

SHS A02: Attendance Policy

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1. Policy Statement

For the welfare, health and safety and educational benefit of our children, St Hugh's School requires regular attendance and the children's presence is checked twice daily at the start of morning at Registration and in the afternoon. Registers are completed electronically via iSAMS. In effect they are completed in ink because the registers can be printed out. The electronic register is backed up at least once a month and is retained for the six years after the school year in question. The attendance register is a legal document subject to the Education (Student Registration) (England) Regulations 2006.

Children's absences are followed up promptly on the day of absence by the Receptionist or School Secretary and parents/carers are required to notify absences in accordance with the procedures set out below.

This policy applies to all children in the Prep School including those in EYFS.

The policy and procedures are informed by the following guidance:

- [Children missing education: statutory guidance for local authorities and schools - GOV.UK](#)
- [Working together to improve school attendance \(applies from 19 August 2024\)](#) This document is available to all interested parties via the school's website and on request from the School Office. It should be read in conjunction with:
 - Admissions Policy
 - Missing Pupil Policy
 - Safeguarding Policy
 - First Aid Policy
 - Emotional Based School Avoidance

The school is fully committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunities Policy.

2. Key Personnel and Responsibilities

2.1 The Attendance Champion is the Deputy Head Pastoral.

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- 2.2 All members of teaching staff must be familiar with the following procedures and must know how to access and complete the attendance registers in accordance with the procedures set out in this document.
- 2.3 The Receptionists are responsible for the initial following up of unexplained absences.
- 2.4 Form Teachers are responsible for monitoring attendance and following up on unexplained absences and/or poor patterns of attendance.
- 2.5 In some cases (e.g. absence that gives rise to concern or repeated failure to provide a reason for explaining an absence), the Deputy Head Pastoral, may also contact parents/carers.
- 2.6 In extreme cases (e.g. more than 5 school days of unexplained absence in a term or where the school has reason to think the student may be at risk) the Deputy Head Pastoral, DSL, or the Head may take responsibility for following up absences and, where appropriate, informing the local authority.
- 2.7 Parents are, in law, responsible for making sure that their children of compulsory school age receives a suitable full-time education.
- 2.8 Parents should advise the school office of any unplanned absence by 8.25am.

3 Completion of the registers

- 3.1 Key Information for Children, Parents and Carers:
- 3.1.1 Children should be in their form room by 8.25am for morning registration and are registered in afternoon lessons by 1pm.
- 3.1.2 All pupils will be marked as either present or absent.
- 3.1.3 Any pupil arriving between 8.25-8.40am will be signed in as "late – before register closed". These pupils must sign in at the School Office giving a reason for lateness.
- 3.1.4 Pupils who arrive after 8.40 must sign in at the School Office giving a reason for lateness.
- 3.1.5 Any pupil who has permission to leave School for a medical or similar appointment, must always sign out at the School Office and sign back in at the School Office.

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If a pupil feels unwell, or is involved in an accident, they must tell a teacher who will arrange for them to go to the Medical Centre as appropriate. The child should be accompanied by a member of staff or another child. The Medical Centre will arrange for the pupil to be collected if they are too unwell to stay in School.

3.2. Key Information for Staff:

3.1.1 Form teachers, or those teachers registering a class, should be in their classroom by 8.15am for morning registration and at 12.50pm for afternoon registration.

3.1.2 All teachers must complete a class register by 8.25am (AM registration) and 1.05pm (PM registration).

3.1.3 Unexplained absences are followed up and monitored according to the process set out below [Section 9].

3.3. Process of Registration

3.3.1 The attendance register includes the children's class and records if they are absent or present at any given registration session. The codes used in registers are listed below with their meanings.

3.3.2 The register will be open from 8.10am to 8.25am and 12.55pm to 1.05pm. Times vary for Nursery children.

3.3.3 Take the register using the symbols for present '/' '\ ' or absent 'N'. If a student arrives late the 'N' should be changed to 'L'.

3.3.4 If an absence has been authorised or is known about enter the appropriate code and record the reason.

3.3.5 The School Office will record any pupils arriving after 8.40am with a code U – arrived after register closed

3.3.5 If you require help with using iSAMS to register, please contact office@st-hughs.co.uk

3.4 Register Codes: (for a full explanation of each code see appendix 1)

Present

/ The pupil is present in school AM.

\ The pupil is present in school PM.

