





ATTENDANCE POLICY

Newcastle upon Tyne Royal Grammar School

INTRODUCTION

The Royal Grammar School Newcastle (RGS) shares with parents a commitment to ensuring progress and positive outcomes for all its students and recognises the importance of regular attendance at school in achieving this.

In addition, monitoring attendance allows the School to enhance its care for the welfare and safety of students. We recognize that children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

This policy is written following the statutory guidance as of 19th August 2024, [*Working Together To Improve School Attendance*](#).

This policy outlines:

- Our expectations of pupils and parents regarding attendance and punctuality
- The procedures in place to monitor attendance
- The procedures for following up absence
- How parents/carers should request leave of absence for their child.
- Are approach to encouraging attendance and supporting the removal of any barriers for students attendance and punctuality

REGISTRATION

[Who should I contact? - Royal Grammar School Newcastle \(rgs.newcastle.sch.uk\)](https://rgs.newcastle.sch.uk)

Students of compulsory school age must have their attendance registered twice daily. RGS registers all its students, including those in the Sixth Form.

In the Junior School, registration is at 8.30am and 1.20pm daily and in the Senior School registration is at 8.45am and 2pm each day. The register is taken electronically and stored on the school's secure database. All students must be accounted for by being either present, absent or attending an approved educational activity. If a student is absent, parents are expected to notify the School either before or on the morning of the first day of absence. When a student is absent and there has been no notification from home regarding the absence, then the School will contact a parent/guardian to confirm the reason for the absence, the whereabouts of the child, and who is caring for them. This procedure is repeated for every subsequent day of absence.

On each occasion that a register is taken the appropriate attendance or absence code will be entered for every student on our register (see Appendix 1), using the national attendance and absence codes from regulation 10 of the School Attendance Regulations 2024 ([see paras 289 – 411](#) of Working Together to Improve Attendance, 2024).

If a child has not attended school for three consecutive days (for example due to an illness) then a wellbeing check will be made by the child's form supervisor.

Patterns of student absence are monitored by the Heads of Year / pastoral teams, alongside the Attendance and Cover Administrator who generates weekly reports, which are regularly reviewed.

The School has a legal, safeguarding duty to report students to their local authority if they fail to attend school regularly or are absent without the School's permission for a continuous period of ten school days or more. If the School has reason to believe a child may be at risk, it may report a student before the ten-day threshold is reached. With this in mind, the level and pattern of absence is also monitored by the School.

In line with KCSIE guidelines, the School also requires parents/guardians to provide two up to date phone numbers on which they can be reached in an emergency e.g. if their child is missing from school. In addition, a further emergency contact of someone other than a parent should also be provided.

This policy applies to the whole school and is published to parents and staff

Updated: August 2025 Reviewed: August 2026 SJL Author: S Longville



PUNCTUALITY

Students who are late to registration are still required to register and arrangements are in place for students to register late. The School keeps a record of late registration, including the reason for the lateness, and this is reviewed weekly by the pastoral teams. Persistent or regular lateness is discussed with students and parents to ensure that students can arrive at school in good time to get themselves ready for lessons. Persistent lateness has an impact on learning and attainment and students are expected, in an age-appropriate way, to take responsibility for their punctuality. A pattern of poor punctuality may result in some form of sanction for the student being applied. Sometimes, persistent lateness can be an indication of other pastoral, personal or medical issues and the School will support students where this is the case.

REQUESTING LEAVE OF ABSENCE

If an absence is required during term time:

- Parents wishing to take their children out of school for a medical appointment, music exam or similar, should write a note or email to their child's Form teacher/supervisor to give the date and reason for the absence, no later than two school days before the requested absence. In the Junior School, this note may also be handed in to the Junior School office.
- The School recognises that there will be exceptional times when a student will be absent, for example on grounds of religious observance, bereavement, one-off special family occasions, visiting another school, etc. In these instances the registration Code C *Leave of Absence for Exceptional Circumstances* will be used. Request for leave of absence for exceptional circumstances should be done by writing a note or email to their child's Head of Year, giving the date and reason for the absence, no later than two school days before the requested absence. In the Junior School, this correspondence should be addressed to the Head of the Junior School.
- Parents wishing to take their child out of school for a holiday, must request leave of absence in advance, in writing or by email, from the Headmaster or the Head of the Junior School, setting out the dates and reason for the absence. The School does not encourage parents to take children out of school for family holidays, and will not grant authorized leave for holidays. Following the statutory guidance in *Working Together to Improve Attendance, 2024*, a Code G, *Unauthorised Holiday* would be used. We do not employ Fixed Penalty Notices for unauthorized absences.

