



SUSI EARNSHAW

School of Academics & Performing Arts

Attendance and Punctuality Policy

To be reviewed every year and presented and signed off by the Headteacher/Proprietor

Date: Sept 2025	Date of next review: Sept 2026
Ratified by: Susi Earnshaw (Proprietor)	

1. Introduction and Aims

The Susi Earnshaw Theatre School is committed to providing a safe, nurturing, and stimulating learning environment where all children can thrive and achieve their full potential. Regular and punctual attendance is crucial for children to benefit from the education offered and to develop positive habits for life. This policy outlines our school's approach to promoting excellent attendance and punctuality, and sets out our admissions procedures, in line with the statutory guidance "Working Together to Improve School Attendance" (DfE, May 2024).

This policy aims to:

- Promote high levels of attendance and punctuality for all pupils.
- Clearly define responsibilities for attendance within the school and for parents/carers.
- Establish clear procedures for monitoring, reporting, and improving attendance.
- Provide a supportive framework for pupils and families facing attendance challenges.
- Foster a culture where attendance is everyone's responsibility.

2. Legal Framework

This policy is written in accordance with the following legislation and guidance:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- The Children Act 1989 & 2004
- "Working Together to Improve School Attendance" (Department for Education, May 2024)

3. Roles and Responsibilities

3.1 The Headteacher is responsible for:

- Ensuring the school has an effective attendance policy and procedures in place.
- Monitoring attendance data and challenging the school where necessary.
- Ensuring the school meets its statutory duties regarding attendance.
- Holding the Senior attendance champion accountable for attendance outcomes.

3.2 The Senior Attendance Champion* is responsible for:

- Leading the school's attendance strategy and promoting a culture of high attendance.
- Ensuring staff are aware of and adhere to the policy.
- Overseeing the attendance monitoring system.
- Liaising with the local authority and other external agencies.
- Analysing attendance data and identifying patterns/trends.
- Implementing and overseeing early intervention strategies.



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- Ensuring robust admission and pupil registration procedures are followed.
 - Making decisions regarding leave of absence in exceptional circumstances.
- (*Contact details of the Senior attendance champion can be found in the appendix 1)

3.3 All School Staff are responsible for:

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools
- Follow up unexplained absences by phone calls, emails and letters as necessary.
- Let parents know if the school has concerns regarding a child's attendance and punctuality. (See Appendices)
- Work closely with parents/carers by telephone/face to face meetings to help improve a child's attendance.
- If we continue to have concerns, we may make a referral to the Local Authority School Attendance Officer.
- Support the attendance of students and deal with problems the school has been alerted to which could lead to non-attendance.
- Ensure registers are taken. These are legal documents which can be required as evidence in court cases.
- Through registers, carefully monitor attendance across the School at KS3 and KS4.
- Send home concern letters to those families whose children run the risk of attaining below 90% attendance over two terms.
- Use a range of interventions to help support families with children who have difficulties with attendance.
- Work closely with outside agencies to support full attendance.

3.4 Parents/Carers are responsible for:

Ensuring their children arrive at school on time, appropriately dressed and ready to learn; establishing a good routine in the morning and evening so that children are prepared for the school day ahead.

- Ensuring their child attends school regularly. Absence should only happen when a child is significantly ill and therefore unfit to attend school, or if there is an avoidable / unforeseen reason or circumstance which is causing difficulty / period of difficulty.
- Ensure they are aware of the Attendance policy of the school.
- Impress on their child the need to observe the school's code of conduct.
- Taking truancy seriously – if a child is not attending school as expected are they putting themselves at risk - question them: Where are they? Who are they with? What have they been doing?
- Not taking family holidays during term time.
- Talking to their child about school and taking an interest in their school work.
- Attending Parents' Evenings and school events.
- Working in partnership with the school to resolve any issues, which may lead to non-attendance.



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- Praising and rewarding children's achievements at school.
- Discussing problems or difficulties with the school – staff are there to help and support.
- Notifying the school on the first day of any absence, by 9:00, explaining the reason for absence. See section 7, Reporting Absences, below.
- Providing medical evidence (e.g., doctor's note, prescription) for prolonged or frequent absences due to illness if requested by the school.
- Making routine medical and dental appointments outside of school hours wherever possible.
- Working in partnership with the school to address any attendance concerns.
- Not taking their child out of school during term time for holidays.

