



**Lancaster**  
High School

Ambition • Kindness • Service

# Attendance Policy

2025–26



THE BAY  
LEARNING TRUST



## Document Control

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## Change Log

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## 1 Policy Aim

Lancaster High School recognises the clear link between the attendance, punctuality and attainment of its pupils. The aim of this policy is to encourage the highest level of attendance for individual pupils, particular groups (including those who are vulnerable) and the school.

We recognise that promoting good attendance and punctuality prepares pupils for the expectations of working life, enables full access to the curriculum and supports pupils to make good academic and social progress.

This policy contains strategies used to improve school attendance and outlines the roles and expectation of all stakeholders in achieving excellent attendance.

Pupils and staff are expected to demonstrate the school values of ambition, service and kindness by demonstrating the expected behaviours.

- We are respectful and responsible
- We are prepared and punctual
- We are polite
- We persevere.

### 1.1 Guiding principles

- To improve the overall percentage of attendance of pupils at our school, with an expected target of 97%
- To raise the profile of attendance and make it a priority for staff, pupils, parents/carers and the Governing Body
- To ensure that there is a provision of appropriate guidance and support for parents/carers, pupils and staff
- To develop and monitor clear procedures for maintaining accurate registers
- To develop a systematic approach to collating, analysing and acting upon attendance data in order to target attendance related issues
- To provide a framework within which all staff can work to provide a consistent approach to raising levels of attendance by using and working with relevant agencies as appropriate
- To provide a safe, caring and compassionate environment where every pupil can access all opportunities offered to them
- To work with pupils and their families to ensure good attendance and punctuality to school
- To have regard to the Disability Discrimination Act 1995 and Equality Act 2010 and make reasonable adjustments for pupils when required.

### 1.2 Our attendance culture

- Lancaster High School will have a solution-focused approach to overcoming barriers and improving attendance
- Letters, postcards, emails, text messages, form time materials, parent newsletters will communicate the importance of good attendance and celebrate successes regularly as well as regular electronic communications to our families via the Attend platform
- Our website has a clear link to the Attendance Policy, procedures and expectations <https://lancasterhigh.lancs.sch.uk/students/attendance/attendancebenefits>
- School assemblies and form time PowerPoints will have slides that include a focus on attendance for key pupil groups and timelines
- Rewards for forms and individuals for good attendance will include:
  - Post cards home to celebrate 100% attendance for a half term
  - Praise postcards, emails, phone calls- for pupils with improved attendance
  - Gifts and voucher awards in Achievement Assemblies

Positive displays - to promote good attendance in form rooms and around school  
ClassCharts points for 100% attendance in weeks, half terms and terms for individual pupils and form groups  
Celebratory breakfasts for forms with the best attendance in a half term  
Prom tickets for Year 11

Awards for improved attendance for individual pupils

- Attendance will be a standing agenda item on all pastoral meetings
- The Attendance Manager meets weekly with the Senior Attendance Champion to ensure that we are doing all we can to ensure the good attendance of all LHS pupils
- The Attendance Manager and Senior Attendance Champion meet half termly with our attendance support colleagues in the Local Authority to monitor LHS attendance and discuss stuck cases.

## 2 Attendance Responsibilities

### 2.1 Expectations of parents and carers

Parents are ultimately responsible for their child attending the school regularly (Education Act 1996).

- To ensure that their child attends school on the days that it is open, dressed in full uniform, equipped to learn and on time (by 08.50)
- To avoid keeping their child absent from school for any reason other than illness or other authorised absence
- To contact the school by 08.50 on the first day of any absence from school, giving clear reasons for their child's absence by:
  - phone 01524 32636 (option 1 to report an absence)
  - email [attendance@lancasterhigh.lancs.sch.uk](mailto:attendance@lancasterhigh.lancs.sch.uk)
  - text **07943 107 504**
  - report via the 'Attendance Report' option on our website
  - <https://www.lancasterhigh.lancs.sch.uk/absence-reporting>
- If no indication of a return to school date is given, parents/carers should contact the school on each day of absence
- Avoid making medical or all other appointments for their child during the school day
- Provide a letter or medical letter where appropriate, on their child's return to school that explains their child's absence
- Attend meetings at the school to discuss concerns regarding school attendance
- To arrange family holidays and activities outside of term time to limit impact on the child's progress
- To inform the school without delay, if they have concerns about any aspect of their child's education and school life, that they feel is hampering their attendance.

