



**Maharishi
School**
CONSCIOUSNESS-BASED EDUCATION

Attendance and absence policy 2025-2026

Date last reviewed: February 2026

Date of next review: February 2027

Reviewed by	Lisa Edwards Headteacher
Reviewed by	Dr. Ian Birnbaum Chair of Governors

Statement of intent

At Maharishi School, we believe that regular attendance at school is essential in order to facilitate teaching and learning, and to enable children to unfold their full potential. Pupils cannot achieve their full potential if they do not regularly attend school. Good attendance is fundamental to a successful and fulfilling school experience.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

At Maharishi School, we are committed to:

- Promoting and modelling good attendance.
- Rewarding regular attendance.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states “**It shall be the duty of the parent of every child of compulsory school age to cause him receive efficient full-time education**, suitable to his age, ability and aptitude and to any special educational needs he may have either by regular attendance at school or otherwise.”

The school’s attendance officer is Audrey O’Neill who can be contacted on attendanceadmin@maharishischool.com

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KEY AREA	
1. Legal framework	<p>This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Education Act 1996 and 2002 • The Children Act 1989 • The School Attendance (Pupil Registration) (England) Regulations 2024 • DfE 'Children missing education' • DfE 'Working together to improve school attendance' • DfE (2025) 'Keeping children safe in education 2025' • DfE (2021) 'Improving school attendance: support for schools and local authorities' <p>This policy operates in conjunction with the following school policies:</p> <ul style="list-style-type: none"> • Complaints Procedures Policy • Children Missing Education Policy • Child Protection and Safeguarding Policy • Enabling Good Behaviour Policy • Special Educational Needs and Disabilities (SEND) Policy • Supporting Pupils with Medical Conditions Policy • Social, Emotional and Mental Health (SEMH) Policy
2. Definitions	<p>The following definitions apply for the purposes of this policy: Absence:</p> <ul style="list-style-type: none"> • Arrival at school after the register has closed • Not attending school for any reason <p>Authorised absence:</p> <p>Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad</p> <p>Code M: Leave of absence for the purpose of attending a medical or dental appointment</p>

	<p>Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution</p> <p>Code S: Leave of absence for the purpose of studying for a public examination</p> <p>Code X: Non-compulsory school age pupil not required to attend school</p> <p>Code C2: Leave of absence for a compulsory school age pupil subject to part-time timetable</p> <p>Code D: Dual registered at another school</p> <p>Code C: Leave of absence for exceptional circumstances</p> <p>Code T: Parent travelling for occupational purposes</p> <p>Code R: Religious observance</p> <p>Code I: Illness (not medical or dental appointment)</p> <p>Code E: Suspended or permanently excluded</p>
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	<p>Unauthorised absence:</p> <p>Code G: Holiday not granted by the school</p> <p>Code N: Reason for absence not yet established</p> <p>Code O: Absent in other or unknown circumstances</p> <p>Code U: Arrived in school after registration closed</p> <p>Persistent absence:</p> <ul style="list-style-type: none"> • Missing 10 percent or more of schooling across the year for any reason – equivalent to one day or more a fortnight across a full school year. <p>Missing education:</p> <ul style="list-style-type: none"> • Not registered at a school and not receiving suitable education in a setting other than a school.
3. Roles & responsibilities	<p>The governing body has overall responsibility for:</p> <ul style="list-style-type: none"> • Monitoring the implementation of this policy and all relevant procedures across the school.

- Promoting the importance of good attendance through the school's ethos and policies.
- Ensuring school leaders fulfil expectations and statutory duties including accurate maintenance of the attendance register and the sharing of information with the DfE and LA.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeping them informed regarding specific pupils, where appropriate.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedure.
- Issuing fixed penalty notices where necessary, or delegating this

