



ALDRO

Attendance Policy

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Context

Aldro has a responsibility to proactively manage, promote and, where necessary, improve school attendance. Regular attendance at school is an essential foundation to promoting positive outcomes for all pupils and will be achieved through effective partnership between the family and the school. Aldro is committed to providing a high quality of education and expects parents to support in this objective.

Barriers to accessing education can be complex, both within and beyond the school gates, and are often specific to individual pupils and families. Improving school attendance is the business of all stakeholders, with the foundation of good attendance being a school environment where pupils want to be, feel valued and accepted.

The updated guidance document from the Department for Education (DfE), Working Together to Improve School Attendance, sets out the expectations and statutory requirements for schools, which are reflected in this policy.

Related Policies:

Safeguarding and Child Protection Policy
Admissions Policy

Key Guidance:

[Working Together to Improve School Attendance \(2024\)](#)
[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
[Keeping Children Safe in Education \(2025\)](#)

Aims

The aim of this policy is to offer a clear vision for attendance at Aldro, underpinning this with high expectations that are communicated to, and understood by, all parents, staff, pupils and governors.

Our intention is to:

- Create a culture in which full attendance is accepted as the norm.
- Demonstrate that high attendance and punctuality are valued.
- Develop and maintain effective communication between school and home regarding attendance.
- Safeguard pupils by monitoring all absent pupils and working with families where support is needed.
- Ensure compliance with all relevant legislation.

Attendance and Punctuality Expectations for Parents

Where a child is registered at school, parents have a legal duty to ensure that their child attends regularly.

Pupils are expected to be in school for registration by 8.20am (Monday-Friday). The school day concludes at various times, according to the age of the pupils and particular activities, such as sports fixtures.

Parents are expected to avoid absence wherever possible and to follow the procedures outlined below where absence from school is necessary.

Absence due to Pupil Illness

All absences through illness must be reported by parents before 8.30am on EACH/EVERY day that the pupil is absent. This should be done by email to absence@aldro.org, giving a reason for the absence, and Form Tutors should be copied in.

Absence Requests

Requests for leave of absence during term time (for example, for medical/dental appointments or school visits) must be made in writing to the Headmaster, using the absence@aldro.org email address, and should reach the school at least 7 days in advance (except in an emergency, where parents are asked to phone the school as soon as possible).

We encourage parents to make medical and routine dental appointments out of school hours where possible. Where this is not possible, pupils should be out of school for the minimum amount of time necessary.

Absence in exceptional circumstances, for example due to significant family events and ceremonies or on compassionate grounds, may be authorised by the Headmaster. All such requests should be made in writing in advance of the proposed absence (where this is possible).

School Refusal

In the unlikely event that a child becomes reluctant to attend school, parents should take the time to listen to their child and share any concerns arising with the appropriate member of school staff. (Form Tutor, Head of Juniors, Middles, Seniors, Assistant Head Pastoral, Attendance Lead.) Support should be sought at the earliest opportunity. The School will then work with both parents and child to improve attendance, overcome barriers to attendance and provide targeted support where required.

School work in cases of Absence

In instances of short-term absence (2 to 3 days) due to illness, it is not anticipated that work will be sent home by teaching staff.

Where an illness or injury may require a longer period of recuperation away from school, the Form Tutor will liaise with home and teaching staff to ensure that suitable work is made available. This would usually be via Microsoft Teams or by email.

Children with long term medical conditions or Special Educational Needs and Disabilities

Whilst every pupil has the right to a full-time education and high attendance expectations will be set for all pupils, the school acknowledges that some pupils may have needs that will require additional support. In this regard, the school will always consider its obligations under the Equality Act 2010.

Registration

The attendance register is taken twice a day at Aldro: at the start of the morning session and at lunchtime. This register is a legal document, is recorded on iSAMS, and will be kept by the school for six years from the date that the data is entered.

In the case of absence, this is recorded in the register with a specific code, as set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. A summary of these codes can be found in Appendix A of this document.

Absences fall into two main categories:

- Authorised – those where permission from the school has been granted
- Unauthorised – those which have not been consented to

Examples of absences which the school may deem 'unauthorised' include, but are not limited to:

- Sickness of a parent, or other family member
- Problems with transport
- Non-urgent medical treatment
- School refusal or truancy
- Days off for birthdays, shopping trips
- Family holiday

The registration system at Aldro is as follows:

- Pupils sign in with their Form Tutor at morning registration (8.20). The register is taken and kept on iSAMS. The registration period finishes at 8.35 and registers close at 8.50am.

