

# Attendance Policy (Senior)

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## Key School contacts

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## 1 Aims

- 1.1 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.
- 1.2 The aims of this policy are as follows:
- 1.2.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;
  - 1.2.2 to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
  - 1.2.3 to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
  - 1.2.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
  - 1.2.5 to help to promote a whole school culture of safety, equality and protection.

## 2 Scope and application

- 2.1 This policy applies to the whole School
- 2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

## 3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
- 3.1.1 Education (Independent School Standards) Regulations 2014;
  - 3.1.2 National minimum standards for boarding schools (Department for Education (DfE), September 2022);

- 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, September 2024);<sup>2</sup>**
  - 3.2.7 **[School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);**
  - 3.2.8 **[Children missing education](#) (DfE, September 2016);**
  - 3.2.9 **[Supporting pupils with medical conditions at school](#) (DfE, August 2017);**
  - 3.2.10

3.3.2



- 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 attendance and are consistent in their communication with pupils and parents about it.**

**The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.**

**10 School arrangements**

**10.1 The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and**



**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.<sup>6</sup>

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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 individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).**
- 16.3 Where appropriate the schools will attend regular targeting support meetings.<sup>7</sup>**
- 16.4 The School is legally required to share information from the registers with the local authority. As a minimum this includes:**
- 16.4.1 New pupil and deletion returns;**
  - 16.4.2 Attendance returns<sup>8</sup>;**
  - 16.4.3 Sickness returns.**
- 16.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.**
- 16.6 The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE<sup>9</sup>. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.**
- 16.7 Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.**

## **17 Record keeping and confidentiality**

- 17.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.**
- 17.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.**

<sup>7</sup> Targeting support meetings are meetings local authorities have with scho





#### 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	%		Max days missed for this threshold	Total learning hours missed for this threshold
0	100 - 98%	Excellent	3	18
1	97- 95%	Good	8.5	51
2	94 - 90%	Satisfactory	17	102
3	89 - 85%	Cause for Concern	25.5	153
4	84% - 80%	Serious Cause for Concern	34	204 (half a term's learning)
5	79% - below	Critical	35.5	213

## 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 university 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 university 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.

**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 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**



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 holiday that has not been authorised by the School or is in excess of the period determined by the Headmaster;
- 4.1.2 the reason for absence has not been provided;
- 4.1.3 a pupil is absent from school without authorisation;
- 4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

## Appendix 4 Prep School arrangements

1. **Managing attendance**

The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.
- 1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.25am to close at 3.45pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.
2. **The role of parents / carers**
  - 2.1 The School expects all Parents to:
    - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity;
    - 2.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
    - 2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
  - 2.2 Parents should ensure their child attends School by 8.25am (Y3-6) or 8.35am (YR-Y2) for morning registration
3. **Registration and attendance checks**
  - 3.1 Morning registration is at 8.25am (Y3-6) or 8.35am (YR-Y2). The registers will remain open for 10 minutes after the start of morning registration.
  - 3.2 Afternoon registration will be at 1.35pm (Y3-6) and between 12.50pm and 1.20pm (YR-Y2) during form time.
  - 3.3 The School uses iSAMs as for Registration sessions and its Attendance Management Systems.
4. **Reporting absence**
  - 4.1 All 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 Form Tutor who will discuss appropriate support.

- 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 Where a pupil is ill, the School should be notified of the nature of the illness.**
- 5. Arrangements for reporting subsequent absence**
- 6.**
- 5.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.**

**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**

**Appendix 5: School Attendance Codes 2024**

Present Codes	
/\	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	