4. Punctuality

- The morning registration session is at the start of the school day which begins at 8:30am.
- All pupils are expected to be in their classrooms ready for learning by the start of registration.
- The registration period extends from 8:30am to 8:35am.
- Pupils who arrive after the registration period closes at 8:35am but before 9:00am will be recorded as late.
- Pupils who arrive after 9:00am will be recorded as an unauthorised absence.
- The afternoon registration session is at the start of the first afternoon lesson (after lunch) which begins at 1:30pm.
- All pupils are expected to be in their classrooms ready for learning by the start of registration.
- The registration period extends from 1:30pm to 1:35pm.
- Pupils who arrive after the registration period closes at 1:35pm but before 1:45pm will be recorded as late.
- Pupils who arrive after 1:45pm will be recorded as an unauthorised absence.
- Persistent lateness will be treated as seriously as persistent absence and will be addressed through the school's attendance procedures.



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5. Recording Attendance and Absences

1. Attendance will be recorded using the following DfE codes: **If a pupil is present in school the following codes from table 1 should be used**

Code	Meaning	Criteria
/	Present at school AM	Must be in school at registration
\	Present at school PM	Must be in school at registration
L	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed.

If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

Code	Meaning	Criteria
K	Attending Education provision arranged the LA	<ul style="list-style-type: none"> • The nature of the provision must also be recorded. • Code K can only be used if the child is present at the provision.
V	Attending an Educational visit or trip	<ul style="list-style-type: none"> • The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip • Arranged by or on behalf of the school and supervised by a member of school staff. • The visit or trip must take place during the session for which it is recorded. • Code V can only be used if the pupil is present at the visit.



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P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	<ul style="list-style-type: none">• P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded.• The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;• the activity is of an educational nature;• the school has approved the pupil's attendance at the place for the activity; and• the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
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<p>W</p>	<p>Attending Work Experience</p>	<ul style="list-style-type: none"> • W code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
<p>B</p>		<ul style="list-style-type: none"> • B code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. • As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register



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D	Dual Registered at another school	<ul style="list-style-type: none"> The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed u
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0. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

Code	Meaning	Criteria
C	Leave of absence exceptional circumstances	<ul style="list-style-type: none"> Exceptional circumstances No blanket approach School discretion <p>Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.</p>
C1	Leave of absence – performance or regulated employment abroad	<ul style="list-style-type: none"> Performance licence issued by LA or Body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose
C2	Leave of absence – compulsory school age pupil subject to part time timetable	<ul style="list-style-type: none"> Exceptional circumstances if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time Temporary <p>See Working Together to improve attendance</p>
M	Leave of absence for Medical or dental Appointment	<ul style="list-style-type: none"> Agreement in advance Application by parent child normally lives with Minimum time necessary Where pupil is absent at registration
J1	Leave of absence for Interview	<ul style="list-style-type: none"> Agreement in Advance Application by parent child normally lives with In session absence recorded
S	Leave of absence for Studying for public examination	<ul style="list-style-type: none"> Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly.
X	Non – Compulsory School age pupil not required to attend school	<ul style="list-style-type: none"> For part time attendance Absence for timetabled sessions to use appropriate code and not X



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0. Pupil Absent other Authorised reasons

Code	Meaning	Criteria
T	Parent travelling for occupational purposes.	<ul style="list-style-type: none"> The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.
		•
R	Religious Observance	<ul style="list-style-type: none"> The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)
I	Illness (not medical appointment)	<ul style="list-style-type: none"> The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.
E	Suspended or Permanently excluded with no alternative provision made	<ul style="list-style-type: none"> The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education

0. Pupil Absent – Unavoidable Cause

Code	Meaning	Criteria
Q	Unable to attend school because of lack of access arrangements	There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil’s home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.



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Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.
Y5	Unable to attend as pupil is in criminal justice detention	<p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day</p>
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	<p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p> <p>Schools must also record the nature of the unavoidable cause (regulation 10(6))</p>



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Absent for unauthorised reasons

Code	Meaning	Criteria
G	Holiday not granted by school	<p>The school has not granted a leave of absence, and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p>
N	Reason for absence not yet established	Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
U	Arrived in school after registration closed	<p>Where a pupil has arrived late after the register has closed but before the end of session. (Between 845am to 9am)</p> <p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes</p>

Administrative Codes

Code	Meaning	Statistical Value
Z	Prospective pupil not on admission register	NOT COLLECTED
#	Planned whole school closure	NOT COLLECTED

Attendance registers are kept electronically, and the data is held for 6 years.