	<p>responsibility as appropriate.</p> <p>Staff are responsible for:</p> <ul style="list-style-type: none"> • Following this policy and ensuring pupils do so too. • Ensuring this policy is implemented fairly and consistently. • Modelling good attendance behaviour. • Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated. • Where designated, taking the attendance register at the relevant times during the school day. <p>The attendance officer is responsible for:</p> <ul style="list-style-type: none"> • The overall strategic approach to attendance in school. • Developing a clear vision for improving attendance. • Monitoring attendance and the impact of interventions.
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	<ul style="list-style-type: none"> • Analysing attendance data and identifying areas of intervention and improvement. • Communicating with pupils and parents with regard to attendance. • Following up on incidents of persistent poor attendance. <p>Parents are responsible for:</p> <ul style="list-style-type: none"> • Providing accurate and up-to-date contact details, including providing the school with more than one emergency contact number. • Updating the school if their details change. • Promoting good attendance and punctuality with their children. • Contacting the school to report their child's absence before the beginning of the school day and advising on when it is expected that their child will return. • Requesting leave of absence only in exceptional circumstances, and in advance. <p>Pupils are responsible for:</p>
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	<ul style="list-style-type: none"> • Attending their lessons and any agreed activities when at school. • Arriving punctually to all timetabled lessons when at school.
4. Attendance expectations	<p>The school has high expectations for pupils' attendance and punctuality and will ensure that these expectations are communicated regularly to parents and pupils.</p> <p>Pupils will be expected to:</p> <ul style="list-style-type: none"> • Attend school every day they are required to be at school, for the full day. • Attend school punctually. • Attend every timetabled lesson. <p>Primary and secondary phase pupils are expected to arrive from 8:50. The school day starts at 9:00</p> <p>Pupils will receive a late mark (L code) if they arrive after 9:00am. The morning register will close at 9:30am. Pupils will receive a mark of absence (U code) if they do not attend school before this time</p> <p>The afternoon register will be marked immediately after the end of the lunch break*. Pupils will receive a late mark (L code) if they are not in their classroom when the register is taken</p> <p>The afternoon register at the primary phase will close at 13:10. The afternoon register at the secondary phase will close at 14.00 Monday to Thursday and at 13.10 on Fridays. Pupils will receive a mark of absence if they are not present at the time of the register being taken.</p> <p>Primary lunch break is from 12:00 – 13:00 each day.</p> <p>Secondary lunch break is from:</p> <p>Mon – 13:00 – 13:50</p> <p>Tue-Thu – 12:50 – 13:50</p>

	Fri – 12:15 – 13:00
5. Absence procedures	<p>Parents will be required to contact the school office via telephone, email (or classcharts at the secondary phase) before 9:00am on the first and every subsequent day of their child’s absence – they will be expected to provide an explanation for the absence – reasons such as ‘unwell’ do not provide enough information and may result in an unauthorised absence – and an estimation of how long the absence will last, e.g. one school day.</p> <p>Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, business support staff will contact the parent as soon as is practicable on the first day that the pupil does not attend school.</p> <p>The school will always follow up any absences in order to:</p> <ul style="list-style-type: none"> • Ascertain the reason for the absence. • Ensure the proper safeguarding action is being taken. • Identify whether the absence is authorised or not. • Identify the correct code to use to enter the data onto the school census system. <p>Where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the pupil’s parent will be expected to provide a signed letter with an explanation for the absence(s).</p> <p>The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.</p> <p>The school will provide the LA with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or who have been absent for a continuous period of ten school days, where their absence has been recorded using one or more of the unauthorised absence codes (G, N, O, and/or U), as defined in national attendance guidance. The school will agree the frequency of these attendance returns with the LA, ensuring that they are submitted no less frequently</p>

	<p>than once per calendar month. If a pupil's attendance drops below 90%, the attendance officer will arrange a formal meeting with the pupil and their parent/s.</p> <p>Where a pupil does not return from a period of leave or has a continuous period of absence, the school will work jointly with the local authority to carry out reasonable enquiries under the School Attendance (Pupil Registration) (England) Regulations 2024 to establish the pupil's whereabouts. If, following these enquiries, the pupil's name is removed from the school's admission register, the local authority will investigate whether the pupil should be classified as a child missing education .</p>
<p>6. Attendance register</p>	<p>Maharishi School uses SchoolPod Management Information System (MIS) to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.</p> <p>Designated staff members take the attendance register at the start of the school day and at the start of the afternoon session. This register records whether pupils are:</p> <ul style="list-style-type: none"> • Present. • Absent. • Attending an approved educational activity. • Unable to attend due to exceptional circumstances. <p>The school uses the national attendance codes set out in Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:</p> <ul style="list-style-type: none"> • # = Planned whole school closure • / = Present in the morning • \ = Present in the afternoon • L = Late arrival before the register has closed • C = Leave of absence for exceptional circumstance • C1 = Leave of absence granted by the school 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 timetable • E = Suspended or permanently excluded but no alternative provision made • I = Illness (not medical or dental appointment) • M = Medical or dental appointments • R = Religious observance • S = Leave of absence for the purpose of studying for a public examination • T = Parent travelling for occupational purposes • G = Unauthorised holiday • N = Reason not yet provided