### 2.2 Expectations of pupils

- To attend school on the days that it open, dressed in full uniform, equipped to learn and on time (08.50)
- To avoid being absent from school for any reason other than illness or other authorised absence
- To catch-up on any missed work whilst they have been absent from school, as arranged with their class teacher and available on our Sharepoint platform
- To inform their House Tutor if they have any worries about any aspect of their education and school life, that they feel may hamper their attendance.

### 2.3 Expectations on staff

Together with the **Pupil Support Administrative Manager**, the **Attendance Manager** is responsible for following the accurate recording of school registers, systems of intervention, monitoring persistently absent (PA) pupils and keeping attendance intervention tracking up to date.

- Ensure that late pupils are met at reception and their punctuality is addressed
- Form-time and period 1: check and chase form time registers; recording lates, taking calls/messages for absent pupils. Prioritising those most vulnerable, make first day contact, via appropriate methods, with parents of absentees by the end of period 1
- Period 2: follow up phone calls or emails for non-response/unsatisfactory reasons for absence
- Raise any concerns about vulnerable pupils absent from school with the Lead DSL and inform appropriate agencies where appropriate
- Conduct home visits encouraging pupils to attend school for the rest of the school day and bringing into school where appropriate
- Check afternoon registers and monitor all lesson registers throughout the day
- At timely periods throughout the day reconcile any missing marks for absent pupils or missing registers
- Ensure that the school's official attendance registers are compliant and in line with legal requirements. Any anomalies are reported to the Senior Attendance Champion or the Headteacher in the first instance during the school day
- Monitoring of PA against targets and administration of stage letter, panel meetings and attendance interventions

- Ensure that parents/carers who may wish to withdraw their child from attending school are contacted with the potential consequences explained. Keep formal records as required
- Ensure that the process for children missing in education (CME) is followed
- Ensure all part-time timetables, agreed by the Senior Attendance Champion or Headteacher, are communicated with the Local Authority
- Provide weekly, monthly, half termly, termly, annual data on attendance for pastoral colleagues and SLT as well as our Local Governing Body as required
- Ensure that stages of intervention, including attendance penalty notices, are followed rigorously and outcomes are recorded accurately and in a timely fashion
- Work closely with the parents/carers of targeted pupils, forging positive and constructive relationships to engage parents/carers and provide support that results in a return to school at the earliest opportunity
- Keep in regular contact with long term absentees, accurately recording outcomes of communication. Liaise with the pastoral staff to ensure that effective reintegration strategies are used
- Identify pupil groups/individuals and cohorts and support pastoral staff in working with these groups to reduce PA
- Prepare detailed and accurate cases for referral through the Early Help Assessment as discussed with the Lead DSL
- Collaborate with the Local Authority Attendance Team to support local and national initiatives, request support with stuck cases and share details of pupils on part-time timetables.

