RADLETT
PREPARATORY SCHOOL

ATTENDANCE & ABSENCE POLICY

Written by:	Mrs C Hele	**Approved by:**	Mrs L Flynn
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Key School contacts

School office staff	Miss Constanti/Mrs Lovejoy admin@radlettprep.co.uk 01923 856812
Head of Pastoral Care & Senior Attendance Champion	Mrs Claire Hele admin@radlettprep.co.uk 01923 856812

1. Related Information

1.1 Statutory Guidance

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations August 2024;
- EYFS statutory framework for group and school-based providers (DfE, January 2024);
- Education and Skills Act 2008 (latest commencement orders August 2024);
- The School Attendance (Pupil Registration) (England) Regulations August 2024;
- Equality Act 2010 (and all subsequent amendments and regulations including those effective from January 2024); and
- Data Protection Act June 2025 and UK General Data Protection Regulation (UK GDPR)

1.2 Supporting Documents

This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE, August 2024);
- Summary table of responsibilities for school attendance (DfE, August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, August 2024);
- Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2025);
- Children Missing Education (DfE, September 2025);
- Supporting pupils with medical conditions at school (DfE, August 2017) (This document remains in force but should be read alongside newer mental health and safeguarding guidance.);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018) (This document remains in force but should be read alongside newer mental health and safeguarding guidance.);
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);
- Providing Remote education: guidance for schools (DfE, updated August 2024); and
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, originally published May 2015, reconfirmed September 2024).

The following School policies, procedures and resource materials are relevant to this policy:

- Child protection and safeguarding policy;
- Missing child policy;D
- SEND policy;
- Disability equality policy;
- Children with health needs who cannot attend school policy;
- Behaviour, rewards and consequences policy; and
- Parent Contract/terms and conditions.

2. Introduction

At Radlett Preparatory School (the School), we aspire to high levels of attendance from all pupils and expect all children on roll to attend school every day when it is in session, as long as they are fit and healthy enough to do so. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances. We believe the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we make every effort to make school a happy and rewarding experience for all children.

3. Aims

The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

4. Scope and application

This policy applies to the whole School including the Early Years Foundation Stage (EYFS). This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

5. Publication and availability

This policy is published on the School website and shared with parents upon enrolment. Parents are reminded of its contents at the start of each academic year and whenever updates are made. A printed copy is available on request from the School Office.

6. Definitions and interpretation

Where the following words or phrases are used in this policy:

- references to attendance include references to attendance for all or part of the timetabled school day.
- references to a Parent means:
    - all natural parents, whether they are married or not;
    - any person who has parental responsibility for a pupil; and
    - any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
- References to a pupil includes anyone who is receiving an education at the school.

7. Responsibility statement and allocation of tasks

The Directors have overall responsibility for all matters which are the subject of this policy. The Directors recognise that improving attendance is a school leadership issue and has appointed a designated senior leader, the Head of Pastoral Care, to have overall responsibility for championing and improving attendance in School.

To ensure the efficient discharge of its responsibilities under this policy, the Directors have allocated the following tasks:

Task	*Allocated to*	*When / frequency of review*
Keeping the policy up to date and compliant with the law and best practice	Head of Pastoral Care	As required, and at least termly
Monitoring the implementation of the policy	Head of Pastoral Care	As required, and at least termly
Analysing attendance and absence data	Head of Pastoral Care	Half termly
Formal annual review	Directors Advisors	Annually

8. The importance of good attendance

The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting

pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 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.

9. School responsibilities

The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community. The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.

Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where attendance does not improve despite intervention, the School will follow local authority escalation procedures, which may include formal legal action.

The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or information and ensure intervention is regularly reviewed.

The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent. It will monitor and analyse this data regularly to identify where early help services and other agencies are appropriate to support pupils and families.

10. Staff responsibilities

The Directors have appointed the Head of Pastoral Care, a member of the School's leadership team, to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are on page 3 of this policy and are widely publicised within School.

The Head of Pastoral Care and Senior Attendance Champion's responsibilities are:

a) to set a clear vision for improving attendance in school;
b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
d) to have oversight of and analyse attendance data; and
e) to communicate clear messages on the importance of attendance to pupils and Parents.