- Staff use the statutory codes to record absence, using code 'N' to record any absences for which the reason is unknown.
- Should a pupil arrive after 8.35, they should register with the School Secretary at the school office, where they will be recorded with the code 'L' (Late arrival before the register is closed) up until 8.50, or code 'U' if they arrive after 8.50.
- If pupils are present during registration but are going out of school any time after this (before the end of the school day) they are marked as present. Lists of pupils on trips or matches are shared with the school office.
- The School Secretary will check the register for any unauthorised or unknown absences between 8.45 and 9.15, and then again at 13.30 each day. In the event of a pupil being absent, where no communication has been received from home, the School Secretary will contact parents/guardians by telephone.
- When contact cannot be made by phone with the parents/guardians, or listed emergency contact, of an unexpectedly absent child, the School Secretary will notify the DSL. At this point, the DSL will decide what further action is appropriate.
- All day pupils sign out at the end of the day, either with the member of staff on sign out duty or through the procedures in place for after-school activities where appropriate.
- Boarders will be registered by boarding staff at supper at 6pm.

Monitoring and Promoting Attendance

The school's attendance register is stored electronically on iSAMS. Form Tutors monitor attendance, and the pastoral and safeguarding teams track attendance data in order to follow up on irregularities and any concerns raised by staff. The Senior Attendance Lead at Aldro is Suzie Shaw (Head of Juniors and Deputy DSL).

The school adopts the following approach in terms of monitoring, aiming for early intervention wherever possible:

Below 94% attendance/patterns of Late arrival – the Pastoral Care Team (PCT) will analyse reasons for absence. Contact may be made with parents via the Form Tutor or relevant Head of Year.

Below 90% attendance – The DSL/Senior Attendance Lead will contact parents in order to discuss processes to support attendance and to better understand reasons for absence.

Under certain circumstances, the school will be required, or may decide, to liaise with the relevant local authority. In accordance with Working Together to Improve School Attendance (2024), the school is required to inform the local authority in the following circumstances:

- When a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- When pupils 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.
- When pupils have been recorded with code 'I' (illness) and have/will miss 15 days consecutively or cumulatively over the year because of sickness.

In addition to the above, the school, in consultation with parents, may choose to contact the local authority in order to engage broader support structures for pupils with attendance records below 90%.

Aldro aims to work with parents and the pupil in all cases to determine and address the root causes of absence and to help remove barriers to attendance by working with all partners to:

- Expect high standards of attendance and build a culture where all pupils can and want to be school.
- Monitor attendance data to identify patterns as soon as possible.
- Listen and Understand barriers the child or family might be facing and work together to resolve them.
- Facilitate Support to help overcome barriers to school attendance.
- Formalise Support should absence persist and voluntary support is not proving effective.
- Enforce attendance through intervention or prosecution to protect the pupil's right to an education.

In its aim to promote and encourage good attendance, Aldro maintains a whole school culture that promotes high attendance. The school supports this with a clear attendance policy, daily monitoring processes, regular analysis of attendance data and strong relationships with families.

Children Absent from Education

Aldro recognises that children persistently absent or missing from education present a safeguarding issue, particularly when a child leaves the school with no known destination.

Aldro's approach to Children Absent from Education is taken in accordance with the 'Education (Pupil Registration) (England) Regulations 2024' and is outlined in our Safeguarding and Child Protection policy.

Attendance Champion

The School's Attendance Champion is Miss S Shaw (DDSL). For parents with questions relating to attendance, please email: sshaw@aldro.org

Appendix A – Registration Codes

Common Codes

Code	Descriptor
/\	Present am / pm
L	Late arrival before the register is closed
V	Educational visit or trip
P	Participating in an approved sporting activity
B	Approved educational activity e.g. transition day
M	Medical or dental appointment
J1	Interview – future school
C	Approved, exceptional leave
R	Religious observance
I	Illness
E	Suspended or permanently excluded
Y1	Normal transport to school unavailable
Y2	Widespread travel disruption
N	No reason yet established (must be amended within 5 days)
G	Unauthorised holiday
O	Absent in other or unknown circumstances
U	Late, after close of registration

*Red highlighting = unauthorised

Less Common

K	Educational provision by the Local Authority
C1	Participating in a performance or employment abroad
C2	Temporary, part-time timetable
Y3	Part of the school premises closed
Y4	Whole school site closed
Y5	Pupil in criminal justice detention
Y6	Attendance contrary to public health guidance
Y7	Unavoidable cause (emergency)
Z	Prospective pupil
#	Planned school closure

Not relevant

X	Non-compulsory school age pupil not required to attend school
W	Work Experience
S	Study Leave
D	Registered at a second school
T	'Mobile child; of no fixed abode travelling with parent for work
Q	Absence due to lack of home-to-school travel organised by the LA.