

Local Procedure Title	Attendance
Service	Clay Hill School
ACS Policy number and title	ACS 61 Attendance
Local Procedure template reference	ACS LP 61
Local Procedure date	16.11.2023
Local Procedure review date	Reviewed on 9.9 2024
Local Procedure Author(s)	Claire Nicholas
Local Procedure Ratification	Checked and Approved by: TA

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 pupil 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 pupils have the support in place to attend school

2. Local responsibilities

Attendance is the responsibility of all members of the Clay Hill and Home Farm school community. However, we have allocated specific roles and responsibilities to named individuals to ensure that we are meeting statutory requirements.

The Regional Director (as Chair of Governors) is responsible for:

- Promoting the importance of attendance across the school/college's Local Procedures and ethos
- Making sure school/college leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school/college against the company and national average
- Making sure colleagues receive adequate training on attendance
- Holding the headteacher/college nominated attendance champion to account for the implementation of this policy

Headteacher

The headteacher is responsible for:

- The 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 pupils
- Monitoring the impact of any implemented attendance strategies
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

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- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The Nominated Attendance Champion

The school/college must have a dedicated leader with overall responsibility for championing and improving attendance. Specifically, they are responsible for:

- Setting a clear vision for improving and maintaining good attendance
- Having a strong grasp of attendance data
- Leading attendance across the school/college and not focusing on attendance in isolation of other areas such as, anti-bullying culture and curriculum
- Challenging parents' misconceptions about what good attendance is, and ensuring they understand the links between attendance and future academic achievement
- Communicating expectations to pupils and the positive links between attendance and future plans
- Evaluating and monitoring expectations and processes
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school/college colleagues and reporting concerns about attendance to the headteacher/college lead
- Working with Local Authority officers to tackle persistent absence
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
 - Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Claire Nicholas and can be contacted via clairenicholas@aspriscs.co.uk

SENDCo

- support the designated senior leader for attendance to work with education welfare officers and any other external partners to tackle attendance issues;
- support the designated senior leader for attendance to deliver targeted interventions where a need has been identified;
- provide additional support for attendance in line with the school's policy on this;
- carry out home visits where appropriate.

Tutors

Tutors will:

- complete attendance registers on Engage at the times specified by the school using the school's agreed systems;
- use accurate attendance and absence codes as set out by the DfE in Working together to improve school attendance.

Office staff (Reception)

Office staff will:

- answer and record attendance-related phone calls from parents/carers;
- Inform the designated senior leader for attendance and the student services manager of any reported absence;
- ensure that any safeguarding concerns are reported using the school's agreed safeguarding systems and protocols.
- Supply a pupil absence request form when requested.

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Parents and carers

Parents and carers will:

- ensure that their child is in school each day, except for when a statutory reason applies;
- notify the school of their child's absence as soon as possible using the school's agreed systems;
- Provide the school/college with more than 1 emergency contact number for their child;
- ensure that leave of absence is only requested in exceptional circumstances and, where possible, advance notice is given;
- book any non-emergency medical and dental appointments outside of the school day, where possible;
- engage with any support offered to address any barriers to their child's attendance.

Pupils

Pupils will:

- attend school punctually every day;
- attend all lessons;
- engage with any support offered by the school to help them overcome any barriers to attendance.

3. Recording Attendance

Attendance register

Using Aspris MIS, Engage, we will keep an attendance register, and place all pupils onto this register.

Tutors will take the attendance register at the start of the first session of each school day (tutor time) and again in session 6 (after lunch break). It will mark whether every pupil is:

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

DfE Attendance Codes

Archived Codes

H – Family holiday (authorised absence) removed.

J – Interview attendance removed, replaced by J1.

Y – General 'unable to attend' code replaced with specific Y subcodes.

Code B- this is the code required for educated off site under supervision by an educator e.g Forest School, art class.

-This should not be used for home visits by pastoral or family liaison teams.

-This should not be used for pupils completing school work at home.

-If pupils are attending sports activities off site this would be code **P**.

-If pupils are on a school trip this would be code **V**.

The school/college should record a pupil with a part time timetable using the relevant DfE code (C2).

Where code **N** has been used, once the reason for absence has been ascertained, the code must be changed to the correct code within 5 days.

DfE Explanatory Notes

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The notes box on the company electronic reporting system must be completed for the following mandatory codes:

- B- Attending any other approved educational activity
- K- Attending education provision arranged by the local authority
- Y7- Unable to attend because of any other unavoidable cause

Code 'I' – Stricter reporting protocols for illness-related absences. This should be in chronological order to identify any patterns.