School Office Staff have specific responsibilities for attendance. They should:

- record all absences promptly and accurately using the processes specified;
- seek explanations of absences from parents;
- make enquiries about unexplained absences, including those within the school day, and follow up with parents to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the Head of Pastoral Care of any specific concerns;

Teaching staff have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- record all absences promptly and accurately using the processes specified;
- have a formal routine for registers being taken accurately each morning and afternoon;
- look out for trends or patterns in a pupil's attendance and inform the Head of Pastoral Care of any specific concerns;
- deal with lateness to school consistently and promptly;
- discuss non-attendance and / or lateness with parents and emphasise the importance of punctuality and attendance.

All staff

The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it. The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

11. School arrangements

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices.

12. Monitoring attendance

The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing half termly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to phase leaders and class teachers to facilitate discussions with pupils and to leaders (including the enhanced learning provision coordinator and designated safeguarding lead);
- undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;
- conducting analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Directors termly.

13. Additional needs

The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance. It will also work with Parents, and where appropriate with relevant authorities, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

Where a pupil has an Education, Health and Care Plan (EHCP) the School will communicate with the local authority where the pupil's attendance falls or the School becomes aware of barriers to attendance that relate to the pupil's needs.

Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School is required to report concerning levels of pupil absence to the Local Authority, including:
- 15 or more days of sickness absence (whether consecutive or cumulative) within the academic year.
- 10-day absences, where a child is absent for either 10 consecutive days or an accumulation and the absence is not authorised.

14. Parent / carer responsibilities

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. This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

The School will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance. Expectations the School places on Parents can be found in Appendix 1 of this policy.

Parents are bound by the terms relating to conduct and attendance in the parent terms and conditions and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

15. Training

Staff

The School ensures that guidance and training on attendance is arranged on induction and annually thereafter so that staff understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral staff and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

The School maintains written records of all staff training.

16. Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education. The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

The School is legally required to share information from the registers with the local authority. As a minimum this includes:

16.4.1 New pupil and deletion returns;
16.4.2 Attendance returns;
16.4.3 Sickness returns.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the

required information that can be accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

The School is expected to inform a Child In Need's (CIN) social worker and if there are authorised or unauthorised absences.

17. Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Appendix 1
School arrangements

Managing attendance

The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the School day. The School day is as follows:

Year group	Registration (Start of the School Day)	End of the Day
Reception – Year 2	8.30am	3.00pm
Year 3 – Year 4	8.30am	3.10pm
Year 5 – Year 6	8.30am	3.20pm

This period may be extended, for example for out of school clubs, sports fixtures or school trips.

The role of Parents / carers

The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity, using the MCAS app;
- notify the School of any absence or delay as soon as reasonably possible (and no later than 9.00am on the first day of absence) in accordance with this policy and when doing so, give an accurate explanation for this including an anticipated return date; and
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue;
- ensure their child attends School by 8.30am for morning registration;

Registration and attendance checks

- Morning registration is at 8.30am. The registers will remain open for 30 minutes after the start of morning registration. The morning register will be taken by the class teacher (unless they are not available, in which case the teacher covering morning registration will take the register).
- Afternoon registration will be at 1.00pm for the Lower School and 1.20pm for the Middle and Upper School. The afternoon register will be taken by the teacher responsible for the class at the start of Period 4 (Reception and lower school)/Period 5 (middle and upper school)
- Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.

- If a pupil is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).
- If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given will be recorded.
- the School uses BROMCOM for the registering of pupils.

Reporting absence

If a pupil is to be absent from School for any reason, the parent/carer should contact the school office by 9.00am on the first morning of absence and advise when they are expected to return. Where a pupil is ill, the School should be notified of the nature of the illness. The school administrator will make a note of the reason on the register.

If a pupil does not return on the expected return date, the parent/carer should contact the school office by 9.00am and provide further explanation as to why the pupil is absent with an updated expected return date.

Absence will be recorded on the Attendance Register as set out in **Appendix 3**.

Managing absence

Absence is reported to parents termly through the termly grade sheets (Autumn, Spring and Summer terms) and the full written report (Summer term). Attendance information is accessible to parents via the MCAS app.

