [Report Illness Form](#) through My School Portal.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### **3.3 Medical, Dental, Religious Observances and School Interviews/Exams**

Missing registration for a medical or dental appointment, religious observances and school interviews/exams is counted as an authorised absence; advance notice is required for authorising these absences.

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents should complete the following form on firefly to request an absence - [LINK](#).

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in Section 4.

### **3.4 Lateness and Punctuality**

A pupil who arrives after the register has closed will be marked as absent. The school office update the registers to record lates as necessary.

Punctuality figures are monitored weekly at Year Group meetings and reviewed twice a term at the Pastoral Care Team (PCT) meeting. Year Group Leads and tutors contact parents when concerns are noted.

### **3.5 Following up Absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not, and identify the correct attendance code to use.

- The school office will call parents/carers after the registers close each day to ascertain the reason for the child's absence. Where the school office has concerns, they will notify the Deputy Head Pastoral.
- The form teacher/tutor will contact parents/carers directly on the third day of absence.
- After the tenth consecutive school day of unauthorised absence, the Year Group lead shall contact parents.
- Should a pupil be absent at the behest of the school due to parental breach of contract, see the [Terms and Conditions](#), after ten consecutive school days the Director of Finance will contact parents.
- After their twentieth consecutive school day of absence the Deputy Head Pastoral will arrange a meeting to inform the family that the child can be removed from the school roll, see the [Terms and Conditions](#).
- The Deputy Head Pastoral will then make a 'child missing in education' referral to the Education Welfare Officer.

Punctuality and attendance figures are reviewed weekly by tutors and trends and concerns are noted at Year Group meeting. PCT meet twice a term to discuss further concerns.

If a pupil's overall absence drops below 90%, we will consider referring to the local Education Welfare Officer.

### **3.6 Reporting to Parents**

Attendance data is made available through My School Portal and Firefly.

## **4. Authorised and Unauthorised absence**

### **4.1 Granting Approval for Term-time Absence**

Valid reasons for **authorised absence** include:

Illness and medical/dental appointments – as explained in sections 3.2 and 3.3

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

The school office will notify Heads of Section and year group leads of approved absence requests.

## **5. Attendance Monitoring**

Punctuality and attendance figures are reviewed weekly by tutors and trends and concerns are noted at Year Group meeting. PCT meet twice a term to discuss further concerns.

Parents are expected to call the school in the morning of each day to notify the school of the reason their child is going to be absent. (see section 3.2).

If a pupil's absence goes above [3] three days, tutors will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

## **6. Roles and Responsibilities**

### **6.1 The Governing Board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

### **6.2 The Headteacher**

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils.

### **6.3 The Head of Pre-Prep/Middle School/Deputy Head Pastoral**

Will, in their section of the school:

- Monitor attendance data at the school and individual pupil level
- Report concerns about attendance to the headteacher
- Work with education welfare officers to tackle persistent absence
- Arrange calls and meetings with parents to discuss attendance issues

**6.4 Form teachers/tutors** are responsible for recording attendance on a daily basis, and submitting this information to the school office.

**6.5 Office staff** will amend registers with the correct codes (see appendix) where necessary. Office staff are expected to take calls from parents about absence and record it on the school system.

## **7. Links with Other Policies**

This policy is linked to our [Safeguarding and Child Protection Policy](#).

## Appendix

### Attendance Codes

No Reason Yet Provided For Absence [N]  
Illness [I]  
Unknown [-]  
Other [-]  
Unauthorised Absence [O]  
Religious Observance [R]  
Family Holiday (Agreed) [H]  
Study Leave [S]  
Excluded [E]  
Work Experience [W]  
Educational Visit or Trip [V]  
Approved Sporting Activity (Onsite) [P]  
Approved Sporting Activity (Offsite) [P]  
Late (After Registers Closed) [U]  
Medical / Dental Appointments [M]  
Interview [J]  
Family Holiday (NOT Agreed) [G]  
Extended Family Holiday (Agreed) [F]  
Educated Off Site [B]  
Non-Compulsory School Age Absence [X]  
Other Authorised Circumstances [C]  
Exceptional Circumstances [Y]  
Pupil Not Yet On Roll [Z]  
School Closed To Pupils [#]  
Delayed Start [D]