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# ATTENDANCE POLICY

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2025-2026



**Date reviewed: September 2025**

**Date to be reviewed: September 2026**

## Shaw Education Trust

# Saxon Hill Academy – Attendance Policy

2025 - 2026

## Statement of intent

Saxon Hill Academy believes that to facilitate teaching and learning, good attendance is essential. Children and young people need to attend school regularly and arrive on time if they are to enjoy the educational and social opportunities provided within school and make excellent progress.

We are therefore committed to:

- Promoting good attendance and reducing absence, including persistent absence by working in partnership with multidisciplinary colleagues including social workers and the SEND team to support pupils and their families.
- Ensuring every pupil has access to full-time education to which they are entitled
- Ensuring our policies and procedures promote attendance whilst demonstrating commitment to the support of pupils facing complex health challenges.

## 1. Aims

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](#), through our whole-school culture and ethos that values good attendance.

Saxon Hill Academy is a school for pupils with profound and multiple learning difficulties, physical and complex medical needs which may on occasion prevent them from attending school for frequent or prolonged periods of time.

## 2. Procedures

By law, all schools (except those where all pupils are boarders) 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 first session of each school day and once during the second session.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by **9:00am** on each school day. Transport days remain open until all transport has arrived and pupils have left vehicles and entered school. Pupils will not be given late marks if their vehicle arrives between **9.00 and 9.30am**.

The register for the first session will be taken at **9.15am** and will be kept open until **9:30am**. The register for the second session will be taken at **1:30pm** and will be kept open until **1:45pm**

### **Additional Operational Daily Procedures:**

- Our office team will check the register and Arbor for absentees every morning
- First day call procedures followed by office team/Senior Family Support Worker e.g. All parents/carers of pupils absent without notification will receive a phone call as soon as possible after 9.30am to find reason for absence.
- If families do not respond to the call, we move to texting them requesting a reply that all is well.
- If families do not respond to the text by midday, a member of SLT will text alerting the family that they will:
  - i) Contact another family member to make a home check
  - ii) Make a visit to the home to check all is well and the reason for non-attendance.

### **To reduce lateness or early collections**

- Expectations around the start and end of the school day are clear to parents/carers
- Parents/carers to meet with Headteacher on individual basis to agree exceptions.
- Parents/carers are offered support if there are underlying transport or other practical issues.
- Parents to sign pupils in at the office when they are late

### **Absence due to Illness**

- Families 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 – by 9.00am or as soon as practically possible.
- Families can inform the school of their child's absence by our online notification tab on the school website. Families can also telephone, there is an answerphone service which is open 24hr.
- Families are expected to call each day unless the child is suffering from long-term illness.
- Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.
- If your child is unwell whilst in school families will be contacted. We will require your child to be collected as soon as possible, failure to do so may be raised

as a safeguarding concern. We will also notify families if your child has sickness or diarrhoea (taking into consideration medical history and prescriptions, as well as individual knowledge of the child), as they will need to be collected as soon as possible and remain home for 48hrs.

### **Medical or dental appointments**

Families are encouraged to make medical or dental appointments for their child outside of school time where possible. When this is not the case, families will be requested to provide written confirmation of these appointments. Please ensure all evidence of appointments is shared with the school office – this can be showing a letter or a text reminder.

### **To ensure absent pupils are safe, we will;**

- Produce a prioritised list of pupils who may be at risk who are frequently late
- Produce a prioritised list of pupils who may be at risk who are persistent absentees
- Write to parents to be clear regarding the procedures to inform school of pupil absence
- If a pupil is not in school, weekly (5 school days) safe and well checks will be undertaken either by school staff or through contact with trusted professionals working with the family e.g Continuing Care Team or Social Care Team. If the check is provided by school staff, we will need to physically see a pupil so video calls will be used in the first instance, followed by home visits if these are unsuccessful.

### **Infection Control Measures and Health Protocols**

We will follow guidance from Public Health England in the event of a confirmed case of a contagious infection. Please note that due to GDPR privacy regulations, we are unable to inform families about common childhood illnesses, such as coughs and colds. We prioritise the health and safety of our school community by rigorously cleaning all areas daily. Additionally, we perform deep cleaning and utilise a chemical disinfectant fogging machine, which disperses an antiviral solution into hard-to-reach areas, ensuring a thorough sanitisation process when required.