	<ul style="list-style-type: none"> • O = Unauthorised absence • U = Arrived after registration closed • D = Dual registered at another school • B = Attending any other approved educational activity • J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution • K = Attending education provision arranged by the LA • P = Participating in a supervised sporting activity • Q = Unable to attend the school because of a lack of access arrangements • V = Educational visit or trip • W = Work experience • X = Non-compulsory school age pupil not required to attend school • Y1 = Unable to attend due to transport normally provided not being available • Y2 = Unable to attend due to widespread disruption to travel • Y3 = Unable to attend due to part of the school premises being closed • Y4 = Unable to attend due to the whole school site being unexpectedly closed • Y5 = Unable to attend as pupil is in criminal justice detention • Y6 = Unable to attend in accordance with public health guidance or law • Y7 = Unable to attend because of any other unavoidable cause • Z = Prospective pupil not on admission register <p>Pupils who are absent from school but are receiving remote education for any reason will still be marked as absent in the register using the most appropriate absence code.</p> <p>All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.</p> <p>The school will share its daily attendance data with the DfE directly from the management information system.</p> <p>In accordance with the Records Management Policy, every entry received into the attendance register will be preserved for three years after the date on which the entry was made.</p>
7. Authorising parental absence requests	<p>Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents and will not deny any</p>

request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

A leave of absence for a pupil during term time will only be granted if the request meets the specific circumstances set out in the school attendance regulations 2024 which are:

- Taking part in a regulated performance, or regulated employment abroad.
- Attending an interview.
- Study leave.
- A temporary, time-limited part-time timetable
- Exceptional circumstances.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10% for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the

school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will have the discretion to grant leave of absence during school hours for pupils to undertake employment, whether paid or unpaid, in accordance with the relevant legislation.

Pupils subject to a part-time timetable

In very exceptional circumstances and where it is in a pupil's best interests, the school will grant leave of absence to accommodate a pupil on a part-time timetable.

The school will grant a leave of absence under Regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, where both the school and the parent with whom the pupil normally resides have agreed – on an exceptional basis – that the pupil should receive part-time education for a limited period. This agreement must include the specific times and dates the pupil is expected to attend during the temporary part-time arrangement.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark

	<p>the occasion.</p> <p>The school may seek advice from the religious body in question where there is doubt over the request.</p>
<p>8. SEND and health-related questions</p>	<p>The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate procedures to support pupils who find attending school difficult.</p> <p>In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.</p> <p>All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.</p> <p>Where a pupil's health needs means that they need reasonable adjustments or support because it is complex or long term, the school will seek medical evidence to better understand the need of the pupil.</p>
<p>9. Absence in exceptional circumstances</p>	<p>The school will grant a leave of absence at its discretion. A leave of absence will not be granted unless there are exceptional circumstances.</p> <p>Each application will be judged individually, and the school will take into account the specific facts, circumstances, and relevant background context of each request. Where a leave of absence is granted, the school will determine the number of days for which a pupil will be permitted to be absent. A leave of absence will always be granted entirely at the discretion of the school.</p> <p>The school will only grant a leave of absence where an application is made in advance by a parent with whom the pupil normally lives.</p> <p>Generally, a request for a holiday or other absence for the purposes of leisure and recreation will not constitute an exceptional circumstance, and such absences will not be granted.</p> <p>Code C will be used for granted leave of absence in exceptional circumstances. The use of the seven 'Y' codes for unavoidable circumstances will be collected in the school census for statistical purposes. Code Q will be used in circumstances where there is a lack of access arrangements.</p>

10 Truancy	<p>Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.</p> <p>Any pupil with permission to leave the school during the day must sign out using the school's electronic signing-in/out system and sign back in again on their return.</p> <p>Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.</p> <p>The following procedures will be taken in the event of a truancy:</p> <ul style="list-style-type: none"> • Parents will be informed of the truancy and support will be offered, in the first instance, to avoid future truancy. • If any further truancy occurs, then the school will consider issuing a penalty notice. • A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.
11. Absent pupils	<p>Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school.</p> <p>If a pupil is considered missing during the school day, parents will be contacted. If the school is unable to make contact with a parent, or an emergency contact for the pupil, the police may be contacted. If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.</p> <p>Appropriate disciplinary procedures may be followed in accordance with the Enabling Good Behaviour Policy.</p>
12. Attendance intervention	<p>The attendance team, supported by the senior leadership team, will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address frequent absence.</p> <p>Evidence-based interventions will include (but are not limited by):</p> <ul style="list-style-type: none"> • Letters and phone calls to parents • Meetings with parents, which may involve local authority attendance personnel • Home visits • In-house support • Signposting to external support • The use of penalty notices