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7. Reporting Absences

- Parents/carers must notify the school of their child's absence by 9:00am on the first day of absence, preferably by telephone 0208 441 5010 or email info@susiearnshaw.co.uk
- A reason for absence must be provided.
- If no notification is received, the school office will attempt to contact parents/carers by telephone from 09:00am or as soon as possible thereafter on the first day of absence. If contact cannot be made, the child will be marked with an unauthorised absence. This will be escalated to the Senior Attendance Champion and may result in a home visit or welfare check if required.
- For prolonged absences parents/carers should keep the school updated regularly.
- Provide medical evidence if the absence is longer than 5 consecutive school days, or when requested by the Attendance Officer.
- In the event that any safeguarding concerns exist about students for whom contact has not been made, Pastoral Director and/or the DSP (Designated Safeguarding Person) may be informed.
- If no reason or contact has been provided for a student's absence after 3 consecutive days, a Police Welfare Check will be initiated.
- Students returning to school after prolonged absence will be supported with their reintegration. This may involve a personalised curriculum.

8. Authorised and Unauthorised Absence

8.1 Authorised Absence: No authorised absences will be permitted. Exceptional circumstances may be considered at the discretion of the Headteacher/ Proprietor

8.2 Unauthorised Absence: Absence will be unauthorised if:

- No reason for absence is provided.
- The reason provided is not considered valid by the Headteacher/Proprietor (e.g., a birthday treat, shopping).
- Parents/carers have not sought prior permission for absence.
- A pupil arrives after the register has closed (coded U). See section 5.
- Parents/carers take a child on holiday during term time without exceptional circumstances agreed by the Headteacher.

9. Lateness

- Those who are late, but who arrive before 9am will be counted as present and their attendance will be indicated by an 'L' in the register.
- Those who are late, but who arrive after the registration has closed (after 9:00am) will be marked with code U



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9. Leave of Absence During Term Time

In line with government regulations, the Headteacher cannot grant any leave of absence during term time unless there are **exceptional circumstances**. Government guidance is explicit that “the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance”. Parents/carers therefore do not have an automatic right to take their child out of school for a holiday during term time, nor can the school authorise such absence.

- For exceptional circumstances a request for leave of absence must be made in writing to the Headteacher using the school's "Leave of Absence Request Form." This form is in Appendix 2.
- Each request will be considered on a case-by-case basis.
- If leave is granted, the Headteacher will determine the number of days a pupil can be absent.
- Unauthorised holidays will result in the absence being marked as **G**–(Holiday not granted by the school).

10. Monitoring Attendance and Intervention

The school will rigorously monitor attendance data to identify pupils who are at risk of developing attendance issues.

The school will do the following to monitor attendance

- All parents, staff and pupils will be fully aware of the standards for attendance and form tutors will carefully monitor this through their daily registration sessions each day.
- A weekly monitoring sheet will be produced to highlight poor attendance (below 95%) and punctuality and then the Senior Attendance Champion will ask the form tutors to contact home by email in the first instance
- A weekly SLT meeting will be held with attendance being one of the main areas of focus. Patterns of poor attendance and concerns will be raised and documented.
- Repeat poor attendance will be escalated to letters being sent home and meetings with parents to again reinforce what is expected and see if the school can support the pupil or parents
- Pupils with excellent attendance (97%+) will be recognised and incentivised through assemblies and the awarding of certificates

10.1 Early Intervention and Support:

- **School-Level Support**
 - **Daily Monitoring:** Absence notifications and follow-up calls for unexplained absences. This will be carried out by the form tutor.
 - **Weekly/Fortnightly Reviews:** The Senior Attendance Champion will review attendance data to identify emerging patterns (e.g., frequent illness, persistent lateness).
 - **Informal Contact:** Initial concerns for pupils with an attendance of less than 95% will trigger informal contact with parents/carers (e.g., phone call, text, informal meeting) to understand barriers and offer support.



