



SOP011(13b) Pupil Absence & Attendance Policy

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5	September 2025	Update to staff and attendance codes	JW	LB
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1 Aims and Principles

As a school, we realise that for a pupil to reach their full educational potential, a high level of school attendance is essential. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community. We aim to work with parents/carers to ensure that all pupils registered at school attend every day and on time, unless the absence is unavoidable. We expect that all pupils will achieve 100% attendance but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues. Our policy applies to all pupils of statutory school age, across the Key Stages to promote good attendance habits school-wide.

The following guidance has been taken into consideration when developing this policy: [Working Together to Improve School Attendance. August 2024.](#)

This policy aims to:

- Support pupils and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a pupil's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Absence from school can place pupils at risk and in some cases result in their being drawn into patterns of anti-social or criminal behaviour. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a pupil's good attendance as part of our safeguarding duties.

2 Roles and Responsibilities

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

2.1 Governors (ILG Board)

Those responsible for governance at the school will:

- ensure that the school fulfils statutory attendance requirements;
- work with leaders to establish policies, protocols and expectations relating to attendance;
- reinforce the importance of attendance in documentation and communications as appropriate;
- ensure that key staff receive relevant training relating to attendance;
- review and analyse attendance data and support leaders to address any issues that become apparent;
- offer appropriate challenge regarding attendance data;
- keep up to date with changes in guidance and legislation and ensure that leaders are aware of any changes;

- hold the headteacher to account for the effective implementation of this policy.

2.2 Headteacher

The headteacher will:

- take responsibility for the implementation of this policy;
- monitor school-level attendance and absence data and communicate key information and data to those responsible for governance;
- monitor the impact of any attendance strategies and systems that are in place, identifying new approaches where relevant;
- ensure that there are systems in place so that when a pupil has a social worker, they are informed about any unexplained absences;
- decide whether requests for leave should be granted in exceptional circumstances.

2.3 Designated senior leader for attendance

It is expected that schools will have a designated senior leader for attendance. At our school, this person is Mr Jonathon Walker (Deputy Head). The senior leader will:

- oversee attendance across the school;
- retain an oversight of attendance data across the school;
- foster a clear vision and expectations throughout the school community;
- identify and/or devise systems and interventions to improve attendance;
- arrange meetings with parents/carers to address attendance issues;

The contact details for our designated senior leader are:

Email: jwalker@yateleymanor.com

Phone: 01252 405500

2.4 Class Teachers/Form Tutors

Class Teachers/Form Tutors will:

- complete attendance registers at the times specified by the school using the school's agreed systems;

2.5 Office staff

Office or school administration staff will:

- answer and record attendance-related phone calls from parents/carers;
- ensure that any safeguarding concerns are reported using the school's agreed safeguarding systems and protocols.

2.6 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;
- 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.

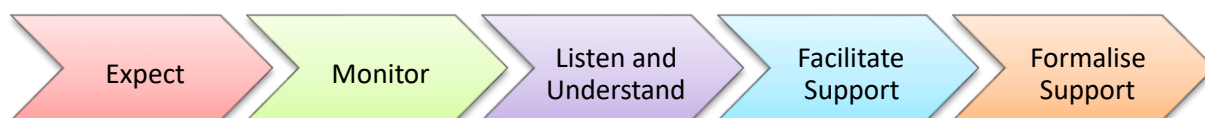
2.7 Pupils

Pupils will:

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

3 Supporting Attendance

As a school, we aim to work collaboratively with parents/carers to improve school attendance. This means that we will listen, empathise and support with attendance.



When required, support strategies with a monitoring period will be put in place to help improve the attendance or lateness of a pupil.

Lateness and attendance are monitored daily by the School Attendance Officer (Jo) and weekly by the Senior Leadership Team; they will:

- Scrutinise the registers daily, monitoring authorised/unauthorised absence and other reasons provided for pupil absence and lateness.
- Monitor the Sims to ensure accuracy of record keeping by all staff completing registers.
- Alert Heads of Year and Form Tutors when attendance concerns occur.
- Raise concerns with parents/carers of identified patterns of lateness with an initial 'Late Letter'.

- Contact parents by telephone, email, or letter to establish a reason for a pupil's absence if the reason is unknown.
- Raise concerns with parents/carers once attendance has fallen below an acceptable level.
- Offer support or signpost to other areas of support within the community.
- Liaise with other external organisations in relation to a pupil's attendance/lateness.
- Monitor pupil attendance within specific and identified groups.
- Monitor and respond to pupil absences for those with additional medical needs.
- Monitor absences for illness and requests for leave to attend medical appointments.