<p>13. Working with parents to improve attendance</p>	<p>The school will work to cultivate strong, respectful relationships with parents and families and work to build trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them.</p> <p>The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.</p> <p>The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.</p> <p>If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.</p>
<p>14. Persistent absence (PA) and severe absence (SA)</p>	<p>PA is where a pupil misses 10% or more of school. Severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.</p> <p>The school will use a number of methods to help support pupils at risk of, or within the category of PA/SA to attend school. These include:</p> <ul style="list-style-type: none"> • Offering catch-up support to build confidence and bridge gaps in learning. • Offering one to one sessions with the school's pastoral team to support emotional and mental health • Meeting with the pupil and their parent/s to discuss patterns of absence, barriers to attendance, and any other problems they may be having. • Establishing plans to remove barriers and provide additional support. • Reviewing progress and assessing the impact of support. • Making regular contact with the pupil's parent/s to discuss progress. • Assessing whether an EHC plan or IHP may be appropriate. • Considering what support for re-engagement might be needed, including with regard to additional vulnerability. <p>The school will also bear in mind that the continuation of PA/SA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and</p>

	Safeguarding Policy.
15. Legal intervention	<p>The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the attendance team will consider whether:</p> <ul style="list-style-type: none"> • The absence is due to a circumstance that does not warrant support, such as an unauthorised holiday taken during term time, and therefore whether a penalty notice should be issued. • A penalty notice is the most effective tool to improve attendance and influence parental behaviour, or whether further support or an alternative legal intervention would be more appropriate. • Issuing a penalty notice is appropriate in light of any obligations under the Equality Act 2010, for example where the pupil has a disability. • To hold a formal meeting with the parents and the school's designated contact within the School Attendance Support Team. • To work with the local authority to implement a parenting contract or apply for an education supervision order. • To engage children's social care, particularly where there are safeguarding concerns. <p>Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.</p> <p>When a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.</p> <p>A fixed penalty notice may be issued by the headteacher or someone authorised by them (a deputy or assistant head), the LA or the police. Any penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.</p> <p>Penalty notices for unauthorised absences will be charged at £160 if paid within 28 days, reduced to £80 if paid within 21 days.</p> <p>A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a suspension or permanent exclusion. In this instance, the school will have notified the parents of the days the pupil must not be present in a public place. This will be reduced to £60 if paid within 21 days.</p> <p>Parents will only get up to two fines for the same child in a three-year period. A second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days. Once this limit has been reached, other actions such as a parenting order or prosecution will be considered.</p> <p>Where attendance still does not improve following a fixed penalty notice,</p>

	<p>the school will work with the LA to take forward attendance prosecution as a last resort.</p> <p>Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.</p> <p>Education Supervision Orders (ESOs)</p> <p>Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in advising, helping and directing the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.</p> <p>Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:</p> <ul style="list-style-type: none"> • Requiring the parents to attend support meetings. • Requiring the parents to attend a parenting programme. • Requiring the parents to access support services. • Requiring an assessment by an educational psychologist. • Review meetings involving all parties to be held every 3 months.
<p>16. Monitoring and analysing absence</p>	<p>The attendance team monitors attendance daily. Further, in-depth analysis is conducted on a regular basis to identify patterns, trends and barriers to attendance.</p> <p>The governing body regularly reviews attendance data, including examinations of recent and historic trends, and supports leaders in setting goals and prioritising areas of focus for attendance support based on this data.</p> <p>The school also benchmarks its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will implement practices which have been shown to be effective with other schools.</p>
<p>17. Training of staff</p>	<p>Maharishi School recognises that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.</p> <p>Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.</p> <p>Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.</p>