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- **Support Plan:** For pupils with continued attendance concerns, the school will collaboratively develop a support plan with the family, which may include:
 - Referral to pastoral team
 - Setting attendance targets.
 - Signposting to external support services (e.g., Early Help).
 - Daily check-ins.
 -
 - **Attendance Meetings:** Formal meetings with parents/carers to discuss attendance concerns, review progress, and agree next steps.
 - **Intensive Support and Formal Procedures**
 - If attendance does not improve despite school level interventions, or if attendance is below 90% and causing significant concern, the school will escalate to more formal procedures.
 - **Formal Warning Letters:** Letters outlining attendance concerns, the impact on learning, and potential legal consequences
- Attendance Improvement Plan (AIP):** A formal plan developed with the family, outlining specific actions, targets, and support.
- Referral to Local Authority Attendance Team:** If attendance remains a concern, the school will make a referral to the Local Authority Attendance Team (LAAT) for further support and intervention. This may involve:
- Meetings with the LAAT, parents/carers, and school.
 - More intensive support from the LAAT.
 - Consideration of legal action (e.g., Penalty Notices, Education Supervision Orders, Prosecution).



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10.2 Persistent Absence (PA): A pupil is defined as persistently absent if their attendance falls below **90%**. These pupils will be a priority for intervention.

The following steps will be taken if a pupil has persistent absence

- Attendance Lead notified
- Form Tutor informed
- DSL alerted if patterns raise safeguarding concerns
- Attendance coded analysis completed (illness, lateness, anxiety, patterns)

Stage 1 – Informal Intervention (Within 10 School Days)

- Courtesy phone call to parents
- Friendly attendance concern email
- Discussion of barriers
- Reminder of attendance expectations

Stage 2 – Formal Attendance Meeting

If attendance remains below 90% after monitoring:

- Formal letter sent
- Meeting with the Pastoral Lead, SENCO (if relevant) and the Senior attendance champion

Meeting should:

- Review reasons for absence
- Request medical evidence where appropriate
- Identify support strategies
- Agree a measurable improvement target (e.g. 95% over next 4 weeks)
- Set review date

Stage 3 – Escalation (If No Improvement)

If attendance continues to decline toward 85% or below:

- Second formal meeting
- Senior Leader involvement
- Written warning that continued decline may result in further review
- Consider Early Help referral

At this point, attendance becomes a safeguarding discussion if patterns suggest risk.



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10.3 Severe Absence (SA): A pupil is defined as persistently absent if their attendance falls below 50%. These pupils will continue to be a priority for intervention.

Step 1 - An immediate safeguarding review will need to take place and follow the guidance below

- DSL informed immediately
- Attendance flagged as safeguarding concern
- Review of:
 - CP records
 - SEND status
 - Medical evidence
 - Mental health indicators
- Consider: Is the child safe? Is there neglect, exploitation, EBSA, hidden harm? If there are welfare concerns → follow safeguarding procedures immediately.

Step 2- Urgent Parent Meeting (Within 5 School Days)

- Formal letter sent
- Meeting with the Head, DSL and the SENCO

Discussion must cover:

- Barriers to attendance
- Evidence required (GP/consultant letter if medical)
- Clear expectation of improvement
- Short-term measurable targets (e.g., 60% within 4 weeks)

Step 3 - Formal Attendance Action Plan

Put in writing:

- Weekly attendance target
- Support being offered
- Review date (2–4 weeks)
- Consequences if no improvement

Support may include:

- Reduced timetable (lawful and time-limited)
- Safe space provision
- Key adult check-ins
- Phased return
- External referral (CAMHS / Early Help)



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Step 4 - Multi-Agency Involvement

If attendance remains under 50%:

- Early Help referral
- LA attendance team notification (even as an independent school, advisable for safeguarding transparency)
- Consider medical needs tuition referral if genuine health barrier
- Consider whether an EHCP assessment is required

10.3 Withdrawal of Place Due to Non-Attendance

Where a pupil's attendance remains persistently and/or severely low despite the school having:

- Followed its full attendance monitoring and escalation procedures
- Held formal meetings with parents/carers
- Implemented and reviewed support plans
- Made reasonable adjustments where appropriate
- Sought relevant medical or professional evidence
- Considered safeguarding and SEND duties

and where there is no sustained improvement in attendance or engagement, the school reserves the right to review the viability of the pupil's continued placement.