The School categorises and manages absence in the following ways:

Category	**Attendance**	**Actions** (actions listed are not an exhaustive list)
Severe cause for concern (severe absence)	50% or below	- Sending a letter to parents **(Appendix 4)** - Meeting with parents to discuss absence and setting targets/actions to improve where required - Discussion with relevant local partners where required - Weekly review through Phase meetings - Fortnightly review through Raise & Review meetings - Half termly review by SLT
Cause for concern (persistent absence)	89% or below	
Improvement needed	90% - 95%	- Telephone call with parents - Half termly review through Raise and Review meetings
Good attendance	96%-98%	
Excellent attendance	99%-100%	

Following a period of lengthy absence, the Head of Pastoral care will work with class teachers, parents and pupils to create a plan to reintegrate a pupil into school if required.

Managing punctuality

As well as regular attendance at school, parents need to ensure that their child arrives at school in good time each morning. Being late for school has many negative consequences:

- Gets the day off to a bad start;
- Increases stress and upset for the child;
- Can lead to the child feeling embarrassed and singled out;
- Affects the child's overall confidence;
- Disrupts the learning of other class members;
- Creates bad habits which could lead to poor attendance;
- Confusion for your child as work or activities might have been started

Being late on a regular basis adds up to a loss of learning time.

The school categorises and manages punctuality in the following ways:

Category	**Lates**	**Actions** (actions listed are not an exhaustive list)
Severe cause for concern (severe lateness)	50% or above	- Sending a letter to parents **(Appendix 5)** - Meeting with parents to discuss lateness and setting targets/actions to improve where required - Weekly review through Phase meetings - Fortnightly review through Raise & Review meetings - Half termly review by SLT
Cause for concern (persistent lateness)	20% or above	
Improvement needed	10% -19%	- Telephone call with parents - Half termly review through Raise and Review meetings
Good punctuality	5% - 9%	
Excellent punctuality	0% - 4%	

Authorised absences

Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Applications for an authorised leave of absence

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances (such as bereavement), religious observance, sickness and non-routine medical appointments. These situations will only be authorised if requests are made using the MCAS app; preferably at least a week prior to the absence, unless unavoidable.

Any absences due to travel, family celebrations or holidays taken within term time will be recorded as unauthorised.

The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

Parents are required to attend a meeting with the Principal if they are requesting more than 5 school days absence in one academic year (the exception to this is for Year 6 pupils sitting 11+ examinations and attending interviews for entry into Senior School).

Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Principal.

Routine dental or medical appointments should be made during School holidays or after the school day except in cases of emergency.

If a leave of absence is granted, it is for the Principal to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See **Appendix 3** for more details.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

Work set by the school during an absence

Work will only be provided by the school if the absence is likely to continue for an extended period or be a repetitive absence. Work will not be send home if a child is off school sick.

Reporting duties

The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous or cumulative period of 15 days or more to the local authority.

Action will also be taken in accordance with the Missing Child policy and Child Protection and Safeguarding policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Appendix 2
Admission register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3
Attendance register

Attendance register

The School records and monitors the attendance of all pupils in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

The attendance register is kept electronically and a back-up copy of the register is made at least once a month.

The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to resolve any issues before they become entrenched.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

On each occasion it will be recorded whether every pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

- Attending educational provision arranged by a local authority;
- For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- Attending a place for an approved educational activity that is a sporting activity;
- Attending a place for any other approved educational activity.

Recording absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

Remote education

The School is required to record all absence from in-person lessons. The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education. In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care Plan (EHCP) or has a social worker, the local authority should also be involved in the decision;
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.
- Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.
- The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- Holiday taken in term time has not been authorised by the School or is in excess of the period determined by the Principal;
- absences due to travel or family celebrations
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

ATTENDANCE CODES 2025/2026

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
C	Other exceptional authorised circumstance	Authorised absence
E	Suspended/excluded without alternative provision	Authorised absence
G	Family celebrations, holidays or travel	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J1	Interview	Authorised absence
L	Late (before registers close)	Present
M	Medical / Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Absent in other or unknown circumstance	Unauthorised absence
P	Participating in sporting event	Authorised absence
R	Religious Observance	Authorised absence
U	Late after registers close	Present
V	Attending educational visit/trip	Authorised absence
Y1	Unable to attend, normal transport not available	Not counted in possible attendances
Y2	Unable to attend, widespread travel disruption	Not counted in possible attendances
Y3	Unable to attend, unavoidable partial closure	Not counted in possible attendances
Y4	Unable to attend, unavoidable full closure	Not counted in possible attendances
Y5	Unable to attend, criminal justice detention	Not counted in possible attendances
Y6	Unable to attend, Public Health guidance/law	Not counted in possible attendances
Y7	Unable to attend, non-payment of fees/ other than Y1-Y6	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Appendix 4
Absence Letter

Improvement needed letter regarding absence.

