



George Mitchell School

Attendance Policy

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This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Parents are primarily responsible for ensuring that children attend school and it is the school's responsibility to support attendance and to take seriously problems which may lead to nonattendance. Parental responsibility extends beyond securing regular school attendance so it is also important that parents ensure that their children arrive at school on time.

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to create a safe, happy and rewarding environment for all children so that all children want to attend school. We will make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

We recognise that children alone cannot be responsible for their own regular and punctual attendance at school. At all times, parents are encouraged to take an active role in the school life and to share and support their children's learning. Through our home-school agreement, parents agree to ensure that their child attends school regularly and punctually. We keep parents regularly informed about their children's attendance in a variety of ways such as phone calls, reports, letters, informal and formal meetings.

1. Aims

We aim and work towards ensuring that all pupils value their education and rarely miss a day at school. No groups of pupils should be disadvantaged by low attendance. We aim to have exceptionally high levels of attendance for all children.

Our school aims to meet its obligations with regards to school attendance by:

Ensuring every pupil has access to the full-time education to which they are entitled

Promoting good attendance and punctuality

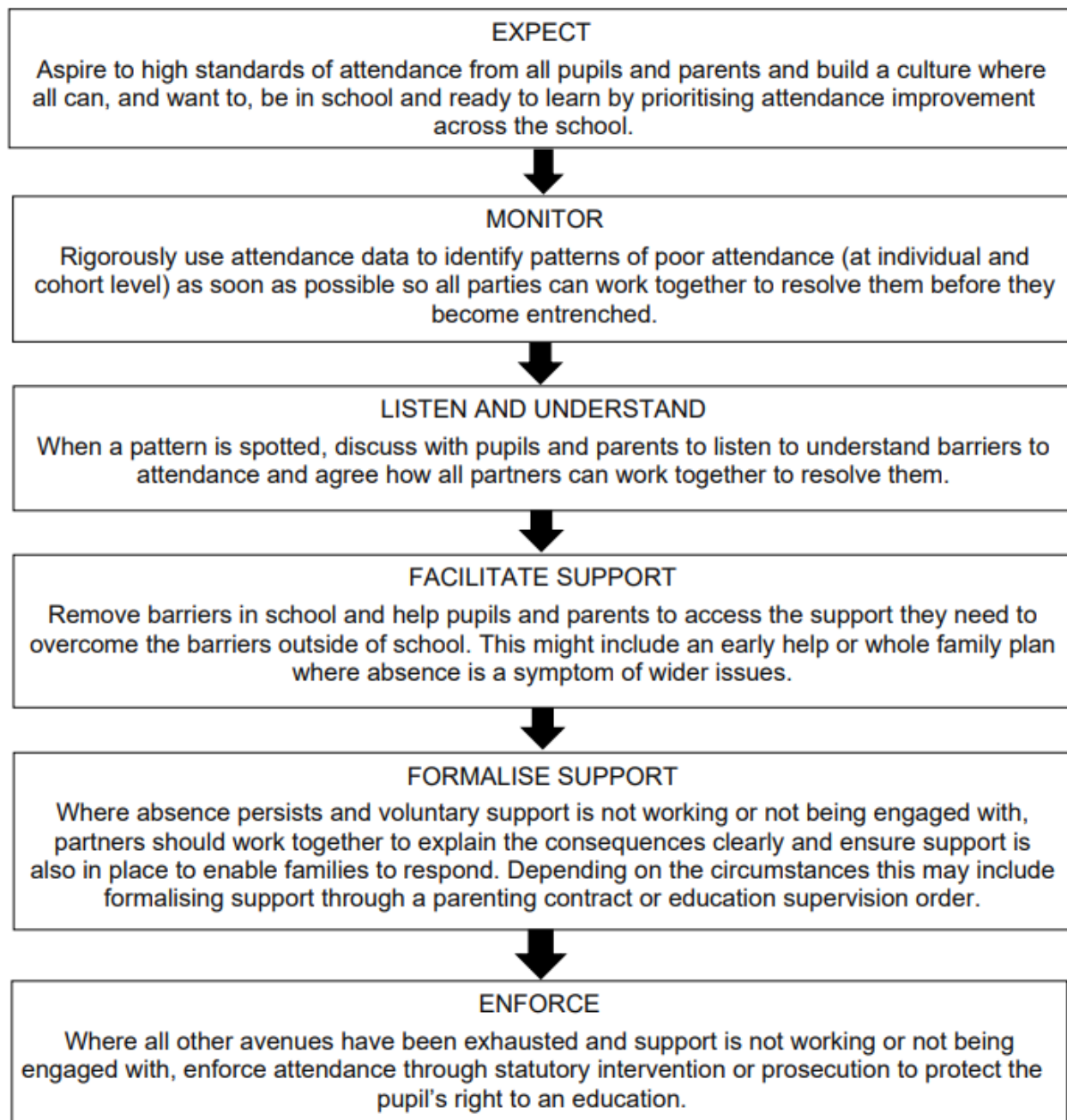
Reducing absence, including persistent absence

Acting early to address patterns of absence

Early identification of barriers to good attendance

Supporting parents and families with early help measures and interventions

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality at the beginning of a school day and to lessons. We also work with families to ensure they collect their children on time from school in the Early Years and Primary Phases.