If it is determined that the pupil is not accessing education, that the school is unable to meet the pupil's needs within its provision, or that the parent contract has been fundamentally breached through ongoing non-attendance, the school may withdraw the pupil's place in accordance with the terms and conditions of enrolment.

Any such decision will be made fairly, proportionately, and in consideration of the school's safeguarding and equality obligations.



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10.4 Proprietorial Review and Oversight

The Proprietor maintains strategic oversight of attendance through regular review of whole-school and cohort attendance data, including Persistent Absence (below 90%) and Severe Absence (below 50%). Attendance reports are presented termly, and more frequently where concerns arise, to ensure effective challenge, support and accountability. The Proprietor monitors trends over time, the impact of interventions, safeguarding implications, and the attendance of vulnerable groups, including pupils with SEND or medical needs. Where attendance falls below expected standards, the Proprietor will seek assurance that appropriate procedures have been followed, that reasonable adjustments have been considered, and that actions are proportionate, lawful and in the best interests of pupils. This oversight forms part of the school's wider safeguarding and governance responsibilities.

11. Admission Procedures (General):

- Applications for admission should be made via [e.g., the Local Authority's coordinated admission scheme, directly to the school for in-year admissions].
- The school follows [e.g., the LA's published admission arrangements, its own published admission arrangements available on the school website].
- Parents/carers are encouraged to visit the school and speak to staff before applying.

12. De-Registration from the School Roll

A pupil may only be removed from the school roll in accordance with Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006 (as amended). This includes, but is not limited to:

- Where the pupil has reached compulsory school leaving age.
- Where the pupil is registered at another school.
- Where the pupil has ceased to attend school and the Headteacher is satisfied that the pupil is receiving suitable education otherwise than at school.
- Where the pupil has been permanently excluded.
- Where the pupil has been absent for a continuous period of at least 20 school days and the Headteacher has failed after reasonable enquiry to ascertain the reason for absence, and parents have not notified the school that the child is absent for a good reason.
- Where the pupil has a medical condition preventing attendance and the Headteacher is satisfied that suitable education cannot be provided by the school or otherwise.

The school will always inform the Local Authority immediately when a pupil's name is removed from the admission register under any of these grounds.

13. Policy Review

This policy will be reviewed annually by the Governing Body, or earlier if changes to legislation or guidance require it



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Appendix 1

Senior Attendance Champion

Megan McNamara

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07523 994 677



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Appendix 2

LEAVE OF ABSENCE / EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST FORM

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of underachievement. This is something we all have a responsibility to avoid.

The Department for Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

All requests must be completed on this form; letters will not be accepted. This form should be returned to Megan McNamara – the Acting Headteacher, at least 15 school days before the start of the absence.



SUSI EARNSHAW

School of Academics & Performing Arts

APPLICATION BY PARENT/CARER

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to our Senior attendance champion - Megan at least 15 school days before the date you wish to remove your child from school.

Pupil Name: _____

Class: _____

Name of Parent/Carer completing this form: _____

First day of absence: _____

Date of return to school: _____

If leaving your home address before the first day of absence, please provide the date on which you will leave _____

Total number of days missed: _____ **days**

Reason for absence: _____

Signed

Dated

(Please ensure you give at least 15 school days' notice of the proposed absence)



SUSI EARNSHAW

School of Academics & Performing Arts

Below to be completed by the school:

% Current	% Last Year	Comments

Pupil Name:
Class:

AUTHORISED:

UNAUTHORISED:

Request has been authorised for the following dates **only:**

___ / ___ / ____ to ___ / ___ / ____

Signed **Headteacher/ Proprietor**

Date ___ / ___ / ___



SUSI EARNSHAW

School of Academics & Performing Arts

Appendix 3 - Attendance procedure

Below is the attendance letter sequence that is to be used as a guide only. Individual circumstances will still be responded to through professional judgement and discretion

Attendance below 95%

Letter 3A will be sent home by the Form tutor
This letter will notify the parents/guardians of our concern



Attendance below 90% (Persistent Absence)

Letter 3B will be sent home by the Senior Attendance Champion
This letter will request a meeting with parents/guardians



After the Attendance review meeting

Letter 3C or 3D will be sent home by the Senior Attendance Champion
This letter will notify parents of what was agreed at the meeting



Attendance below 85%

Letter 3E will be sent home by the Headteacher/SLT
This letter will request a meeting with parents/guardians with the Headteacher/SLT



After the attendance review meeting with the Headteacher/SLT

Letter 3F or 3G will be sent home by the Headteacher/SLT
This letter will notify parents of what was agreed at the meeting



If attendance continues to be below 85%, the school will continue to work with the family to help improve it. External agencies may be involved at this stage as well.