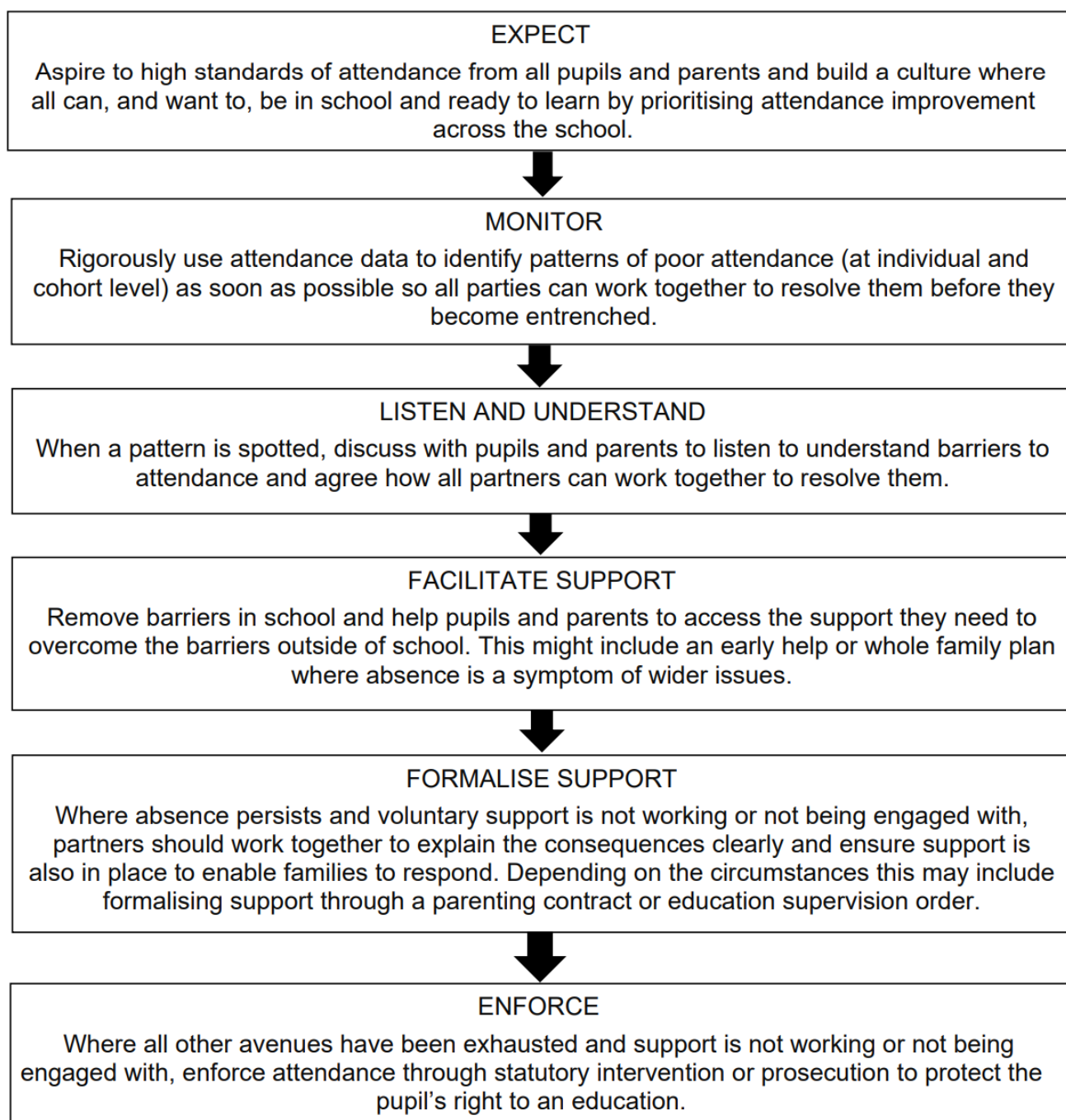
All students who miss school, for whatever reason, are expected to catch up with work missed. However, if a student is absent through illness or a traumatic event, for example, we would not expect them to be working during that time, instead they should focus on rest and recovery until they are ready to come back to school.

Where a student is absent for a prolonged period due to ill health, the School will work with parents to ensure that suitable work is made available for the student during their absence and support to catch-up is in place upon their return.

CONCERNS RELATING TO ATTENDANCE LEVELS OR PUNCTUALITY

Our approach to encouraging and supporting attendance and punctuality is consistent with the recommendations given in *Working Together to Improve School Attendance, August 2024* (see figure 1 below from Para 14):

Figure 1:



1. Expect:

Our students are highly motivated and we have supportive parents who expect high levels of attendance from their children. For repeated “lates” (3 accrued per half term), without mitigating circumstances, students know to expect to have an S3 detention with a Head of Year.