3. Recording attendance

Attendance registers

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the morning session and once during the afternoon session. It will mark whether a pupil is:

Present

Absent

Any amendment to the attendance register will include:

The reason for the amended entry e.g.

Attending an approved off-site educational activity

Unable to attend due to exceptional circumstances

Lateness

DfE attendance codes. (**APPENDIX 1**)

Nursery Procedures

The morning session starts at 8.30 am and a register is taken. The afternoon session starts at 12.00pm at which point a register is taken. If a child is attending Nursery full time then the children will be registered at the beginning and end of each session.

A register is taken on BROMCOM.

Children arriving after the register has been taken will need to enter via the Main Reception to be registered by the Attendance Officer.

Reception and Primary Procedures

The gate opens at 8.40am. The gate is closed and register is taken at 8.50 by either the class teacher or the PPA cover teacher.

A register is taken on BROMCOM.

Children arriving after the Register has been taken (8.50) will need to enter via the Main Reception to be registered by the Attendance Officer and they will be given a marked late. Persistent lateness to school (2 late's within a week) will result in a meeting with the Primary Headteacher.

If children arrive during the day, they will need to enter via the Main Reception to be registered by the Attendance Officer.

The afternoon register is taken at 12.30pm in Reception

The afternoon register is taken at 1.00pm in Key Stage 1

The afternoon register is taken at 1.30pm in Key Stage 2

Secondary Procedures

Pupils must arrive in school by 8.30 on each school day and attend learning lines.

The register for the first session will be taken at 8.40 by form tutors.

A register is taken on BROMCOM. Students arriving after 8.35 must report to reception and sign in late. This results in a 30 minute payback sanction after school the same day. Failure to attend this payback means the sanction is escalated to a one-hour detention the following day. Students that are late to school 5 times in one year will receive a one-hour detention on the same day for every subsequent incident.

For processes and monitoring of punctuality See Protocols For students late to school - Secondary Site (Appendix 2)

The register for the second session will be taken at 2.00 by the P5 class teacher.

Unplanned and unexplained absences – 0208 539 6198

Early Years

Parents must notify the school on the first day and every day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.45am or as soon as practically possible

Primary

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health, they must contact the school as soon as practically possible.

Parents contact the school using the school number (0208 539 6198). The Attendance officer where possible will talk to the parents about the absence. When this is not possible parents are expected to leave a message. Parents can also email pripupilabsence@georgemitchellschool.co.uk detailing reasons for the child's absence and attaching evidence, where relevant.

If a pupil is absent and the school has received no contact from the parent then an email is sent to the parent informing them that they must respond with details of the absence.

Pupils that are deemed 'vulnerable' will be prioritised receiving a phone call

All external agencies, including Social Workers, Virtual school, SENO officers and Youth Offending Team Workers will be informed of unexplained absence of 'vulnerable pupils.'

If by the second day contact between home and school has still not occurred then the attendance officer will:

- Make calls to the parents on a regular basis throughout the day, including second contacts
- Inform the Head teacher of the absence
- Try and ascertain if there are other numbers on which the parents can be contacted

If by the third day there is still no contact then a home visit is to be conducted where possible.

A full procedural flowchart for Primary Absence and First Day Calling Protocols is available

See 'Appendix 3)

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. Medical evidence must be provided if the absence is more than three days or the pupil's attendance is under particular scrutiny due to a poor absentee rate – Below 90%.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Attendance Officers will not authorise any absence for a student whose attendance is below 90% without permission from Primary Lead.

Secondary

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health, they must contact the school as soon as practically possible.

Parents contact the school using the school number 0208 539 6198.. The Attendance officer where possible will talk to the parents about the absence. When this is not possible parents are expected to leave a message. Parents can also email attendance@georgemitchellschool.co.uk detailing reasons for the child's absence and attaching evidence, where relevant.

If a pupil is absent and the school has received no contact from the parent then an email is sent directly to the parent informing them that they must respond with details of the absence.

Pupils that are deemed 'vulnerable' will receive a phone call on the first day.

All external agencies, including Social Workers and Youth Offending Team Workers will be informed of unexplained absence of 'vulnerable pupils'.

If by the second day contact between home and school has still not occurred then the attendance officer will:

- Make calls to the parents on a regular basis throughout the day, including second contacts
- Inform the Learning Leader of the absence
- Try and ascertain if there are other numbers on which the parents can be contacted

If by the third day there is still no contact then a home visit is to be conducted where possible.