SUSI EARNSHAW

School of Academics & Performing Arts

Attendance letter 3A- Under 95%

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

Susi Earnshaw Theatre School is committed to the achievement of our students and assisting them to fulfil their potential. Regular attendance and punctuality is vital to enable our pupils to accomplish this.

At Susi Earnshaw Theatre School, we expect that all students who are able will achieve 95% attendance, I am concerned to note that <child's name> has an attendance rate of < % (under 95%)>

We recognise that sometimes there are good reasons for your child's absence from school and always seek to support families in such circumstances.

We also want to support parents to ensure their children attend(s) school regularly and punctually, enabling them to make the most of the educational opportunities available to him/her/them.

If <child's name> is experiencing difficulties in school, please contact your child's Senior attendance champion.

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW

School of Academics & Performing Arts

Attendance letter 3B - Under 90% - Invite to Attendance Review Meeting

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

Further to my previous letter, I have been monitoring <child's name> attendance and there has not been an improvement.

<Child's name> has an attendance rate of < %>, still below the school target of 95%.

If this attendance rate continues further interventions/ sanctions will need to be implemented.

We would like to work together with you to improve your child's attendance and therefore I invite you to an Attendance Review Meeting <meeting details>.

This will be an opportunity for you to explain the issues that have led to this drop in attendance, but it will also be an opportunity for the school to discuss the importance of securing improvements where possible.

If you are unable to attend, a meeting of professionals will take place in your absence, and a record of the discussion will be sent to you.

Many thanks for your continued support. Please contact the attendance Officer at school to confirm that you will be attending.

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW

School of Academics & Performing Arts

Attendance letter 3C - Under 90% - Attendance Review Meeting Summary

Dear [Parent/Guardian's Name],
Re <Child's name and DOB>

Thank you for attending the Attendance Review Meeting on (Date).

This was a helpful meeting in which we discussed the issues that have led to <Child's name> attendance falling below 90%.

During the meeting, you outlined the following issues:

To ensure improvements in the coming weeks, we have agreed to:

I hope that this meeting enables us to move forward positively in securing improved attendance for <Child's name> We will continue to monitor your child's attendance and will review the situation on (date, at least six weeks hence).

Thank you for your continued support of your Child and the school

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSSEX EARNSHAW

School of Academics & Performing Arts

Attendance letter 3D - Attendance Review Meeting Summary

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

I am sorry that you were unable to attend the Attendance Review Meeting on (date) to discuss <Child's name> poor attendance to school.

As advised in my previous letter, a meeting of professionals was undertaken in your absence. Present at the meeting were (names and responsibilities).

We continue to be concerned about level of absence during this academic year.

As stated in previous letters, we are sympathetic to and support absence from school where there is a genuine need for this to occur.

However, we are equally committed to ensuring the best levels of attendance from all students.

We encourage you to get in touch to discuss a positive way forward

Thank you for your continued support of your Child and the school

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW

School of Academics & Performing Arts

Attendance letter 3E - Under 85% - Invite to Attendance Review Meeting with a member of Headteacher / SLT

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

I am writing to inform you that an appointment has been made for you to meet with me on (date).

It is essential that you attend this appointment.

An excellent level of attendance at school, as I am sure you are aware, is a legal requirement.

<Child's name> attendance is (%), well below the school target of 95%.

The purpose of this meeting is to discuss how the school can support you in ensuring that your child's attendance improves and we are determined to ensure that we see an improvement as the year progresses.

We are much more likely to achieve this with your support and cooperation and therefore look forward to seeing you on the above date.

If you are unable to attend, a meeting of professionals will take place in your absence and a record of the discussion will be sent to you. It is highly likely that your non-attendance at this meeting will result in stronger interventions being implemented.

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW
School of Academics & Performing Arts

Attendance letter 3F - Under 85% - Attendance Review Meeting Summary

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

Thank you for attending the Attendance Review Meeting on (Date).