Code 'C'- Schools must provide clearer justification for leave.

Aspris MIS, Engage, will ensure that any amendment to the attendance register includes:

- 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

Staff must complete all these entries when amending the attendance register.

See [Working together to improve school attendance.pdf \(publishing.service.gov.uk\)](#) the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by 8:45 on each school day.

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 13:00 and will be kept open until 13:30.

Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45 or as soon as practically possible by calling the school office staff 023 8028 3633.

The office staff will notify the designated senior leader for attendance and the student services manager of the absence and, in turn, they will notify the tutor so that they can update Engage.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for 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/carers will be notified of this in advance.

Planned absence

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

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However, we encourage parents/carers 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.

The pupil'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 4 to find out which term-time absences the school can authorise.

If you would like to request a leave of absence, please contact Aspris Lyndhurst reception (AndroullaAndreou@AsprisCS.co.uk) and request an absence request form. Once completed, please email to the Headteacher for approval. Andrewwhyte@aspriscs.co.uk

Lateness and punctuality

A pupil who arrives late:

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

Ongoing punctuality issues will be addressed case-by-case to establish the cause of the lateness and to identify any support that can be put in place to re-establish punctuality.

Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- If the tutor cannot reach any of the pupil's emergency contacts, they must inform the DSL because the school may have to 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 5 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.

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

- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention, as appropriate

Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels via termly progress update reports.

4. Authorised and unauthorised absence

Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

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- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as circumstances that are unusual, not typical, out of the ordinary, unavoidable or unexpected.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, in accordance with any leave of absence request form, accessible via Aspris Lyndhurst reception. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong.
- Parent(s) 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 family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Study leave
- Flexi-schooling requests

Holidays taken in term time

The DfE statutory guidance no longer allows for holidays to be granted within term time and the DfE have archived the 'H' code.

Where parents continue to take their pupil out of school/college, this will be coded as 'G' - Holiday not granted by the school.

Penalty Notices

The DfE statutory guidance Part 176 refers to penalty notices for parents/carers taking pupils out of education during term time for a holiday, 'with the exception of independent schools'; therefore, Aspris schools and colleges are not required to issue penalty notices. Where a Local Authority requests that an Aspris school or college should issue a penalty notice, this will need to be raised with the Regional Director for guidance.

5. Strategies for promoting attendance

We value the attendance of all our pupils at Clay Hill School and we recognise the impact that excellent attendance can have on young people's progress – academically, socially and emotionally.

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Missing occasional days from school may seem unimportant at the time; however, this can have a significant impact on your child in the long term:

% of attendance in a school year	Number of days absent	Weeks missed
98%	4	Less than 1 week
95%	9.5	Nearly 2 weeks
90%	19	Nearly 4 weeks
85%	28.5	Nearly 6 weeks

A pupil with 85% attendance is missing nearly half a term of learning time each school year. Regular absences can result in poorer outcomes over time. Research shows that pupils who miss between 10% and 20% of school (which is between half and one day per week on average) stand only a 35% chance of achieving five or more good GCSEs, compared to 73% of those who miss fewer than 5% of school days.

While we understand that absence may be unavoidable, we also want to celebrate those pupils that achieve 100% attendance. At the end of every term, those pupils that have been at school for 100% of the term will receive a certificate in assembly to recognise this achievement.

EMOTIONALLY BASED SCHOOL/COLLEGE AVOIDANCE

The DfE guidance applies to any pupil displaying social, emotional, and mental health issues that are affecting their attendance and where reasonable adjustments need to be considered.

Schools/Colleges should put reasonable adjustments/plans in place to support parents when their child has difficulties with attendance. There should be a clear aim at improving attendance as much as possible and to support any underlying mental health issues.

Schools/Colleges should facilitate relevant pastoral support, and it is expected that through these difficulties that pupils still attend school/college.

If the pastoral support colleagues have identified that anxiety about attending is being driven by another medical need, then the school/college should work with the other relevant health professionals and parents/carers to review that support and consider putting in place or updating and individual Healthcare plan.

Schools/colleges should ensure that mental health absences are recorded as 'authorised', and there is no need to routinely ask for medical evidence; however, schools/colleges should seek advice in long term or repeated absences.

In exceptional circumstances and where it is in the pupils best interests, part time tables may be used and should seek to maximise face- to- face school/college time as much as possible. Where a pupil is well enough to complete remote education, schools/colleges should provide this to help pupils stay on track with the education they would normally receive.

