



**Independent and Co-educational
Pre-Preparatory and Preparatory School**

**Attendance and Children Missing in Education Policy
(AS015)**

Registered Charity No: 1086829

DEAN CLOSE AIRTHRIE SCHOOL

ATTENDANCE AND CHILDREN MISSING IN EDUCATION POLICY

Introduction

This policy is applicable to all pupils, including those in the EYFS

Aim

Airthrie monitors attendance and works to support families to ensure that it is regular. We also appreciate that children can become unwell, have unavoidable appointments or are absent due to exceptional circumstances.

Punctuality is also important, and parents are encouraged to ensure that children arrive at school in good time for registration each day in order to be ready for their first lesson.

In summary, we believe that excellent attendance and punctuality has a positive impact on children's learning, achievement and social and emotional development, and that it is very challenging to catch up on missed work and learning opportunities.

1. A range of documents, circulars and guidance for good practice govern attendance at Dean Close Airthrie School. Key documents, which inform this policy include:
 - a. *Keeping Children Safe in Education (2025)*
 - b. *Working Together to Improve School Attendance (2024)*
 - c. *The Education (ISS) Regulations (2014)*
 - d. *National Minimum Standards (NMS) for Boarding (2022)*
2. 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 either by attendance at a school or by education otherwise than at a school. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.
3. Every school is required by law to maintain two separate registers, an Admissions register, known as the "School Roll" (held on iSAMS), and an Attendance register. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met. Every entry in the school register must be preserved for at least six years.
4. The Regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and once during the afternoon session. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

Date of Issue: Oct 25

Review Date: Sept 26

Owner: Jason Dobbie - Head

5. Policy Statement

For pupils to fully benefit from the educational opportunities provided by Dean Close Airthrie it is vital that high levels of attendance and punctuality are sustained throughout the academic year. Airthrie has an expectation that all pupils will be striving for a culture of 100% attendance and 100% punctuality. Anything below 95% attendance over a term is considered poor and may require further investigation. Poor levels of attendance will negatively impact the personal, social and academic development of the pupil. It may also be an indicator of abuse or neglect or in itself may indicate that a child is at immediate risk of harm. Consequently, the attendance and registration arrangements set out in the document below are hugely important. The school however appreciates that some pupils have specific needs and there may be barriers to them achieving high levels of attendance and punctuality.

Term dates are published over a year in advance on the website in order that parents can arrange holidays and/or travel arrangements to/from School without disrupting a pupil's education. Only exceptional circumstances warrant a leave of absence.

Attendance
Excellent (100%) Which gives the very best chance of success.
Good (95-99%) Which may not have an impact on learning.
Poor Attendance (90-94%) Which may have an impact on learning.
Unsatisfactory Attendance (less than 90%) Which has an impact on learning.

Responsibilities of the School

1. The School must notify the local authority when a pupil's name is added to or deleted from the school admissions register outside of standard transition times.
2. The School must provide the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U)
3. The School must provide the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on health needs.
4. The School has a Senior Attendance Champion – Mr Matt Medhurst, Designated Safeguarding Lead. He can be contacted on matthew.medhurst@airthrie-school.co.uk

Date of Issue: Oct 25
Review Date: Sept 26
Owner: Jason Dobbie - Head

Pupils will be spoken with, through form times, about the importance of regular attendance. There will be regular reminder to parents via the Friday Bulletin.

5. The school will inform parents about their child's attendance and absence levels and hold regular meetings with the parents of pupils who the school believes to be vulnerable or who are persistently or severely absent, to discuss attendance and engagement at school.

6. Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year) the school will work together with parents to put targeted support in place to remove any barriers to attendance and re-engage these pupils. In doing so, the SLT will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

7. The school will identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.

8. The school will support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

9. The school will monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This analysis should be used to provide regular attendance reports to class teachers or tutors. The school should also conduct half-termly, termly and full year data to identify patterns and trends.

10. This policy will be reviewed regularly by the SLT and is shared with the DCAS NST.

Pupils with medical conditions or special educations needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who are on the SEND register. They have the same right to education as all other pupils. Dean Close Airthrie School works with parents and other agencies to make reasonable adjustments to support the child. Working with the form tutors and pastoral lead, we will establish strategies to remove any in-school barriers.

In exceptional circumstances a pupil may be given a temporary part-time timetable but always with a pathway for that to becoming full time. A part-time timetable will never be used to manage a pupil's behaviour.

The School Day

All pupils are expected to be in their forms by 8.40am Monday to Friday.

All pupils are registered electronically twice a day:

- Before the start of the first lesson (08:50)
- After lunch in the pupils next lesson (13.30pm)

Pupils who arrive after registration has started will be marked as late. Registration closes at 9.10am and pupils who arrive after this time will be marked as Unauthorised Absent.

The normal school day ends at 3.45pm from Monday to Friday, with clubs and late stay registration at 3.50pm.

There is an expectation that all pupils will have left site by 5.30pm unless specific arrangement have been put in place with the Head.

Date of Issue: **Oct 25**

Review Date: **Sept 26**

Owner: **Jason Dobbie - Head**

Requesting Absence

The school can grant leave of absence in certain circumstances:

- Attending an interview or test for entry into another educational institution
- Exceptional circumstances: this must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- To participate in an approved extra-curricular activity. (In these circumstances, a request for absence should be made directly to the Head.

Requests for appointments should be kept to a minimum. It is expected that routine appointments are made during holidays or after school hours.

A request for a holiday is not considered an exceptional circumstance

If a pupil is unwell the parent should contact the Office before 8.40am each and every day of absence. Contact details are:

Office – administration@airthrie-school.co.uk or 01242512827

Leaving the School site

Pupils may not leave the school site during school hours unless accompanied by a parent or guardian or, as part of an organised school activity, in the company of a designated member of teaching staff.

Managing Attendance

Registers will be marked in accordance with the DfE Codes set out in Appendix 1.

An Unauthorised Absence Code (N – no reason provided for absence) will be followed up until a pupil has been accounted for, at which point the code will be changed.

Absence codes are clearly shown on iSAMS and staff can only select from the list given.

AM and PM Registration will be followed up by the Front Office where pupils are shown as unauthorised.

The process followed by the Front Office is as follows:

- Check Period 1 and/or Period 9 attendance
- Visit teaching areas/form classes
- Check Music lessons or assemblies
- Ring parents

A pupil marked N is a concern; Staff and Front Office will liaise to resolve or the Missing Pupil Policy may be used.

Date of Issue: Oct 25

Review Date: Sept 26

Owner: Jason Dobbie - Head

APPENDIX 1

DFE Codes

Present Codes

/	Present (morning)
\	Present (afternoon)
L	Late arrival after registration began but before the registration was closed.
K	Attending education provision arranged by the local authority
V	Attending an Educational Visit or Trip
P	Participating in a sporting activity, run by or supervised by school staff.
B	Attending any other approved educational activity. e.g taster days

Authorised Absence Codes – these codes are used when the School has given approval for the absence in advance or has accepted an explanation.

I	Illness
M	Medical/Dental appointments
J1	Absence for the purpose of attending an interview for admission to another education institution
C	Leave of absence for exceptional circumstances
R	Religious Observance
E	Suspended or permanently excluded

Unauthorised Absence Codes

G	Family holiday (not agreed)
N	Reason for absence not yet established. To be followed up and code changed.
O	Absence in other or unknown circumstances
U	Arrived in school after registration closed, with no valid reason to use other codes.