A full procedural flowchart for Secondary Absence and First Day Calling Protocols is available

See 'Appendix 4)

Should a child return following an absence without appropriate contact from home to explain the absence then Attendance Officer will inform LL and Tutor that reasonable evidence for the absence must be provided.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. Medical evidence must be provided if the absence is more than three days or the pupil's attendance is under particular scrutiny due to a poor absentee rate – Below 90%.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Attendance Officers will not authorise any absence for a student whose attendance is below 90% without permission from the Primary Head teacher of Attendance champion.

Child Missing Education (CMfE)

The school will continue to try and establish contact with home via various means including student's friends and parental acquaintances. However, if after 10 days no contact has been made then CMfE proceedings are initiated utilising the LA's BACME service.

Child moving out of Borough or abroad.

If the school is informed that a child is moving out of Borough or abroad, the school will request information regarding future address and school placement.

If we are not provided with a new home address then we will initiate CMfE proceeding as above.

If a new home address is provided but no school placement has been arranged then a migration form is completed and sent to the relevant Local Authority, informing them of their duty to provide suitable educational provision. A full procedural flowchart is available Absence Protocols (Appendix 5)

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an unauthorised absence unless advance notice is provided.

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

Students will not be allowed to sign out of school to attend a dental or medical appointment without it first being authorised by the Learning Leader (Secondary) or SLG (Primary Phase).

Parents must use official appointment cards or letters when informing the school about medical or dental appointments.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

The school values good punctuality as much as it values good attendance. Pupils and parents are constantly reminded via: newsletters, school magazines, letters, assemblies, parent's evenings, annual reports, parent meeting about the benefits of having good punctuality.

Lateness will be monitored on a weekly basis by LL and Primary Attendance Lead. Meetings will be held with parents/carers at the primary phase if they are late 2 or more times in a week. Secondary students are given a 30min detention on the day of lateness to school. Parents/carers will be contacted in cases of persistent 3 late's within a week.

Reporting to parents

Parents will be kept apprised of their child's ongoing attendance via a number of means:

- Phone calls from attendance officers
- Phone calls from Primary Headteacher and Learning Leaders
- Phone calls from BACME worker
- Pre AS and AS 1 Letters
- Parent/teacher meetings, annual reports and parent's evenings
- Formal attendance meetings with Primary Lead, Learning Leader, BACME worker
- NPR meetings
- SAP meetings

4. Authorised and Unauthorised Absence

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so.

These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see Code C1)
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.

The Headteacher will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional.
- Out of school programmes such as music, arts or sport, operating at a high level of achievement. Documentary evidence of this event will be required.
- Religious observance – "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs" The Education Act 1996 S444(3) (c).
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional. Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance. Evidence will need to be provided.

We will consider each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion. Evidence will need to be provided. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, via email to pripupilsabsence@georgemitchellschool.co.uk (for primary pupils) or Attedndance@georgemitchellschool.co.uk (for secondary pupils).

. Valid reasons for **authorised absence** include:

- **Illness and medical/dental appointments (with medical evidence if required)**
- **Bereavement**
- **Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. A maximum of two days is granted.**
- **Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision**
- **Study leave – study leave is not granted by default, and is only granted to pupils in year 11. Provision will still be made available for pupils who wish to revise in school**

Should the school not deem an absence as authorised, then it will be recorded in the register and monitored in case of repeat offences.

As the school believes that poor attendance prejudices achievement, attainment and progress **it will not sanction 'term time holidays'**. All requests to remove a student from school to attend a holiday during term time will be denied.

All absences during term time for holiday purposes will be recorded as unauthorised and may result in 'parental fixed penalty fines'. (See Legal Sanctions Section)

See **'Request for Term Time Absence/Unauthorised Term Time Absence' (Appendix 7)**

Legal sanctions

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory age regularly attends school.

When a school becomes aware that the threshold has been met, they are expected to make the following considerations to decide whether to issue a penalty notice in each individual case:

- Is support appropriate in this case?
 - o If yes, schools are expected to continue with the existing support without a penalty notice or issue a notice to Improve if that support is not working or is not being engaged with. A penalty notice can be issued if either has not worked.
 - o If no, for example a holiday in term time, a penalty notice should be issued subject to the other conditions below.
- Is a penalty notice the best available tool to improve attendance and change parental behaviour for this particular family or would further support or one of the other legal interventions be more appropriate?
- Is issuing a penalty notice in this case appropriate after considering any obligations under the Equality Act 2010 such as where a pupil has a disability?
- (For local authorities only) Is it in the public interest to issue a penalty notice in this case given the local authority would be responsible for any resulting prosecution for the original offence in cases of non-payment?
 - o If the answer to these questions is yes, then a penalty notice should be issued. If not, another tool or legal intervention should be used to improve attendance.

