

ATTENDANCE POLICY

Principles

The legal framework for schools is given in [Working together to improve school attendance \(2024\)](#).

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education. High levels of attendance and punctuality at school are directly linked to student well-being, attainment and wider life chances and therefore it is the duty of the School, parents and students to work together to ensure that each student has consistent and high levels of attendance. A student going missing from school may potentially be at increased risk of harm, neglect or abuse.

Whilst every student has a right to a full-time education and high attendance expectations are set for all students, this policy does account for the specific needs of certain students and student cohorts. The policy will be applied fairly and consistently and in doing so, the School will always consider the individual needs of students and their families who have specific barriers to attendance. In development and implementation of this policy, the School will consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

The School's admission and attendance register is maintained in accordance with the Education (Student Registration) (England) Regulations 2006.

Policies and reference documents and sources of information

Safeguarding policies-child protection, online safety and prevent, Behaviour Policy Working Together to improve school attendance (2024), Arranging education for children who cannot attend school because of health needs, (2023) Keeping Children Safe in Education (2025), Education (Student Registration) (England) Regulations (2006), Children Missing Education (2016), Equality Act (2010). Further advice has also been provided by the Oxfordshire County Attendance Team.

Aim

The aim of this policy is to set out how the School promotes and ensures high levels of attendance and punctuality and to outline the procedures in place to support a student for when student attendance and/or punctuality falls below the levels expected.

As required by law, the school will inform the local authority if a student has been absent for more than fifteen consecutive days or fifteen days within a school year.

Responsibilities of Staff

The senior leader in school with responsibility for attendance is the Pastoral Deputy Head (School Attendance Champion). Day to day administration of attendance matters and the production of data for monitoring is carried out by the Attendance Administrator. Teachers are responsible for carrying out timely and accurate registration at 08:40 and 13:15 and in every lesson, and for notifying the Attendance Administrator (AA) if a student is unexpectedly

not in their lesson. Working closely with the Deputy Heads of Section and Head of Year 9, Heads of Section are responsible for using the monitoring data provided and taking action to improve attendance.

The Registrar is responsible for maintaining an accurate record of school roll and keeping the local authority up to date when students join or leave the school.

Working with the AA, the Pastoral Deputy Head is responsible for the school sharing data about students as required through the Education (Information about Individual Students) (England) (Amendment) Regulations 2024.

Responsibilities of students

Students are responsible for making the most of their education by attending school daily (except when unwell) and being in school on time. They need to follow any additional protocols in place to allow them to be registered during periods of study leave or after 16:05. Members of the Sixth Form must sign in and out of school for community service and other activities off site.

Responsibilities of parents

Parents are responsible for sending their daughter into school daily, except if their daughter is unwell.

They must notify the School if she is unwell, each day that she is unwell (further advice below)

They must seek permission if an absence is planned well in advance of the absence (further advice below)

They must be available to be contacted if a student is not in school or goes missing from school, or needs to go home during the school day e.g. due to becoming unwell. The school expects parents to supply at least one emergency contact number for this purpose. If parents are away from home overnight or travelling abroad and the student is staying with a third party, the school should be given additional numbers for the duration of the time that parents may be non-contactable.

Daily registration and absence procedure

The school has two statutory registrations a day, taken on isams. These are at 08:40 and 13:15. The 08:40 registration is usually conducted in a form room by the form tutor and 13:15 registration in a subject lesson. Students in Y10-U6 who have study lessons at 13:15 may register with the Librarian or Sixth Form Administrator, as appropriate.

Codes: The school will record attendance using the standard codes (see Appendix 1)

Late arrivals: Any student arriving after 08:40 will be marked as late.

Students arriving after 08:45 need to sign in at reception. It is understood that students who travel on buses may have no control over lateness. Students travelling by private means should adjust their timings to be on time.

Lesson registration: In addition to the above, students are registered throughout the day on isams in lessons and any missing students are reported immediately to the Attendance Administrator (AA) who will then take steps to account for them.

Illness: If a student is unwell, their parent should email the school attendance@shsk.org.uk before 08:40. This should be done each day the student misses school so there is a record of parental authorisation.

The School would consider a child to be unwell if she has a temperature or any sickness. Students who have vomited or have diarrhoea should be well for 48 hours before returning to school. Any student who is missing school for a day due to illness should be sufficiently unwell that rest is the only option, they should not therefore request or be expected to do any work.

If a student becomes unwell during the day and cannot continue lessons, they should report to the school Health Centre who will arrange for them to go home and liaise with the Attendance Administrator.

Leaving school site for appointments: Where possible, medical and other appointments should be booked for holidays and outside school time. If an appointment is unavoidable, parents should email attendance@shsk.org.uk copying in their form tutor to alert the AA to the time that the student needs to leave school site. The student should then sign out at reception. If they return to site, they must sign back in. Students in Y10 upwards may leave site unaccompanied to attend an appointment, provided that the email from a parent gives clear permission for them to do so.

Granting leaves of absence

All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Student Registration) (England) Regulations 2024. Students may be granted leave for:

1. Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
2. Attending an interview: for entry into another educational institution or for future employment
3. Study leave: for public examinations
4. A temporary, time-limited part-time timetable: where the student is of compulsory school age, both the parent who the student normally lives with and school agree the student should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the student will be expected to attend school as part of that timetable
5. Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion (e.g. sibling's graduation, religious observance, funeral). It should be noted that guidance for schools about exceptional circumstances makes it clear that the Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation (e.g. concert or sporting event) to be an exceptional circumstance. Leave of absence will not be granted for a student to take part in protest activity during school hours.

