

1 Aims 3

2 Scope and application 3

3 Regulatory framework..... 3

4 Publication and availability 5

5 Definitions and interpretation 5

6 Responsibility statement and allocation of tasks..... 5

7 The importance of good attendance..... 6

8 School responsibilities 6

9 Staff responsibilities..... 7

10 School arrangements 8

11 Monitoring attendance 8

12 Pupil responsibilities..... 8

13 Additional needs 9

14 Parent / carer responsibilities 10

15 Training..... 10

16 Information sharing..... 11

17 Record keeping and confidentiality..... 11

18 Ve.5-5.0398402espo..007t(enda)24iiialies.....

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1 Aims**1.1**

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- 3.1.3 **Education and Skills Act 2008;**
 - 3.1.4 **Children Act 1989;**
 - 3.1.5 **Childcare Act 2006;**
 - 3.1.6 **Sponsorship Duties (UKVI, July 2023);**
 - 3.1.7 **The School Attendance (Pupil Registration) (England) Regulations 2024;**
 - 3.1.8 **Equality Act 2010; and**
 - 3.1.9 **Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)**
- 3.2 **This policy has regard to the following guidance and advice: [Please check the links below to ensure the guidance is up to date]**
- 3.2.1 **[Working together to improve school attendance](#) (DfE, applies from 19 August 2024);**
 - 3.2.2 **[Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);**
 - 3.2.3 **[Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);**
 - 3.2.4 **[Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);**
 - 3.2.5 **['Is my child too ill for school?' guidance](#) (NHS, April 2024);**
 - 3.2.6 **[Keeping children safe in education](#) (DfE, 3.006o10(e)]TJ ET Q0464(NHS, Apr)6.01285(i28398 Td**

3.3.2 Risk assessment policy for pupil welfare;

3.3.3 Missing pupil policy;

3.3.4 SEND Policy;

3.3.5 Behaviour Policy;

3.3.6 Parent Contract;

3.3.7 Remote education provision guidance;

3.3.8 Educational trips policy.

4 Publication and availability

4.1 This policy is published on the School website.

4.2 This policy is available in hard copy on request.

4.3 A copy of the policy is available for inspection from the Headmaster's Executive Assistant during the School day.

4.4 This policy can be made available in large print or other accessible formats if required.

5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 references to attendance include references to attendance for all or part of the timetabled school day.

5.1.2 references to the Board are references to the Board of Trustees of the School.

5.1.3 references to a Parent means:

- (a) all natural parents, whether they are married or not;
- (b) any person who has parental responsibility for a pupil; and
- (c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

5.1.4 References to a pupil includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

5.1.5 SAC means the School's attendance champion.

6 Responsibility statement and allocation of tasks

6.1 The Board has overall responsibility for all matters which are the subject of this policy.

6.2 The Board recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

- 8.4 **The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted**

9.3 All staff

The School ensures that all teaching and non-teaching staff know the importance of good

12.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;

sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.⁶

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16 Information sharing

16.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

16.2 The School, local authorities and other local partners should work jointly and share data on

4 Reporting absence

- 4.1 All pre-planned absences should be reported through My School Portal. Parents should complete the Absence Form found in the Parent Forms section. This will notify the schools' administration team and the pupil's tutor. In the case of a prolonged absence, parents should make contact with the appropriate Head of Year who will discuss appropriate support.
- 4.2 In the event of an illness or unexpected absence parents should contact the School Reception on 01883 343028.
- 4.3 Where a pupil is ill, the School should be notified of the nature of the illness

5 Arrangements for reporting subsequent absence

- 5.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

6 Managing absence

Parents

Parents can monitor their child's attendance on My School Portal. Each attendance graph will show 3 types of record – present, authorised absence and unauthorised absence. Parents can click on this graph to see a specific session-by-session breakdown of how these figures were produced.

School

Pupil attendance is monitored carefully and when the school becomes aware of concerns, members of the pastoral team will be keen to act in conjunction with parents in order to improve attendance.

Heads of Year analyse attendance data for all pupils in their year group at regular intervals, allowing them to monitor progress and identify pupils that require support with their attendance, putting effective strategies in place quickly.

We recognise that children missing education can act as a vital warning sign for a range of welfare and safeguarding issues. We will communicate concerns about attendance by letter.

Improving Attendance

The school will work closely with pupils and families to support pupils in improving attendance. We understand that the barriers to accessing education are wide and complex, both within and beyond the school environment, and are often specific to individual pupils and families. Addressing concerns quickly and openly can avoid longer term issues developing. We will aim to meet with parents quickly to establish an agreed approach and explore support pathways.

Where absence persists and voluntary support is not working or is not engaged with, the School may be required to formalise support with reference to external agencies.

Attendance Thresholds

Total school days per year is 170 (Total attendance marks 340)

Level %

breach these guidelines. Dental or medical appointments should be made during School holidays except in cases of emergency when the tutor and Head of Year should be informed.

- 8.5 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.**
- 8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.**

9 Reporting duties

9.1

Appendix 2 **Admission register**

1 Admission register

- 1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:**
 - 1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and**
 - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.**
- 1.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.**
- 1.3 The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and**

Appendix 3 **Attendance register**

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2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

2.1.1 leaves of absence;

2.1.2 other authorised reasons;

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.

3 Remote education

3.1 The School is required to record all absence from in-person sessions.

3.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

3.3 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

3.3.1 ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

3.5 The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

3.6 The School will maintain pages on its website that provides information and guidance about the remote education provision and links to any trusted external education websites.

3.7 The School has an established remote education plan in place which is reviewed at least annually in consultation with staff.

4 Unauthorised absence

4.1 The 'unauthorised absence' code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for

absence or delayed attendance meaning that the code for 'unable to attend due to an exceptional circumstance' is not appropriate. Examples may include:

4.1.1

4.2 If parents need to contact school on a day-to-day basis with information about absence (for instance a last-minute travel issue), please contact the School Reception.

4.3

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- 7. Authorised absences**
- 7.1** Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.
- 8. Applications for an authorised leave of absence**
- 8.1** Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances; if you would like to request that your child misses school for some reason, please complete the Leave Request Form, also found in the Parent Form section on My School Portal. This request will be sent to the appropriate member of staff and reviewed accordingly. This is most often likely to be used to request a medical appointment, for religious observance or school open day visit for example. Please note that each type of request for leave comes with its own parameters with regard to the notice period required. You will not be able to make requests which breach these guidelines.
- 8.2** The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- 8.3** Apart from illness, no pupil should be away from School without prior permission from the Headmaster.
- 8.4** If you would like to request that your child misses school for some reason, please complete the Leave Request Form, also found in the Parent Form section on My School Portal. This request will be sent to the appropriate member of staff and reviewed accordingly. This is most often likely to be used to request a medical appointment, for religious observance or school open day visit for example. Please note that each type of request for leave comes with its own parameters with regard to the notice period required. You will not be able to make requests which breach these guidelines. Dental or medical appointments should be made during School holidays except in cases of emergency when the form tutor should be informed.
- 8.5** If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.
- 8.6** A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.
- 9. Reporting duties**
- 9.1** The School has statutory reporting obligations if a pupil fails to regularly attendance their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- 9.** In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing²¹, the School will report to UKVI if the pupil misses ten consecutive expected contact points.
- 9.3** When the School's morning registration is completed it is treated as a contact point for these purposes.
- 9.4** The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.
- 9.5** Action will also be taken in accordance with the Missing Pupil Policy and Safeguarding Policy if any absence of a pupil from the School gives rise to a concern about their welfare.