2. Monitor:



Our attendance officer produces weekly attendance and punctuality reports, which are monitored by Assistant Heads of Year who identify any trends or patterns of concern relating to attendance and / or punctuality.

3. Listen and understand:

When a concern regarding attendance or punctuality is identified there will be a pastoral response, which will include contacting the parents, and will usually involve the form teacher, HOY/AHOY and student to work out what the barriers to attending may be.

4. Facilitate Support:

For example, this may include input from the SEND team, bursary support lead, form supervisor, HOY team.

5. Formalise support:

For example, this may involve the Deputy Head Pastoral, Head of Sixth Form or Junior School Head setting formal attendance targets that the student and/or parent must aim to meet.

6. Enforce:

If attendance falls short of expectations following interventions, this may warrant a review of the student's place at the school at the next key stage transition. For prolonged periods of non-attendance the relevant local authority would be informed.

Remote-learning or reduced timetable / phased return:

In some instances, such as with a physical or mental health condition, we may have a student whose attendance has been compromised. We will assess this on a case by case basis, and where possible facilitate the student's attendance and engagement with school by using a form of remote-learning support or a programme of phased return to school.

WORKING COLLABORATIVELY AND SHARING INFORMATION WITH LOCAL AUTHORITIES:

We will share attendance data with the local authorities that our students live in. This will include:

- When a student's name is added to or deleted from our school roll outside of the usual transition times
- When a student has been had an unauthorized absence for a period of 10 consecutive days, or has had a concerning pattern of attendance over a period of time.
- When a student has had an illness (physical or mental health) and has been absent for 15 consecutive or cumulative days because of it. This should allow the school and the relevant local authority to agree any provision needed to ensure continuity of education for students who cannot attend for health reasons, in line with the statutory guidance in *Arranging education for children who cannot attend school because of health needs, 2023*.

Senior Leader responsible for attendance in school:

Mr Tom Keenan

Deputy Head

t.keenan@rgs.newcastle.sch.uk

Contacts for more detailed support with attendance issues:

Senior School:

- Head of Year (a.teacher@rgs.newcastle.sch.uk – see website for Head of Year list)
- Deputy Head Pastoral (s.longville@rgs.newcastle.sch.uk)
- Head of Sixth Form (p.enevoldson@rgs.newcastle.sch.uk)
- Head of Bursary Support (j.browne@rgs.newcastle.sch.uk)

Junior School:

- Assistant Head (Pastoral) Junior School (K.wall@rgs.newcastle.sch.uk)
- Head of Bursary Support (j.browne@rgs.newcastle.sch.uk)

This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy (appendix G Children Missing Education Policy)
- DfE Keeping Children Safe in Education (KCSIE)
- *Working together to improve school attendance (August 2024)*
- *Arranging education for children who cannot attend school because of health needs, 2023*.
- Supervision of students policy
- School closure and early finish policy

This policy applies to the whole school and is published to parents and staff

Updated: August 2025 Reviewed: August 2026 SJL Author: S Longville

- Standard Terms and Conditions

APPENDIX 1:

Registration Codes - '[Working Together To Improve School Attendance 2024](#)'

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
K	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the local authority
D	Dual registered	Pupil is attending a session at another setting where they are also registered
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence	The pupil should be participating in a regulated performance or regulated employment abroad

C2	Leave of absence – Part-time timetable	For compulsory school-age pupil who is on an agreed part-time timetable
E	Suspended or permanently excluded	Pupil has been suspended or permanently excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
J1	Leave of absence	Pupil has an interview with a prospective employer/ admission to another educational institution
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Parent travelling for occupational purposes	Pupil is a mobile child due to the parent travelling from place to place for business/trade
Q	Unable to attend due to lack of access arrangements	Pupil is unable to attend due to a lack of access arrangements made by the local authority
Y1	Unable to attend due to lack of transport	Where the school or local authority normally provides transport which is not available; and the school is beyond reasonable walking distance
Y2	Unable to attend due to widespread disruption to travel	Pupil is unable to attend school because of widespread disruption to travel caused by a local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use
Y4	Unable to attend due to the whole school being unexpectedly closed	Where the whole school was planned to be open but remained closed unexpectedly
Y5	Unable to attend as pupil is in criminal justice detention	If the pupil is in police detention or on remand to youth detention, awaiting trial or sentencing

Y6	Unable to attend in accordance with public health guidance or law	Pupil travel to or attendance at the school would be contrary to restrictions set by the secretary of state for health
Y7	Unable to attend because of any other unavoidable cause	The unavoidable cause must be something that affects the pupil, not the parent
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	The pupil arrived late and after 30 minutes from the start of the session

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk
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