To request leave of absence of one day or more, parents should email head@shsk.org.uk. Where permission is not given the absence will be recorded by the school as unauthorised and will be reported to the Local Authority if overall attendance falls below the acceptable threshold of 10 consecutive days.

Students in the Sixth Form are allowed to attend a maximum of two university Open Days. They should request permission from the Deputy Head of Sixth Form.

If the absence is half a day the parent should email the relevant Head of Section and copy in the AA.

Education off-site

Students who are offsite for approved sporting or educational activity (including trips and visits) will be recorded using different codes and this counts as school attendance. Approved work experience also counts as attendance.

Monitoring of attendance

Following morning registration the AA will check the registers for every form. If no reason has been given for absence that day the AA will phone the student's parents to seek an explanation.

The AA will flag to the form tutor if a student has been off school for three consecutive days. This is so that the form tutor can have a supportive conversation on the student's return to help them catch up. Work is not set for students who are absent due to illness or pre-agreed leave.

Monitoring longer term patterns

The AA will produce half termly data sets for each section and this will be shared with the Deputy Heads of Section (DHoS), Head of Y9 (HoY9) and Heads of Section (HoS). These members of staff will then review the data and act as needed, making records of the actions taken. Actions can include, emails, phone calls, meetings and an attendance contract. A In case where absence rates are at a level that cause real concern for ongoing education and welfare, (below 90%) the school will work with students and their parents, making referrals to external services, as appropriate. This may include completing an Early Help Assessment on a voluntary basis. There is a folder in the Heads of Section area on Sharepoint which contains the detailed protocol of how monitoring takes place and the tracking spreadsheets. Relevant staff have access to this folder.

If a student is absent for fifteen consecutive days or fifteen days through sickness in the academic year or ten consecutive days of unauthorised absence the AA will inform the Pastoral Deputy Head who will carry out the duty placed upon it to inform the Local Authority and this may result in more formal measures being put in place. Parents will be informed that this act of reporting has taken place. Persistent or severe (below 50%) absence will always be treated as a potential safeguarding risk.

The school understands that some absences, such as chronic medical conditions are outside the family's control. If the student will miss fifteen consecutive or cumulative days the Deputy Head Pastoral will inform the County Attendance Team. In these circumstances an individual plan may be created to support ongoing learning and a phased return to school. The School may request contact from medical services to support the student in creating a plan and understanding their needs, as well as authorising their ongoing absence.

Governor overview

The Pastoral Deputy Head will report to the Safeguarding Governor in their half termly meetings and to the Main Board through the termly safeguarding report.

Key contacts

Attendance Administrator: attendance@shsk.org.uk

For email addresses of form tutors please see the school website

Heads of Section

Junior Department: rgreen@shsk.org.uk or nbass@shsk.org.uk

Lower School: ktaylor@shsk.org.uk

Middle School: hnash@shsk.org.uk

Sixth Form: sscottmalden@shsk.org.uk

Pastoral Deputy Head (School Attendance Champion): ebedford@shsk.org.uk

Policy last reviewed.....Michaelmas 2025

Next review date.....Michaelmas 2026

Person responsible for review.....Deputy Head Pastoral

Audience.....Governors/staff/parents/students

Appendix one-registration codes

Code:	Meaning:	Absent or Present:	Authorised or Unauthorised:
/ \	Present at school / = Morning session \ = Afternoon session	P	
L	Late arrival before the register has closed	P	
K	Attending education provision arranged by the local authority	P	
V	Educational trip/visit	P	
P	Sporting activity	P	
W	Work experience	p	
B	Attending any other approved educational activity e.g. taster days	p	
D	Dual registration at another school – other school must be registering pupils.	Not a possible attendance	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment	A	A
M	Medical or Dental appointments	A	A
J1	Interview for employment or another educational institution	A	A
S	Study leave – leave to study for a public exam.	A	A
X	Non-compulsory school age pupil not required to attend school	Not possible to attend	
C2	Leave of absence for a pupil on a part time timetable – must be agreed with parents and school.	A	A
C	Leave of absence for exceptional circumstances	A	A
T	A pupil who is a mobile (no fixed abode) child whose parents are travelling for occupational purposes.	A	A
R	Religious observance by the religious body the parent belongs to	A	A
I	Illness (physical and mental illness)	A	A
E	Suspended or permanently excluded and no alternative arrangements	A	A
Q	Unable to attend school because of lack of arrangements made by local authority	Not possible to attend	
Y1	Unable to attend due to transport normally provided not being available. (pupils are unable to walk to and from school).	Not possible to attend	

Y2	Unable to attend due to widespread disruption to travel. (e.g., Closed roads)	Not possible to attend	
Y3	Unable to attend due to part of the school premises being closed.	Not possible to attend	
Y4	Unable to attend due to the whole school site being unexpectedly closed.	Not possible to attend	
Y5	Unable to attend as pupil is in criminal justice detention.	Not possible to attend	
Y6	Unable to attend in accordance with public health guidance or law	Not possible to attend	
Y7	Unable to attend due to any other unavoidable cause.	Not possible to attend	
G	Holiday not authorised by school	A	U
N	Reason not yet established	A	U
O	Absent in other or unknown circumstances.	A	U
U	Arrived in school after registration closed – pupils arrived late after the registration closed but before the end of the session.	A	U
Z	Prospective pupil not on admission register	Not collected for statistical purposes	
#	Planned school closure - half terms, bank holidays		