3.1 Pupils

- Manor Court, Manor Barn and Little Lodge doors are open between 08:00-08:30.
- After 08:30, entry to the school is via the main Reception.
- Registers are taken at 08:35. Pupils who arrive at school after the register has been taken, will be recorded as 'L' - late on the register.
- Pupils who arrive at school after the register has been taken without an unavoidable reason, will have their lateness recorded as 'U' - unauthorised late which then impacts on their overall attendance level.
- Pupils must sign in and out if they arrive or leave school outside of the normal times at the main Reception.
- Form tutors will take prompt action where students are late or absent without explanation, record lateness and refer concerns to the Head of Year.

3.2 Attendance Levels

95 – 90% Internal Monitoring (SLT will make contact with Head of Year/Form Tutor)

90 – 85% Written communication to raise concerns about a pupil's attendance

Below 85% Meeting arranged in school to discuss attendance concerns and to offer support

3.3 Lateness

When pupils arrive late at school, they disrupt routines, affect other pupils' learning, miss the teacher's instructions to the lesson and may also feel embarrassed at having to enter the classroom late. They may also miss important intervention programmes and the opportunity to practice key learning skills. Where pupils show a persistent pattern of lateness, parents/carers will receive contact from the school advising them of the concern and offering support to resolve the issue. Should the lateness continue, parents/carers will be invited to a meeting at school to discuss their child's lateness.

3.4 Reporting a pupil absence

Parents must notify the school by email using absences@yateleymanor.com or on the main school number (01252 405500) if their child is not able to attend school on or before the first day of absence before 0835. If a child is absent from school for a first day absence without notification from parents, the school aims to contact parents before 0930. Every attempt will be made to contact parents before further action is taken.

Any unexplained absence will be recorded as unauthorised absence if there is no response from a parent/carer to an enquiry regarding their pupil's absence from school.

Where a pupil needs to attend a medical appointment or interview, parents should write to the Class Teacher or Form Tutor in the first instance. An email, letter or note in the Record Book will suffice.

3.5 Illness

Pupils who are unable to attend school due to diarrhoea or sickness can return 48 hours after the last episode.

Pupils with mild coughs, colds, sore throats, sneezes and runny noses who are otherwise well can continue to attend school. However, if they develop a high temperature they should stay at home until their temperature has reduced and they are well enough to return to school. A guide to whether your child is able to attend school with minor illnesses is here: [Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk). The information is backed up by the Department for Education (DfE). We expect pupils to attempt to come to school unless they are too unwell to complete basic tasks. We will contact you if they need to return home.

For absences that are expected to last up to 15 school days and that are not part of a pattern of a recurring illness, parents/carers should discuss with the school whether they are willing to organise work and homework to be set as soon as the child is able to cope with it.

The school will share sickness returns with the local authority for any pupils who are expected to miss 15 days or more due to sickness.

3.6 Medical Needs and SEND

When pupils are prevented from accessing school due to physical or mental ill health, school will try to identify the barriers these pupils face and use a tiered approach to supporting medical needs. This starts with the universal offer of support for all pupils and leads to higher tiers of need where increasingly specialist support is required. We will consider reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements. We will liaise with appropriate services to ascertain support in the rare instances that a pupil is unable to access any education inside the school setting. Where a pupil's health needs mean they need reasonable adjustments or support because it is complex or long term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision. This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

Where pupils have an EHCP, we will liaise closely with the pupil's SEN Caseworker to work towards the best attendance outcomes for the pupil.

We are able to make adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments must be agreed by, and regularly reviewed with, the pupil and their parents/carers.

3.7 Definitions of Absence

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

Authorised Absence

An absence is classified as authorised when a pupil has been away from school for a legitimate reason such as:

- Illness or a medical appointment. There is an expectation that the pupil will be in school for registration or return to school after the appointment, depending on where the appointment falls within the school day and the health of the pupil.
- Religious Observance - only day(s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.
- The leave of absence has been authorised due to a short and exceptional, unavoidable circumstance.

Unauthorised absence:

An absence is classified as unauthorised when a pupil is away from school without the permission of the school, even with the support of the parent/carer, such as:

- There has been no reason provided by the parent/carer to support an absence.
- Failure to follow school procedures or inform the school when taking a pupil out of school during term time.
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance.

3.8 Term Time Absence

Leave of absence during term time for events other than medical appointments and interviews, for example, will be discouraged. Parents must apply in advance and in writing for permission for their child to have leave of absence during school hours. Application emails should be sent to the Head (lball@yateleymanor.com) and the decision as to whether to grant the request rests with the Head, or any member of the Senior Leadership Team in their absence.

Exceptional circumstances (*definition of exceptional: rare, unavoidable, short*) will be considered on an individual basis.