1st Offence (after 19th August 2024) of Term Time Leave &/or Irregular Attendance (10 sessions of Unauthorised Absence or more) = Fine of £160 per parent, per child if paid within 28 days. If paid within 21 days fine is reduced to £80 per parent, per child.

2nd Offence within 3 years (from 19th August 2024) = Fine of £160 per parent, per child payable within 28 days, no reduction available.

3rd Offence within 3 years (from 19th August 2024) NO PENALTY NOTICE considered. The case will be presented to Magistrates' Court under s444(1) or (1a) of the Education Act. If found guilty, a fine of up to £2500 per parent, per child can be issued. Convictions for s444(1a) offences will show on DBS record

5. Strategies for Promoting Good Attendance

Good attendance is promoted throughout the school. We engage with families to ensure that they understand the value of ensuring that their children attend every day. Letters, texts, parent information evenings, newsletters, school magazines and the website all promote an ethos of high expectations and standards of attendance and punctuality.

Pupils are recognised for good, and just as importantly, improved attendance and punctuality. Initiatives such as:

- Attendance Certificates
- Attendance Champions
- Weekly attendance recognition and prize draws.
- Postcards
- Class/tutor group recognition
- Star of The Week Certificate for highest class attendance and punctuality
- Published results weekly in Newsletter
- 100% attendance medals for outstanding achievement at the end of academic year

6. Attendance Monitoring and Intervention

Primary Headteacher and Learning Leaders are constantly monitoring school attendance and pupil absence on a weekly basis. As safeguarding our pupils at George Mitchell is of paramount importance, they all work extremely closely with all members of the pastoral and safeguarding teams.

Primary Headteacher and Learning Leaders meet GMs BACME worker bi-weekly, also the attendance champion bi-weekly. At these meetings every pupil's attendance and absence patterns are monitored and scrutinised.

Where necessary, measures are put in place to support pupils and their families understand the necessity for good attendance and inform them that should the attendance not improve without authorised reasons then further measures will be actioned. Measures include:

- Signposting families to Early Help Support
- Meetings with pupils
- Attendance reports
- Formal letters being sent (Pre AS1 & AS1 – please see APPENDIX 10)
- Parental meetings (Including 'attendance contracts' **APPENDIX 8**)
- NPR proceedings (involving BACME)
- SAP meetings (involving the BACME)
- Court action. George Mitchell will always pursue this course of action when all other measures have been exhausted.

At George Mitchell, we understand that some pupils face more complex barriers to attendance. This can include pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is be the same as it is for any other pupil but additional support may need to be provided.

In developing this support, the usual processes relevant to any attendance case apply:

- Understanding the individual needs of the pupil and family
- Working in partnership with the pupil and family to put in-school support in place and working with other the local authority and other agencies where external support is needed (and available)
- Regularly reviewing and updating the support approach to make sure it continues to meet individual needs.

In cases of both long term physical or mental ill health, school staff are not expected to diagnose or treat physical or mental health conditions, but they will to work together with families and other agencies with the aim of ensuring regular attendance for every pupil, including:

- Facilitating relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue.
- Considering adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents.

See '**Persistent Absence Attendance Flowchart Primary**' **APPENDIX 7**

See '**Persistent Absence Attendance Flowchart Secondary**' **APPENDIX 8**

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Vulnerable students including CP, CIN and LAC are monitored on a daily basis.

7. Roles and responsibilities

The Governing Body:

The governing body is responsible for regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most. It also holds the Headteacher to account for the implementation of this policy.

The Headteacher:

Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher ensures that registers and the making and creating of entries are carried out in line with policy

The Headteacher ensures that attendance records and back-up records are preserved for six years beginning with the day the entry was made and sharing information from the school register with the local authority,

The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary, and/or authorising Waltham forest BACME to be able to do so.

The Headteacher monitors the impact of any implemented attendance strategies

Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where pupils with SEND face in-school barriers

Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

The Attendance Champion:

- Oversees attendance protocols and ensures this policy is adhered to
- Monitors overall school attendance
- Meets Primary Headteacher and Learning Leaders bi-weekly to monitor attendance
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Benchmarking attendance data to identify areas of focus for improvement
- Reports to Headteacher

Learning leaders:

- Promote good attendance and its ethos
- Devise motivational initiatives to improve year group and phase attendance

- Monitor absence and attendance alongside the Attendance Champion
- Meet with pupils and parents of concern to create intervention or reintegration plans in partnership with the attendance champion
- Meet with Attendance Champion and BACME to discuss strategies to support attendance
- Identify concerns and implement measures to combat

The Attendance officer (Primary and Secondary):

Ensures that registers are correct and up to date

Completes first day calling protocols and adjusts registers accordingly

Monitors attendance data at individual pupil level informing Primary Headteacher and Learning leader of any concerns

Provides data to Primary Headteacher and secondary Attendance champion and Learning Leaders so they can implement strategies to combat poor attendance of individuals and groups