## **2.4 Pastoral Staff**

- Using weekly, half termly and termly attendance data provided by the Attendance Manager (AM), monitor the attendance of pupils within the Year, taking note of patterns amongst pupils from groups, identifying and overcoming barriers
- Take appropriate steps such as meeting with pupils/parents/PSOs/agencies to support pupils and parents to reverse the trend of absence, identifying and implementing relevant pastoral support, closely and accurately monitoring and measuring impact of support against attendance data
- Liaise with AM to ensure that attendance systems are being followed and monitored rigorously
- Liaise with the AM to ensure that parents of pupils with poor attendance are receiving appropriate levels of support and challenge
- Lead House Tutors to create a positive culture of promoting and celebrating good attendance and punctuality
- Share attendance and punctuality data and information through fortnightly tutor briefings and weekly communication. Delegate actions to House Tutors; discussion with pupil, contact with parent, issue of report card, set targets for attendance and punctuality, praise where improvements are made in line with support interventions
- Screen attendance letters issued by Attendance Manager
- Monitor and mentor pupils in relevant intervention groups identified with poor or deteriorating levels of attendance. Agree short term targets and advise with strategies to improve attendance. Celebrate improved attendance and check in daily with pupils within their groups
- Meet with House Tutors with attendance and punctuality being a standing agenda item
- Foster a positive culture of school attendance within the year group through assemblies, form-time PowerPoints, notice boards and constant reinforcements with pupils
- Liaise with parents on matters relating to the child's attendance, including supporting the AM in organising panel meetings for pupils at risk of being poor attendees. Then partake in follow-up review meetings, recording outcomes
- Support AM on complex cases and attend and/or provide relevant information for EHA referrals, TAF meetings, Attendance Panel meetings or penalty notices
- When leading reintegration meetings, set appropriate attendance targets as part of reintegration process
- Implement sanctions, in line with the school's behaviour policy where there have been instances of truancy or late misbehaviours
- Liaise with the AM and Senior Attendance Champion regarding a part-time timetable if felt this is an appropriate intervention for a pupil. Follow the school and LA procedure as part of this support.

## **2.5 House Tutors**

- Ensure that registers are taken accurately within first 5 minutes of form time and that registers are maintained accurately
- Mark lates accurately, issuing late penalties for registration through ClassCharts and clearly communicating the penalty with the pupil
- Encourage good attendance through constant reinforcement of individual and form targets during form time. Offer encouragement and create a competitive culture where pupils want to be the 'best attending form' in the year and school
- Liaise with the pastoral leader and AM as early as possible where there may be issues of attendance with individual pupils, groups within the form, or the whole form
- Complete intervention actions for form cohort identified by the AM
- Monitor and mentor pupils in intervention group who have been identified as those with deteriorating levels of attendance. Agree short term targets and advise with strategies to improve attendance. Celebrate improved attendance and check in daily with pupils within their groups
- Deliver form time materials with enthusiasm. Create a safe, warm and welcoming environment for all pupils. Forge positive relationships with all pupils within the form, creating a culture of belonging
- Provide appropriate pastoral support to individual pupils as directed by pastoral leaders
- Contact parents/carers where absences have remained unexplained and to promote and celebrate good and improved attendance.

## **2.6 Class Teachers**

- Take accurate register within first 3 minutes of the lesson during 'Do Now' activity
- Maintain register accuracy during the lesson where pupils arrive after the initial 5 minutes
- Email oncall@ if a pupil's absence is not explained and the pupil is not present in their lesson
- Mark any pupil that is late and note the minutes of lateness. Use ClassCharts to issue a P3 Late penalty
- Plan and deliver lessons that are adapted to meet the needs of the class and individuals
- Engage pupils by providing suitable challenge, conducting assessments and providing timely feedback
- Implement the school's behaviour policy, creating a safe, orderly and purposeful environment where all pupils feel valued within the school
- Implement rewards and penalties consistently and fairly. Develop a mutually respectful professional relationship with all pupils
- Where possible, ensure that work that is missed is caught up by providing class notes/handouts, and/or photocopy another pupil's work to be stuck into the absent pupil's book
- Acknowledge and appropriately celebrate a return from absence to further provide a sense of belonging to the class
- Proactively liaise with the pupil's House Tutor or pastoral leader if there are any concerns.

## **2.7 Curriculum Leaders**

- Develop Schemes of Learning and assessment that allow all pupils to access their curriculum
- Support class teachers in implementing rewards and penalties consistently and fairly
- Quality assure Teaching and Learning through learning walks, work scrutiny and pupil voice
- Support class teachers in ensuring any work missed through absence is caught up
- Monitor the progress of pupils who have/had attendance issues.