3.9 Children Missing in Education

If a pupil fails to attend school for 10 consecutive days, without explanation, and the school does not know where the pupil is, the school will refer the pupil to the Local Authority as a Child Missing in Education. During this period, school will continue to try and contact you and will liaise with any other services that your child is open to. The Local Authority will conduct investigations into the location and educational provision of the child.

3.10 Attendance Codes

The school utilises the standard registration codes set out in Working Together to Improve School attendance (2024). A full list of these codes can be found in Appendix 1.

4 Illness in School

4.1 What to do if a Child Requires Medical Treatment

Pupils should not ask to go to Matron unless they are genuinely feeling unwell or have sustained an injury, as they will be missing out on their learning.

If a pupil in your lesson, or under your supervision, complains of feeling unwell:

- Assess whether the pupil needs to go to Matron if necessary, allow a reliable pupil to accompany them
- Do not allow a pupil to go to the toilet to get a drink of water (pupils are allowed to carry a bottle of water with them); they should go straight to Matron.

If the teacher feels that the pupil is too ill or injured to be moved, then Matron should be called and First Aid should be administered, as appropriate.

First Aid kits are available at a number of locations in the School.

4.2 Providing Treatment

Matron will assess the pupil's need and ensure that appropriate action is taken.

The School has a strict policy that no medication will be given orally or externally unless permission has been given by the parent/ carer.

Parents/ carers may be contacted depending upon the nature of the medical problem.

Matron will maintain a full and accurate record of the events including any treatments given.

4.3 Follow Up

The aim should be to return the pupil to their lesson as soon as possible where practicable. This is particularly important where the pupil is a poor attender with no diagnosed medical condition.

In cases of genuine illness/ injury:

- Record the pupil's attendance at the medical room and any advice/ treatment given
- Summon a second first aider if necessary

If it is deemed necessary to send a pupil home, the parent/carers will be contacted by the Matron.

Under no circumstances must a pupil or sibling contact home directly.

Parents should not come into school to collect a sick/injured child unless instructed to do so by a member of staff.

If it is thought that follow-up treatment is required, the parent/ carer will be contacted by Matron.

4.4 Serious illness or injury

In more serious cases, where hospital attention is deemed necessary, the school will contact parents/ carers, who will be expected to take their child to hospital.

After assessing the situation as an emergency, the following procedure must be adopted:

- Take appropriate action with regard to First Aid and reassure pupil • Call an ambulance

- Call a second First Aider for back up
- Contact a parent/ carer and explain the situation
- Notify reception
- Notify a member of the Senior Leadership Team

In the absence of a parent/carer, a member of staff must accompany the pupil to the hospital and remain there until the parent/ carer arrives.

If a parent/carer cannot be contacted, the school will act in loco parentis and give permission for any emergency treatment.

4.5 After-School Activities and Off-Site Visits

If an accident occurs during an after-school activity or school visit, the teacher in charge is responsible for arranging appropriate treatment for the pupil concerned. Further advice can be found in the Educational Visits procedures.

Appendix 1: School Register Codes (Working Together to Improve Education, 2024)

Code	Description	Category
/ or \	Present AM or PM	Present
L	Late (before registers close)	Present
B	Educated off-site (Approved)	Approved educational activity
K	Education provision provided by LA	Approved educational activity
P	Sporting Activity (Approved)	Approved educational activity
V	Educational trip	Approved educational activity
W	Work Experience	Approved educational activity
C	Other Authorized Absence	Authorized absence
C1	Other Authorised Absence (regulated performance or employment abroad)	Authorised absence
C2	Other Authorised Absence (part-time timetables)	Authorised absence
J1	Interview (employment or education)	Authorised absence
E	Excluded	Authorized absence
M	Medical/Dental Appointments	Authorized absence
R	Religious Observance	Authorized absence
S	Study Leave	Authorized absence
T	Traveller Absence	Authorized absence
I	Illness	Authorized absence
G	Family Holiday (Not Agreed)	Unauthorized absence
N	No Reason	Unauthorized absence
O	Unauthorised Absence	Unauthorized absence
U	Late (After Register Closes)	Unauthorized absence
D	Dual Registration	Not counted
X	Non-statutory school age absence	Not counted
Y1	Unable to attend (transport)	Not counted
Y2	Unable to attend (travel disruption)	Not counted

Y3	Unable to attend (partial school closure)	Not counted
Y4	Unable to attend (whole school closure)	Not counted
Q	Unable to attend (lack of access arrangements)	not counted
Y5	Unable to attend (criminal justice detention)	not counted
Y6	Unable to attend (public health guidance)	not counted
Y7	Unable to attend (other unavoidable cause)	not counted