Actions requests from Primary Headteacher and secondary Attendance champion, Learning Leaders to send letters and arrange meetings

Ensure that registers are taken in the morning and afternoon

Class teachers/Form tutors:

- Ensure that registers are accurately taken accurately in the morning
- Support the ethos of good attendance
- Monitor patterns of attendance and punctuality, informing Primary Headteacher and Learning Leaders with concerns
- Discuss attendance patterns with pupils
- Discuss the link between good attendance and academic success enable pupils to engage with their own attendance profile

8. Links with other policies

This policy is linked to our:

Child Protection and Safeguarding Policy

Behaviour Policy

Exclusions Policy

Teaching and Learning Policy

Appendix 1: Attendance Codes

The following codes are taken from the DfE's Working together to Improve Attendance 2024. For further information, please refer here:

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the

		premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Student attends school late (Secondary)



Student signs in at the office.
Student receives a late slip
and 'mark' in planner

Office updates registers and
BROMCOM with late mark

Student receives 20 minute
'late detention' at 1.20 in the
main hall
the same lunch time

Student does not attend.
1 hour 'School Detention' given
the next day

Student does not attend.
2 hour 'SLG Detention' given the
following Friday

Student does not attend.
This is seen as defiance and
student will be subject to
sanction in line with behaviour
policy

Learning Leaders will monitor
punctuality on a weekly basis.

Students that are late 5 times in one
year will be subject to 'One Hour Late
Detention' on the same day every time
they are subsequently late.

Parents will be notified by text on the
day of the detention

Students that continue to arrive to
school without good reason may be
subject to intervention from the Local
Authority via the BACME Team



Appendix 3: 'First Day Calling' – Protocol (Primary)

The following protocol is in place should parents or carer not contact the school with reason for their child's absence

1st Day
 Attendance Officer (AO) will send absence emails by 10am
 Students that are LAC/CP/CIN/SEN receive call as a priority.
 For LAC/CP/CIN/SEN if no contact with home is made, Social Worker, SENO and DSL informed.

Inform Office Manager
 To Co-ordinate a member of staff in office to make contact at regular intervals during the day using details on student files/BROMCOM– emergency numbers, relatives.....

2nd Day (of no contact with home)
 AO calls home; 2nd and 3rd contacts listed on child's profile to be contacted.

3rd Day (of no contact with home)
 DSL / SLG co-ordinate home visit where possible.
 Letter of visit will be left if no contact made and is saved on BROMCOM

5th Day (NO Contact)
 All attempts to contact home must continue to be made
 AO informs BACME (CMfE completed)
 Await checks by BACME and potential off roll authorization after 10 consecutive days absence

Contact made
 AO to establish reason for absence, encourage returning – internal support to reinstate
 Possible school refuser, Provide support and guidance for family. Potential EH involvement.
Monitor
Engage BACME
 The school will undertake a safeguarding visit every 10 days for students that have not attended school regardless of medical evidence or circumstance.



Appendix 4: 'First Day Calling' – Protocol (Secondary)

1st Day
 Attendance Officer (AO) send absence emails to parents/carers by 10am
 Students that are LAC/CP/CIN/SEN (EHCP) receive call as a priority.
 For LAC/CP/CIN/SEN (EHCP) if no contact with home is made, the pastoral team (inc DSL and DDSL) is informed who will inform social

The following protocol is in place should parents or carer not contact the school with the reason for their child's absence

Inform Attendance Champion
 To Co-ordinate a member of staff in office to make contact at regular intervals during the day using details on student files/SIMS– emergency numbers, relatives.....

2nd Day (of no contact with home)
 AO contacts home; 2nd and 3rd contacts listed on the child's profile to be contacted.