## **2.8 Careers Coordinator**

- Raise aspirations of all pupils who are identified by Pastoral Leaders/Careers Lead and include in all one-to-one interviews, referencing each pupil's attendance record, the importance of good punctuality and good attendance in the school for all post-16 pathways.

## **2.9 SLT**

- To be aware of the school's vulnerable children and who are PA
- Ensure pupils are punctual to timetabled lessons whilst on-call / present
- To be involved in departmental QA and focus on interventions for PA pupils
- Continually review curriculum provision to ensure that pathways are appropriate and accessible to meeting the needs of all pupils.

## **2.10 Senior Attendance Champion**

- To lead on whole school attendance and directly line manage the Attendance Manager
- Weekly meetings with AM and monitor daily/weekly actions
- Meet with DSLs and pastoral leaders to discuss most vulnerable pupils (PA) and those at risk of PA, and coordinate interventions alongside other pastoral issues
- Have full knowledge and understanding of all complex cases
- Present attendance data to SLT and governors when requested
- Continually review the attendance policy and procedures
- Headteacher: To make judgments on holidays and special absence requests.



### 3.0 Attendance Strategy: thresholds and interventions

Dependent on attendance figures (by session) pupils will be divided into 6 subgroups requiring distinct stages of intervention.

Percentage	Stage	Intervention
Generic interventions / rewards for all groups		<p>Weekly attendance rewards; 100% points for 100% attendance previous week, issued by House Tutors and shared via Attend</p> <p>Weekly attendance competitions shared in the weekly powerpoint and on ClassCharts for House / personal rewards</p> <p>'5 a day 5' draw for pupils who attend 5 lessons daily for the full week – receive a 5 a day ClassCharts point and are in a weekly draw for a free cake pass</p>
97.0-100%	Gold group	<p>House Tutors are alerted via Attend, of an attendance decline notification being sent to parents/carers. This triggers a conversation with the pupil in form time to encourage and maintain excellent attendance.</p> <p>House Tutors marks on Attend that this is actioned.</p>
96.9-95.0%	Silver group	<p>House Tutors are alerted via Attend, of a 'silver concern' notification being sent to parents/carers. This triggers a conversation with the pupil in form time to encourage and maintain consistent attendance.</p> <p>House Tutors marks on Attend that this is actioned.</p>
94.9-90.0%	Bronze group	<p>Progress Leaders are alerted via Attend, of a 'bronze concern' notification being sent to parents/carers. This triggers a conversation with the pupil to encourage and maintain consistent attendance. The conversation may also require a follow up phone call with parents /carers.</p> <p>Pupil is monitored through weekly PA communication via Attend.</p> <p>Progress Leaders marks on Attend that this is actioned.</p>
<b>&lt;90.0% a pupil becomes persistently absent</b>		
89.9-70.0%	Blue group	<p>Progress Leaders are alerted via Attend, of a 'blue concern' notification being sent to parents/carers. This triggers a PA support plan that is created by the Progress Leader via discussion / meeting with parents/carers and the pupil and to which teachers are given the opportunity to input their concerns via Attend.</p> <p>Pupil is monitored through daily PA communication via Attend.</p> <p>Progress Leaders marks on Attend that this is actioned.</p>
69.9-50.0%	Orange group	<p>Pastoral Officers are alerted via Attend, of an 'orange concern' notification being sent to parents/carers. This triggers an Orange Group Attendance Contract that is created by the Pastoral Officer through an attendance meeting with parents/carers and the pupil and to which teachers are given the opportunity to input their concerns via Attend.</p> <p>Pupil is monitored through daily PA communication via Attend.</p> <p>Pastoral Officer marks on Attend that this is actioned.</p>
49.9-0.0%	Red group	<p>A pupil with less than 50% attendance falls into the severe persistent absence (SPA) category and is at risk of penalty notice.</p> <p>The Pastoral Officer &amp; Attendance Manager work with the families to ensure all options of support, discussion and referral has been considered for the family as well as engaging with the Local Authority Attendance Team to support 'stuck cases' and SPA pupils which may include a formal Attendance Panel Meeting.</p>