<p>18. Deletion of names from the admission register</p>	<p>The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.</p> <p>The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.</p>
<p>19. Punctuality</p>	<p>The school regards punctuality to be of the utmost importance.</p> <p>The school day starts at 9:00am. Pupils should be in their classroom at this time. We recommend that pupils arrive at 8:50am for a prompt 9am start.</p> <p>Registers are taken as follows throughout the school day:</p> <ul style="list-style-type: none"> • Registers are marked at 9:00am. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark (L). • The register closes at 9:30am. Pupils will receive a mark of absence if they arrive at school after this time (U). • If primary pupils arrive between 9:20–9:35, they must wait until after Transcendental Meditation (TM) and Word of Wisdom (WoW) before entering the school site. This does not affect secondary phase pupils whose TM time is later in the morning. • After lunch, registers are marked at 1:00pm (primary) and 2pm (secondary). (On Fridays, secondary afternoon registers are taken at 1:00pm). The register closes at 1:10pm (primary) and 2pm (secondary) (and at 1:10pm on Fridays at the secondary site). Pupils will receive a mark of absence if they are not present, unless a previous message has been received that explains this absence. <p>Persistent lateness may result in a penalty notice.</p>

<p>20. Rewarding good attendance</p>	<p>Outstanding attendance is celebrated on a weekly basis via BISBOT (Be In School, Be On Time). Each week, the class with the best attendance at each phase receives our 'excellent attendance' trophy and is given an extra breaktime. In addition, one pupil from each phase is named the week's BISBOT champion and receives a certificate – the winners are drawn randomly from all of the pupils with 100% attendance for that week.</p> <p>Outstanding attendance is also celebrated at the end of each term, with every pupil with 100% attendance for that term receiving a certificate. From February 2026, pupils with very good attendance (95%+) will also be recognised with a certificate at the end of each term.</p>
<p>Monitoring and review</p>	<p>Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96%.</p> <p>This policy will be reviewed every year by the headteacher. The next scheduled review date for this policy is February 2027.</p>

Appendix A: Attendance Monitoring Procedures

1. Attendance Percentage Alerts are sent daily from SchoolPod to the Attendance Team (LE/LW/LG/JH/Attendance Administrator).
2. Consecutive Absence Alerts are received as they occur.
3. Any attendance/punctuality trends noticed by the Attendance Team are highlighted and recorded.
4. Contact is made with parents on the first day of absence for any pupil absence where a reason for the absence is not given. Any N codes not established are recorded as unauthorised absences. If contact is not made by a parent, a text message is sent to the parent, followed by a phone call if there is still no contact. A home visit may be made if it is not possible to ascertain the whereabouts of a pupil.
5. If pupil attendance drops below 95%, a letter may be sent home outlining the school's concerns and suggestions for how parents can work with the school and their child to help improve attendance. An invitation will be offered for parents to contact the school if they have identified any issues that the school can offer support with.
6. If attendance drops below 93%, a phone call will be made by a member of the attendance team to discuss the absence and to reiterate the offers of support made in point 5.
7. If attendance falls below 90%, a letter will be sent home explaining that the pupil's absence is now being monitored. Attendance will be monitored for two weeks. If attendance has not improved (likely to be around 85% at this point), then parents will be required to attend a meeting in school (or online) with members of the Attendance Team. If parents are unwilling to cooperate, or genuinely unable to attend, a home visit may be arranged. An Attendance Agreement may be implemented and/or a medical action plan meeting may be arranged between parents, the school nurse and the attendance team. Targets will be set for raising attendance. This will be monitored over a four-week period.
8. If the targets have been met after the four-week monitoring period, a letter will be sent home from the headteacher to congratulate the pupil and the family. Monitoring and communication with the family will continue until attendance stabilises. If the targets are not met, an application will be made for a penalty notice or prosecution.

Appendix B: Attendance agreement

Pupil Attendance Agreement

I agree to attend school and understand the consequences I may face if my attendance drops below 96 percent. I will ensure that the school is made immediately aware of when I will not reasonably be able to attend and will give the school full details of my absence.

As a pupil of Maharishi School, I am dedicated to:

- Being in attendance every day.
- Always being punctual to school and lessons.
- Informing the school of the reason for any absence.
- Not being absent from school for trivial reasons.

Pupil Name		Year group	
Signature		Date	

Parental Attendance Agreement

I understand that it is my responsibility to send my child to school. I agree to send my child to school every day and understand the consequences if I fail to do so. When my child is absent from school due to exceptional circumstances, I will ensure the correct procedures are followed.

Parent Name		Pupil year group	
Signature		Date	