Absence

M - No Reason Yet Provided For Absence

- - Unknown

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- - Other
 O - Unauthorised Absence
 R - Religious Observance
 S - Study Leave
 E - Excluded
 W - Work Experience
 V - Educational Visit or Trip
 I - Illness
 P - Approved Sporting Activity
 U - Late (After Registers Closed)
 M - Medical / Dental Appointments
 G - Family Holiday (NOT Agreed)
 F - Extended Family Holiday (Agreed)
 B - Educated Off Site
 X - Non-Compulsory School Age Absence
 C - Other Authorised Circumstances
 D - Dual Registration
 T - Traveller Absence
 Z - Pupil Not Yet On Roll
 # - School Closed To Pupils
 C1 - Regulated Performance
 C2 - Temporary Reduced Timetable
 J1 - Employment/Educational Interview
 K - Educational Provision Arranged by LA
 Q - Lack of Access Arrangements by LA
 Y1 - Normal Transport Unavailable
 Y2 - Widespread Travel Disruption
 Y3 - Part of School Out of Use
 Y4 - Session Cancelled – School Closed
 Y5 - Subject to Sentence of Detention
 Y6 - Infection or Disease
 Y7 - Other Unavoidable Cause

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4. Signing Out when leaving the school site during the day

4.1 Children should sign out at the School Office if they need to leave the school premises for treatments or appointments. Such absences must be explained by the parent/carer and the register updated to explain the absence. If such absences are not notified in advance, reception will mark the register as 'N' and update it with the appropriate symbol once the nature of the absence has been confirmed.

4.2 If the School Nurse has contacted the parent/carer to pick up a sick child, the School Office will mark them with 'T' for that day/session. Parents/carers are required to follow standard procedures for notifying the school of any subsequent absences relating to this illness.

5. Holidays and other personal absence during term time

5.1 The School requests that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Head well in advance of the date.

5.2 Other absence for personal reasons are sometimes unavoidable. In these circumstances, parents/carers should write to the Head requesting leave of absence in advance of the date, using the email address headspa@st-hughs.co.uk

6. Following up Unexplained Absences and Monitoring Attendance

6.1 Parents/carers are required to contact the form teacher and front reception before 8:25am to advise of absence or illness by email.

6.2 Any unexplained absences are followed up by front reception as soon as possible on the day via telephone calls to parents/carers in the first instance and the attendance records updated.

6.3 Any pupils designated as vulnerable are followed up as a priority and for any pupil with a Child Protection Plan, the Local Authority will be notified within 48 hours.

6.4 The Deputy Head Pastoral, DSL, or the Head may also be involved in following up absences, particularly where there is a pattern of poor attendance or where the school has particular concern for the safety of a child.

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6.5 Should a child be missing from school without authorisation or explanation and there has been no contact with parents/carers or the student, the Designated Safeguarding Lead and Head will be informed, and a decision taken about how to proceed.

6.6 Pupils that are absent on a Wednesday morning due to illness or other should not then take part in fixtures on the same day.

6.6 To support pupils returning after a long period of absence (illness or other reasons), the pupil's needs are considered, and adjustments made by the school in liaison with, but not exclusively, the child and their family. Such adjustments are regularly reviewed and amended as appropriate (see EBSA Policy).

7. Monitoring Attendance

7.1 The Deputy Head Pastoral receives regular reports of pupil attendance 'to date'. Appropriate actions are then initiated.

7.2 Where there is cause for concern, parents are informed about their child's attendance and absence levels.

7.3 A referral may be made to the Local Authority if a child's termly attendance falls below 90% and all attempts to work with the parents/carers to improve attendance have failed.

7.4 The School will also report the following attendance issues to the Local Authority:

- 10 school days unauthorised absence per academic year.
- 15 consecutive days or cumulatively of absence due to sickness.
- Non-return within 5 school days after authorised absence.
- Failure to attend regularly.

7.5 Notification of deletion from the School's Admissions Register will be done in accordance with the Education (Student Registration) (England) Regulations 2006.

8. Maintenance of the Attendance Register

8.1 The attendance register records the following information:

- Original and amended entries.
- Name or title of any person making an amendment and the date the amendment is made.

8.2 The iSAMS manager is responsible for creating an additional back up of the Attendance Register at least once a month, and this is retained for six years after the school year in question.

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9. Monitoring and Review

The Governing Body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so.

Day to day management and responsibility for the strategic approach to attendance in school is delegated to the Deputy Head Pastoral.

This policy will be reviewed and updated bi-annually by the Deputy Head Pastoral or as events or legislation requires.

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Appendix 1- Contents of the Attendance Register

All schools, except those where all the pupils are boarders, must keep an attendance register in accordance with regulation 6 of the Education (Pupil Registration) (England) Regulations 2006 as amended. 198. Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. On each occasion they must record whether every pupil (with the exception of a pupil who is a boarder) is:

- Present
- Absent
- Attending an approved educational activity as defined in regulation 6(4); or
- Unable to attend school due to exceptional circumstances as defined in regulation

The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the School Census system. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

Absence

N - No Reason Yet Provided For Absence

-- Unknown

-- Other

O - Unauthorised Absence

T - Religious Observance

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U - Study Leave
 E - Excluded
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