## 4.0 Punctuality

- The pupil gates and entrances will be closed at 08:50 after which pupils must enter the school via the main entrance and sign in
- Any pupils arriving after 08:50 will be met at the school entrance by a member of staff and will be issued with a P3L sanction; a 15 minute lunchtime detention
- Repeated lateness will be reported to parents
- Repeated lateness after the register has closed (morning registration, 09:20, afternoon registration closes at 13:50) is coded as U, an absence code
- Pupils arriving late to school after this time without any medical evidence will be coded as U for the morning and afternoon session
- Parents / carers may be issued with a Penalty Notice or even prosecuted in the Magistrates Court for their child's persistent late arrival to school.

### 4.1 Punctuality sanctions

- A pupil who is late to school will be issued with a P3L sanction; a 15-minute lunch time detention
- A pupil who is late to form time or a lesson receives a P3B sanction. On issuing of the third P3B penalty, the child will receive a 15-minute lunch time detention
- Internal truancy behaviours result in movement to the EXIT room and will be scheduled to spend a day in Impact for the lesson truancy along with a 60 minute after school detention. A P8 suspension will be considered for persistent trancies
- External truancy behaviour is sanctioned with an Impact P7 or a P8 suspension.

## 5.0 Absence

### 5.1 Leave of Absence

Any requests for leave of absence will be strongly discouraged. Requests for absence will be declined unless the parents are able to demonstrate exceptional circumstances:

- Parents are strongly discouraged from taking their children on holiday during term time. All requests for leave of absence will be declined unless parents can evidence exceptional circumstances which is at the discretion of the Headteacher
- Requests for holiday leave during exam times will not be authorised under any circumstances
- Parents must apply for leave of absence using the school's application form which can be requested from the school office or downloaded from the school website. Applications must be made at least 2 school weeks in advance
- If a pupil fails to return from an agreed period of absence, investigations will be made by staff (telephone calls/home visits by the AM and possibly other agencies)
- If the school's investigations fail to see the parent/carers and/or pupil, the case will be referred to the Children Missing in Education (CME) team, who may, after further investigation, inform the school that the pupil may be removed from roll
- Penalty Notices will be used in cases where an application for the leave of absence is refused, and the pupil is subsequently absent during the dates originally requested. Parents will be warned of potential consequences when an application for leave is denied.

### 5.2 Authorised and unauthorised absences

Authorised absence is where the school has given permission for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents may not authorise absence, only the school can do this.

Parents/carers should immediately contact the school giving clear reasons for absence by

- phone 01524 32636 (option 1 to report an absence)
- email [attendance@lancasterhigh.lancs.sch.uk](mailto:attendance@lancasterhigh.lancs.sch.uk)
- text **07943 107 504**
- report via the 'Attendance Report' option on our website

Absence may be authorised for such reasons as:

- Illness

- Unavoidable medical/dental appointments
- Exceptional family circumstances e.g. bereavement
- Days of religious observance
- Study leave involvement in a public performance
- Elite athlete activities

Absence will not be authorised for such reasons:

- Looking after siblings, unwell parents or carers
- Birthdays
- Family holidays where permission has not been granted (please note that family holidays during term time will not normally be approved)
- Special occasions, where the school does not agree that the absence should be granted.

Medical and other appointments should be arranged out of school hours wherever possible. Where this is not possible, pupils should, where practically possible, come to the school before the appointment, sign out and return to the school after the appointment.