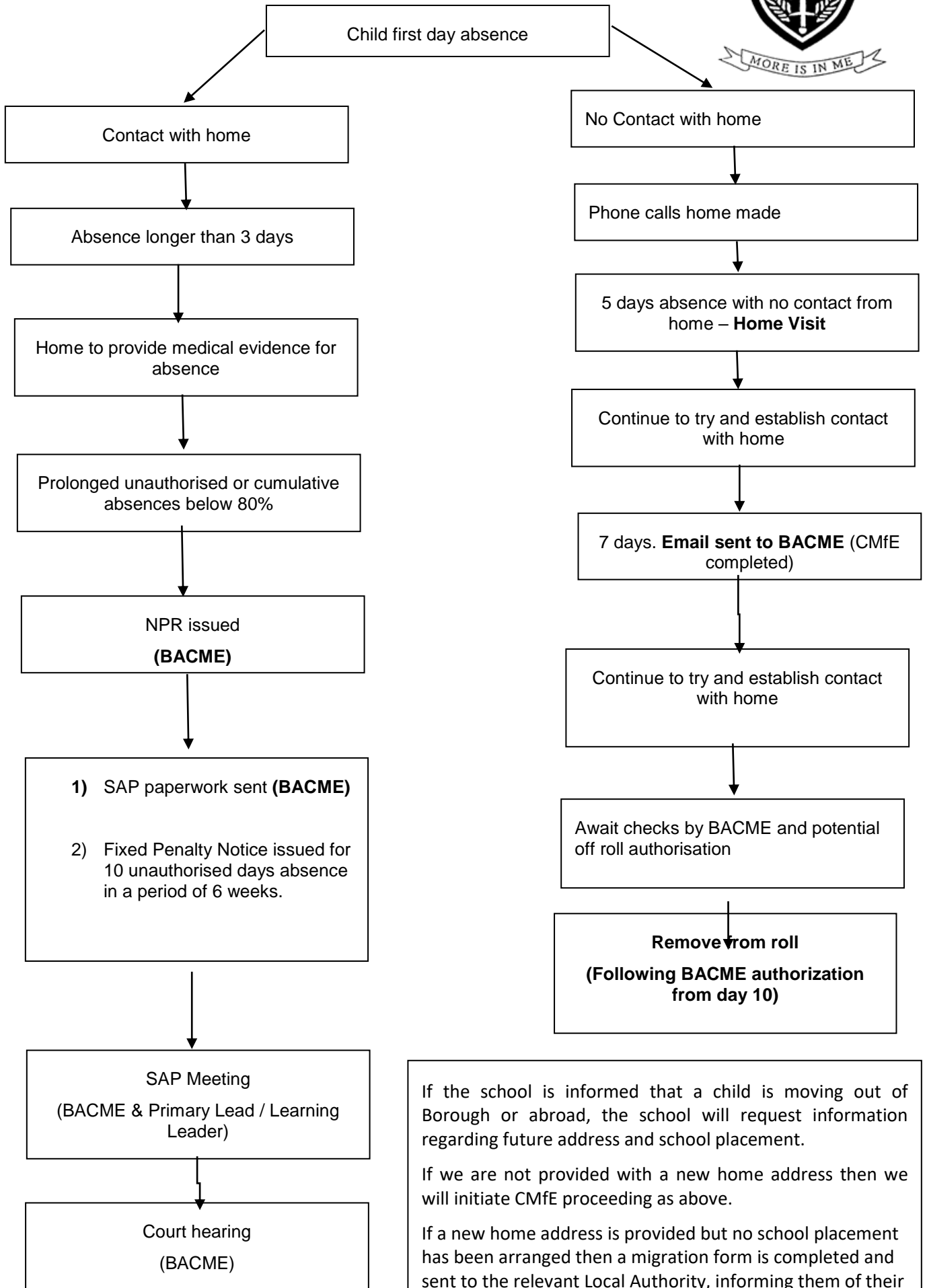
Inform LL's to ask friends for possible information – contact made via various social media platforms
 cc....DSL & SLG (attendance)

3rd Day (of no contact with home)
 DSL / DDSL / LL co ordinate home visit where possible

5th Day (NO Contact)
 All attempts to contact home must continue to be made
 AO informs BACME (CMfE completed) and attendance champion
 Await checks by BACME and potential off roll authorisation after 10 day absence

Contact made
 AO to establish reason for absence, encourage returning – internal support to reinstate. Possible school refuser, Provide support and guidance for family. Potential EH involvement. Monitor Engage BACME
 The school will undertake a safeguarding visit every 10 days for students that have not attended school regardless of medical evidence or circumstance.