## **3. Authorised and unauthorised absence**

### **Approval for term-time absence**

The law requires that the headteacher should not grant approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances. The school considers 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.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's families belong. If necessary, the school will seek advice from the families' religious body to confirm whether the day is set apart.
- 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.

To request term-time leave for exceptional circumstances, families must complete a form online to explain the reasons for the request. Upon receipt, the school will review the form and notify you of the decision regarding whether the leave is authorised or unauthorised.

### **Education Penalty Notices**

The Local Authority can fine families for the unauthorised absence of their child from school, where the child is of compulsory school age. A penalty notice offers a parent an alternative to prosecution. It requires the parents to pay an amount for their child's irregular attendance to avoid a court appearance.

### **Persistent Absence**

We will give high priority to supporting the improvement of attendance and reduction of persistent absence by ensuring clear communication and expectations to parents/carers and offering support to address absences where possible. Our process for supporting pupils who are persistently absent are;

- We hold a weekly review of pupils with PA during LAMBSS meetings.
- Senior Family Support Worker/ Receptionist to discuss any individual pupil attendance concerns with Headteacher and Deputy Headteacher including pupils absent for more than a week.
- Support for parents offered/signposted to build trust in school.
- Liaison with external professionals to ensure all avenues of support are considered to improve absence or identify solutions in cases where absence may continue. This may include the Local Authority and Staffordshire's Educational Welfare Officers as well as SEND Keyworkers.

- Home visits for long term absentees will be provided as part of an agreed plan of support.

## **4. Roles and responsibilities**

### **Academy Council**

The Academy Council is responsible for monitoring attendance figures for the whole school on at least a termly basis, it also holds the headteacher to account for the implementation of this policy. The Chair of Academy Council is Hilary Armstead and the attendance link is....

### **The Headteacher**

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 Academy Councillors. The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

### **The Attendance Lead**

The Attendance Lead will monitor attendance data at the school and individual pupil level. They will report concerns about attendance to the Headteacher and to the wider leadership team and multidisciplinary colleagues during weekly LAMBSS meetings. The Attendance Lead is Suzanne Walters (Deputy Head teacher).

### **Class Teachers**

Class Teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.

### **Office staff**

Office staff are expected to take calls from families about absence and record this on the school system.

## **5. Monitoring arrangements**

This policy was reviewed as part of LAMBSS processes and shared with Academy Council and through the QAL process.

## **6. Links with other policies and key information**

This policy is linked to our:

- Safeguarding and Pupil Protection policy
- SET Attendance Procedures
- SEND Policy

- Supporting Pupils at School with Medical Conditions
- Mental Health and Wellbeing Policy

Staffordshire Attendance Policy: [Attendance - Staffordshire County Council](#)

Staffordshire Education Welfare Team: [Education Welfare Home - Staffordshire County Council](#)

## ATTENDANCE REGISTER 2025/26

**UPDATE FOLLOWING PUBLICATION OF *Working Together to improve school attendance*  
Aug24 DfE**

CODE	REASON FOR USE OF CODE
/	Pupil present for morning session
\	Pupil present for afternoon session
L	Late arrival before register closed
K	Attending educational provision arranged by the LA
V	Attending an educational visit/trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity e.g transition days at other schools
C1	Leave of absence for participating in a regulated performance or undertaking regulated employment abroad
M	Attending a medical or dental appointment
J1	Leave of absence for attending an interview for employment or admission to another educational institution
S	Leave for studying for public exams
X	Non-compulsory school age pupil not required to attend school
C2	Leave for a pupil subject to a part-time timetable
D	Dual-registered at another school
T	Parent travelling for occupational purposes
C	Leave of absence for exceptional circumstances
R	Religious observance
I	Illness (not a medical or dental appointment)
E	Suspended or permanently excluded
Q	Unable to attend school because of lack of access arrangements
Y1	Unable to attend due to transport normally provided not available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupils is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of other unavoidable cause
G	Holiday not granted by school
N	Reason for absence not yet established
O	Absent in other /unknown circumstances / classed as unauthorised absence
U	Arrived after registration closed

Z	Prospective pupil not on admission register
#	Planned whole school closure