Confirmation of all appointments by way of appointment card, screen shot of appointment confirmation, letter or appointment slip must be provided for any absence to be authorised. If medical appointments are to be attended at the start of the day, causing the pupil to arrive late to school, confirmation of the appointment (as above) must be provided, or a late detention will be issued. All absences related to appointments will be coded as unauthorised until evidence of the child's appointment is received by the school. This can be via email to attendance@ or using the school's whatsapp attendance line: **07930 995 441**.

Following an explanation from parents regarding a pupil's absence, the school will decide whether it accepts the explanation and authorise accordingly.

### **5.3 Home visits and welfare checks**

A pupil missing from education without a valid reason or for an extended period is a potential indicator of abuse and neglect. Where school has received notification that a pupil is absent without a valid reason; hasn't been able to contact the pupil's parent/carer; or has received a response from parents that it is concerned about; school will undertake a home visit to the pupil's home to check that they are safe and well. This will involve staff from school attending the pupil's home address in person and talking to the pupil and parents to understand the reasons for absence.

Where a pupil is absent from education on a long-term basis the school will take steps to undertake regular welfare checks on the pupil to; ensure that they are safe and well; ensure that the family can continue to access support from the school; to allow the school to understand what steps it can take to remove any barriers to education.

When school visits a pupil's home address and there is no answer, school will leave a letter to inform parents of the visit.

The Designated Safeguarding Lead will consider further actions, or support should it be required.

### **5.4 Children Missing in Education**

The school's Attendance Manager will notify Lancashire's Children Missing Education Team when pupils have missed 10 consecutive school days without permission (or sooner if school are aware that the pupil is not going to return e.g. moved out of area) via the CME referral form.

### **5.5 Penalty Notices**

Section 23 of the Anti-Social Behaviour Act 2003 brought into force Sections 444A and 444B of the Education Act 1996, which empower designated LA Managers to issue Penalty Notices in cases of unauthorised absence from school.

The LA has prime responsibility for developing the Code of Conduct (protocol) within which all partners named in the Act will operate. Circumstances in which a Penalty Notice may be issued include:

- Parentally condoned absence
- Unauthorised leave of absence in term time
- Unwarranted delayed return from an extended leave of absence (without school agreement)
- Persistent late arrival after the register has closed
- A minimum evidential requirement of fourteen (14 x half days) sessions lost to authorised absence by any pupil across 2 terms during the school year and/or ten (10 x half days) school sessions lost in the current term may also trigger the process. This is not an exhaustive list, and each case will be considered individually
- A Section 444 Prosecution will be considered when:
  - A pupil's attendance is less than 65%
  - Where PN have been used previously, but no improvement has been made.

## 6.0 Attendance Codes – Meaning and Description

Code	Meaning	Type
/	Present at school, morning	Present mark
\	Present of school, afternoon	Present mark
A	Present at school but not in timetabled class i.e. Nurture Room, intervention session or peri music lesson	Present mark
B	Attending any other approved educational activity Alternative Provision not arranged through the approved framework	Present mark
C	Authorised Circumstance (see next table for breakdown)	Authorised absence
D	Dual registered at another school - Attending Alternative Provision at another school site - Education at a secure/residential site - Off-site direction/managed move	Present mark
E	Suspended or permanently excluded and no alternative provision made	Authorised absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised absence
I	Illness (not medical or dental appointment)	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
K	Attending education provision arranged by the Local Authority - Home Tutoring - Approved Framework for Alternative Provision - Blended Learning	Present mark
L	Late arrival before the registers have closed	Present mark
M	Attended a medical appointment	Authorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances – any other absence not authorised by the school	Unauthorised absence
P	Participating in a sporting activity	Present mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised absence
U	Arrived in school after registration closed	Unauthorised absence
V	Attending an Educational Trip or Visit	Present mark
W	Attending Work Experience	Present mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next table for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend

Code	Meaning	Type
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes	
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating	
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention	
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease	
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	
The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	
C2	Leave of absence for a compulsory school age pupil subject to a part-time or part-time timetable.	