Appendix 5: Absence Protocols

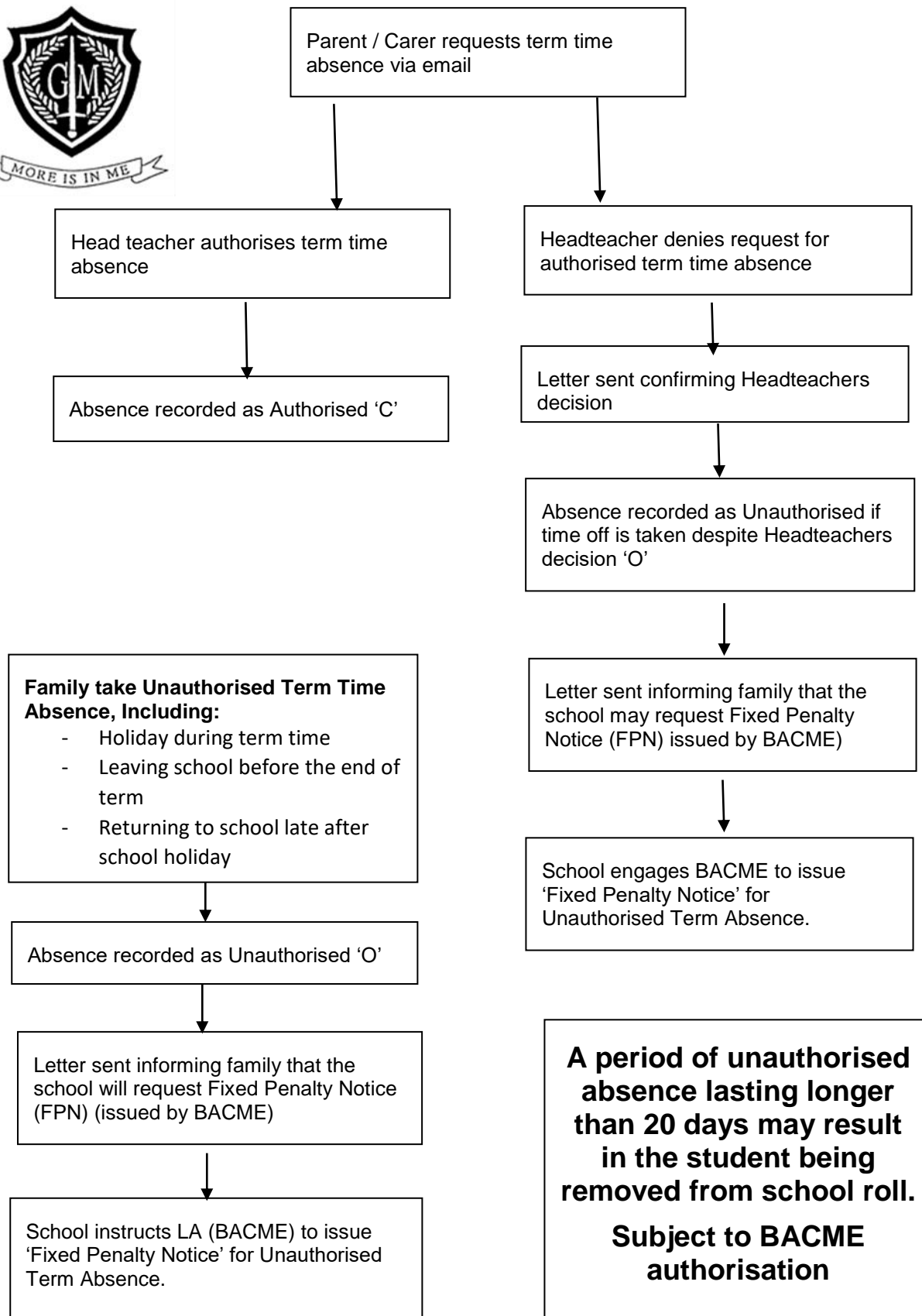


If the school is informed that a child is moving out of Borough or abroad, the school will request information regarding future address and school placement.

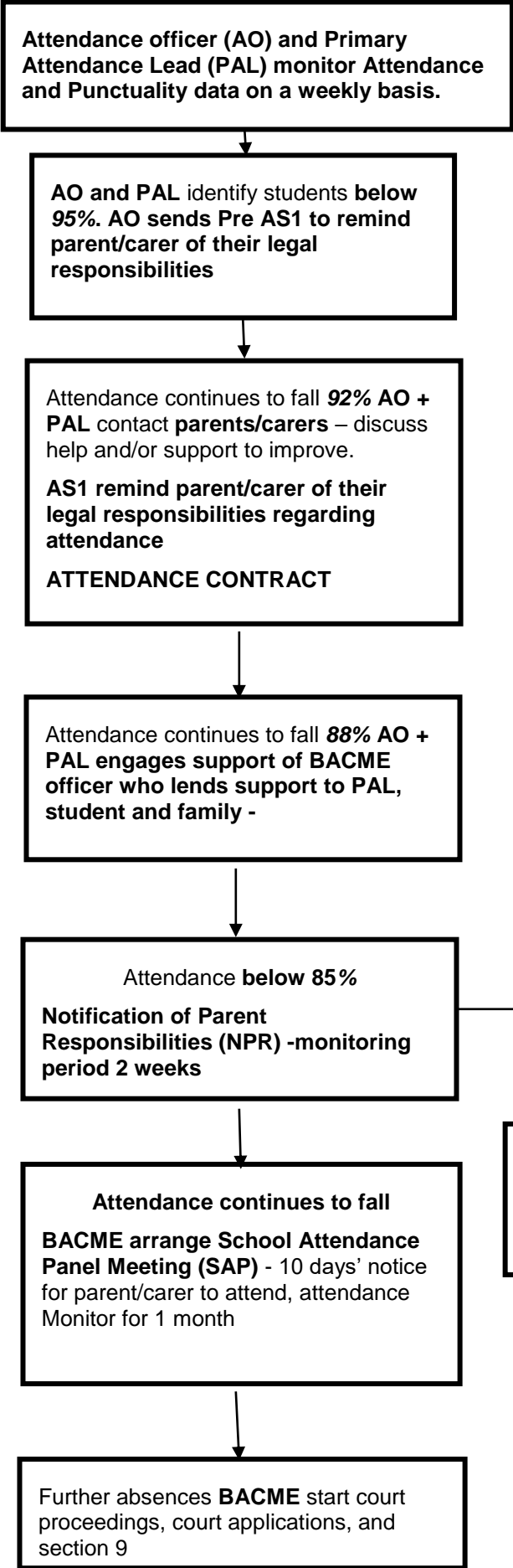
If we are not provided with a new home address then we will initiate CMfE proceeding as above.

