



Attendance Policy



Attendance policy

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [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. Roles and responsibilities

3.1 The governing body

The governing body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headmaster to account for the implementation of this policy



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3.2 The Headmaster

The Headmaster is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headmaster
- Working with education welfare officers to tackle persistent absence
- The designated senior leader responsible for attendance in the Senior School is Lisa Gritti (gritti.l@nottinghamhigh.co.uk) and in the Infant and Junior School, the lead is Christian Cordy (cordy.c@nottinghamhigh.co.uk).

3.4 Class teachers/Form teachers and Tutors

Class teachers/Form teachers and Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office during the lesson or registration period or as soon as practically possible – no later than the end of the day.

3.5 Student Services staff

School Student Services staff will:

- Take calls and emails from parents about absence on a day-to-day basis and record it on the school system



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3.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every timetabled session and school commitment on time
- Call the school to report their child's absence preferably before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with at least 2 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.7 Students

Students are expected to:

- Attend every school commitment on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student 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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

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We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Senior School Students must arrive in school by 8.40 on each school day. The Senior School day ends at 16:00. Infant and Junior School Students must arrive in school by 8.30 on each school day and the Infant and Junior School day ends at 15:45 and 15.55 respectively. In the Senior School; The register for the first session will be taken at 8.45 and will be kept open until 9.15. The register for the second session will be taken at 14.00 and will be kept open until 14.25.

In the Junior School: The register for the first session will be taken at 08.30 and will be kept open until 08.40. The register for the second session will be taken at 13.30 and will be kept open until 13.50 (except on days pupils are off-site for Games where the register is taken at prior to leaving the school site)

In the Infant School: The register for the first session will be taken at 08.30 and will be kept open until 8.40. The register for the second session will be taken at 12.30, 13.15 or 13.30 (depending on the year group) and is kept open for 10minutes.

4.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00 or as soon as practically possible by calling the School Reception or by emailing xeat@nottinghamhigh.co.uk (see also section 7).

We will mark absence due to illness as 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 the student's parent/carer to provide evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for health evidence unnecessarily.

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

4.3 Planned absence

Attending a health or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

For appointments parents to email xeat@nottinghamhigh.co.uk or contact School Reception.

However, we encourage parents/carers to make health and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

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Tutors and Senior Tutors in the senior school can see the overall number of late marks for each student to inform conversations with students and parents.

4.5 Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 10 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school makes available every attendance mark via our parent portal which parents can access at any time and is real time.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Headmaster (or in the case of Infant and Junior School pupils, the IJS Head) will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headmaster's (or IJS Head's) discretion, including the length of time the student is authorised to be absent for. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and before the absence, by emailing fear.kd@nottinghamhigh.co.uk. (or in the case of Infant and Junior School pupils; bruce.ca@nottinghamhigh.co.uk). The Headmaster (or Head of IJS) may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and health/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller

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family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

- Other possible 'exceptional circumstances' where the Headmaster may grant term-time holiday
- Study leave

5.2 Legal sanctions

The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Section 7.3.2 of the Parent Contract should also be noted.

6. Strategies for promoting attendance

We promote good attendance by an expectation that students are present and by working with the student and their family on any barriers to attendance if they are occurring. We offer bespoke support on a case-by-case basis. We will work hard to ensure any attendance strategies do not make life harder for pupils with "protected characteristics," such as those with special education needs and disabilities. We note the link between good attendance and academic outcomes.

7. Attendance monitoring

Tutors have access to real time attendance overviews of all students in their tutor group to facilitate discussions with students and parents.

Weekly or Fortnightly reports are sent to each school division detailing the illness absences so that school leaders can monitor attendance and trends.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns



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7.3 Using data to improve attendance

The School will:

- Provide regular attendance information to relevant staff, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Deputy Head (Individuals). At every review, the policy will be approved by governors.

9. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy (incl EYFS)
- Missing Pupil and Children who are absent from education Policy incl EYFS

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Appendix 1: Attendance codes

The following codes are based on the DfE's guidance on school attendance with some additions.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
*	Academic On-Site Activity	The student is in school and attending an authorised academic activity that is not their timetabled lesson (e.g. Music lesson). Linked to DfE Present (pm) code
+	Non-Academic On-Site Activity	The student is in school and attending an authorised non-academic activity that is not their timetabled lesson (e.g. Nurse or Counselling). Linked to DfE Present (pm) code
L	Late arrival	Student arrives late before register has closed
B	Educated Off-Site	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement



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Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
K	Live Lesson	Student offsite but attending an authorised live lesson due to exceptional circumstances. Linked to DfE Exceptional Circumstances code
M	Health/dental appointment	Student is at a health or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Any student not in school due to approved examinations or study leave. This includes all year groups and 6 th form students on free periods.
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school



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Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day