Dear Parent/Carer,

I am writing as I want you to be aware that [Name]'s attendance for the [first/second half of the Autumn/Spring/Summer Term] is [insert percentage], which is considered 'improvement needed' under Department for Education guidance. This percentage is calculated to reflect any absence, whether authorised or unauthorised.

Regular attendance is important for [name] to make the most of their learning and to enjoy all aspects of school life. We recognise that there may be reasons for these absences, and the school will continue to monitor [name]'s attendance closely and provide support where needed to help them attend regularly.

This is a reminder that parents have a legal duty to ensure their child attends school regularly. Our priority is to support [name] in achieving their best, and we look forward to seeing this in the terms ahead.

Yours sincerely,
Mrs C Hele
Head of Pastoral Care (and Attendance Champion)

Cause for concern – persistent absence from school.

Dear Parent/Carer,

I am writing to notify you that "[Name]'s attendance for the [first/second half of the Autumn/Spring/Summer Term] is [insert percentage]. This percentage is calculated to reflect all absences, whether authorised or unauthorised.

We are concerned, as attendance below 90% is considered 'persistent absence' under Department for Education guidance and a 'cause for concern'.

We want to work with you to understand any barriers and support [name] in attending regularly. Please contact the school office on 01923 856812 to arrange a meeting.

Parents have a legal duty to ensure their child attends school regularly. Our priority is to support [name] in achieving their best and we thank you in anticipation of your positive engagement.

Yours sincerely,
Mrs C Hele
Head of Pastoral Care (and Attendance Champion)

Severe cause for concern – severe absence from school

Dear Parent/Carer,

We have noticed that [pupil name] has missed a lot of school recently. We're concerned that they are missing out on key experiences because of this, and that they risk falling behind.

"[Name]'s attendance for the [first/second half of the Autumn/Spring/Summer Term] is [insert percentage]. This percentage includes both authorised and unauthorised absence.

We know that every family's circumstances are different and want to work with you to provide the best education for your child. We are aware of [insert known reasons for absence]. Please let us know if there's anything else going on at home or at school which might be making it difficult for [name] to attend regularly.

We want to make sure that the school can support [name's] education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.
Please contact the school office on 01923 856812, as soon as you can so we can arrange to meet to discuss any reasons for these absences, and how we can work together to help [name] catch up on any missed schoolwork. We thank you in anticipation of your positive engagement.

Yours sincerely,

Mrs C Hele
Head of Pastoral Care (and Attendance Champion)

Unauthorised absence from school

We've noticed that [name] has recently taken an unauthorised [absence/absences] from school. [Name] has been absent from school for a total of [number] days on the following dates:

- [date]
- [date]
- [date]

It is important that [name] attends regularly, so that they can get the best out of their education.

We know that every family's circumstances are different and want to work with you to provide the best education for your child. Please let us know if there is anything going on at home or at school which might be making it difficult for [name] to attend regularly. We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

Please contact the school office on 01923 856812 as soon as you can so we can arrange a meeting to discuss any reasons for these absences, and how we can work together to help [name] catch up on any missed schoolwork.

Yours sincerely,

Mrs C Hele
Head of Pastoral Care

Appendix 5
Punctuality letter

It has been brought to my attention that, during the [first/second half of the Autumn/Spring/Summer Term], [Name] arrived late on [insert %] of school days.

Please note the following:

- school starts promptly at 8.30am every day;
- children must be present for registration;

Children arriving late for school disrupt not only their own learning, but the teaching and learning of their classmates as well. Persistent lateness is recorded on your child's school file.

Your cooperation in ensuring your child's punctuality is essential and we thank you for your positive engagement to support us in this.

Yours sincerely,

Mrs C Hele
Head of Pastoral Care