If a new home address is provided but no school placement has been arranged then a migration form is completed and sent to the relevant Local Authority, informing them of their duty to provide suitable educational provision.

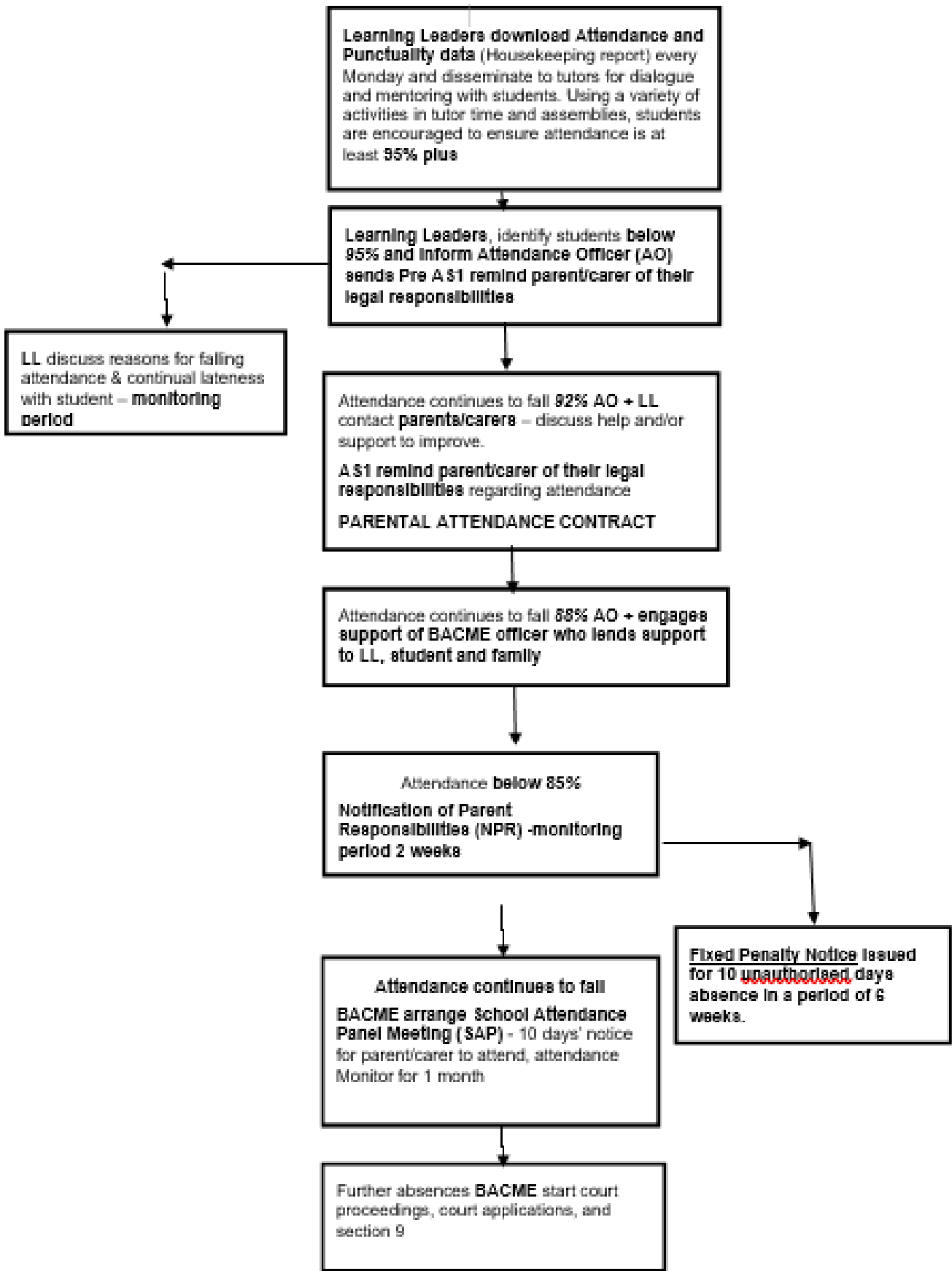
Appendix 6: Request for Term Time Absence/Unauthorised Term Time Absence



Appendix 7: Persistent Absence Attendance Flow Chart (Primary)



Appendix 8: Persistent Absence Attendance Flow Chart (Secondary)





Appendix 9: Attendance Roadmap