PART TIME TIMETABLES (to include emotional based school/college avoidance)

*Schools/colleges **must** document and regularly review any part-time timetables, this should be in liaison with external agencies such as CAMHS and social workers, so that together schools/colleges can identify the length of time/approach needed. LA oversight is required for any*

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prolonged part-time attendance arrangements. Please refer to the Aspris part-time timetable plan for guidance when issuing an alterations to a pupil/learners timetable.

DfE guidance is clear that part time timetables are not to be used as a way to manage behaviour, or as an alternative to exclusions.

There must be a clear rationale behind the reason for a pupil being placed on a part time timetable.

Part time timetables must be in line with an agreement between the school and a parent the pupil normally lives with that the pupil should temporarily be educated part-time using the PTT template.

Part time timetables should not be open ended and should ensure a swift return to a full-time programme; therefore, schools/colleges need to ensure that part time timetables are time limited, and it is made explicit to both the pupil and parents when the pupil is expected to return to a full-time table.

The school/college should plan in regular review points of the arrangements with parents/carers.

The school/college should record a pupil with a part time timetable using the relevant DfE code (C2).

Schools/colleges need to ensure that they have recorded evidence that shows when the part time table was implemented, how the school/college is using strategies to build back up to a full-time timetable and what the thinking is around this.

6. Attendance monitoring

Monitoring attendance

Attendance data is regularly (weekly) reviewed and analysed by the designated senior leader for attendance and the student services manager.

Analysing attendance

The designated senior leader for attendance and the student support manager will:

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

Supporting pupils with persistent or severe absence

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

The school will use attendance data to find patterns and trends of persistent and severe absence. Where there are cases of persistent absence, parents/carers will be contacted and means of support will be discussed. Strategies to support pupils and/or parents/carers with attendance to school will be individualised to need.

Strategies may include (but are not limited to):

- A phone call to parents/carers

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- Regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Attendance report
- Attendance rewards
- A review of transport arrangements
- Review and support with morning routines
- A timetable review
- Identifying motivators for attendance
- Referrals to external agencies, such as CAMHS, Local Authority, MASH, charities

7. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Senior Leadership. At every review, the policy will be approved by the full governing board.

8. Links with other policies

- This policy links to the following policies:
- Child protection and safeguarding policy
 - Positive Behaviour Support local procedure
 - Home-School communication local procedure

9. Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario	Special circumstances
/	Present (am)	Pupil is present at morning registration	To include remote learning (via Teams, Zoom etc). If pupil does not attend, this needs to be recorded using the unauthorised codes e.g. 'O'.
\	Present (pm)	Pupil is present at afternoon registration	As above
L	Late arrival	Pupil arrives late before register has closed	
Attending a place other than the school			
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority	
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school	
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school	
W	Attending work experience	Pupil is on an approved work experience placement	
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience	-AP e.g. Forest School -Transition days at a new school

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			-Attending course at college
D	Dual registered	Pupil is attending a session at another setting where they are also registered	
Absent - leave of absence			
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school	
M	Medical/dental appointment	Pupil is at a medical or dental appointment	
J1	Interview	Pupil has an interview with a prospective employer/educational establishment	
S	Study leave	Pupil has been granted leave of absence to study for a public examination	
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend	If a non-compulsory school age pupil is only timetabled to attend for four days a week as part of their programme, the fifth day should be marked with code X.
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable E.g., for pupils on a transition to the school.	
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances	Pregnant pupil Performances Employment
Absent - other authorised reasons			
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes	
R	Religious observance	Pupil is taking part in a day of religious observance	
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)	
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made	
Absent - unable to attend school because of unavoidable cause			
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school	
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available	

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Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency	
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open	
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)	
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention	
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law	
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes	-Bail conditions -Court appearance
Absent - unauthorised absence			
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school	
N	Reason for absence not yet established	Reason for absence has not been established before the register closes	See section below
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence	
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session	
Administrative codes			
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered	
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays	Use for half terms, bank holidays and inset days, school used as a polling station. Use for half days where this is timetabled across the academic year.

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Contents Checklist (Local Services may add additional items – this is a core list)			
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Persistent and Severe Absence			

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
9.9.24	CN	Updated responsibilities Updates 3 to 6 years Updated Following up unexplained absence Updated authorised absences Updated PCN amounts Updated register codes
10.9.24	TA (CofG)	Ratified
31.10.25	CN	Roles/Responsibilities Archived codes Mandatory use of explanatory notes EBSA and PTT When registers close Info re penalty notices Updated attendance codes