This was a helpful meeting in which we discussed the issues that have led to <Child's name> attendance falling below 85%.

During the meeting, you outlined the following issues:

To ensure improvements in the coming weeks, we have agreed to:

I hope that this meeting enables us to move forward positively in securing improved attendance for <Child's name> We will continue to monitor your child's attendance and will review the situation on (date, at least six weeks hence).

Thank you for your continued support of your Child and the school

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW

School of Academics & Performing Arts

Attendance letter 3G – Under 85% - Attendance Review Meeting Summary

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

I am sorry that you were unable to attend the Attendance Review Meeting on (date) to discuss <Child's name> poor attendance to school.

As advised in my previous letter, a meeting of professionals was undertaken in your absence. Present at the meeting were (names and responsibilities).

We continue to be concerned about level of absence during this academic year.

As stated in previous letters, we are sympathetic to and support absence from school where there is a genuine need for this to occur.

However, we are equally committed to ensuring the best levels of attendance from all students.

We encourage you to get in touch to discuss a positive way forward

Thank you for your continued support of your Child and the school

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW

School of Academics & Performing Arts

Appendix 4 – Punctuality procedure

Below is the punctuality letter sequence that is to be used as a guide only. Individual circumstances will still be responded to through professional judgement and discretion

Punctuality – 3 lates or more per week

Letter 4A will be sent home by the Form tutor
This letter will notify the parents/guardians of our concern



Punctuality – 6 lates or more per half term

Letter 4B will be sent home by the Senior Attendance Champion
This letter will request a Punctuality review meeting with parents/guardians



After the punctuality meeting

Letter 4C or 4D will be sent home by the Senior Attendance Champion
This letter will notify parents of what was agreed at the meeting



Punctuality – 12 lates or more per term

Letter 4E will be sent home by the Headteacher/SLT
This letter will request a meeting with parents/guardians with the Headteacher/SLT



After the punctuality meeting

Letter 4F will be sent home by the Headteacher/SLT
This letter will notify parents of what was agreed at the meeting



SUSIE EARNSHAW

School of Academics & Performing Arts

Punctuality letter 4A - 3 or more lates in a week

Dear [Parent/Guardian's Name],

I am writing to share our concerns regarding [Child's Name]'s punctuality to school. We have noticed a pattern of late arrivals, which, over time, can have a significant impact on their educational progress.

Arriving late to school disrupts the start of the day—not only for the student but for the entire class. Important instructions, learning objectives, and class routines are typically established during the first few minutes, and missing these can leave students feeling unsettled and behind before they've even begun. Repeated lateness also sends a message to the child that punctuality is not important, which can influence their habits both now and in later life.

We recognise that mornings can be challenging, and there may be genuine reasons for the lateness. If there are any difficulties you are experiencing that are affecting [Child's Name]'s ability to arrive on time, please don't hesitate to reach out.

We would be happy to work together to find a positive solution.

We very much value your support in helping us promote a culture of responsibility, punctuality, and respect for learning at our school.

Kind regards,

Megan McNamara
Senior Attendance Champion



SUSIE EARNSHAW
School of Academics & Performing Arts

Punctuality letter 4B - Invite to Punctuality Review Meeting

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

Further to my previous letter, I have been monitoring <child's name> punctuality and there has not been an improvement.

<Child's name> has had 6 or more lates this half term

If this punctuality rate continues further interventions/ sanctions will need to be implemented.

We would like to work together with you to improve your child's punctuality and therefore I invite you to an Punctuality Review Meeting <meeting details>.

This will be an opportunity for you to explain the issues that have led to this drop in attendance, but it will also be an opportunity for the school to discuss the importance of securing improvements where possible.

If you are unable to attend, a meeting of professionals will take place in your absence, and a record of the discussion will be sent to you.

Many thanks for your continued support. Please contact the Senior attendance champion at school to confirm that you will be attending.

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW
School of Academics & Performing Arts

Punctuality letter 4C - Punctuality Review Meeting Summary

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

Thank you for attending the Punctuality Review Meeting on (Date).

This was a helpful meeting in which we discussed the issues that have led to <Child's name>

During the meeting, you outlined the following issues:

To ensure improvements in the coming weeks, we have agreed to:

I hope that this meeting enables us to move forward positively in securing improved attendance for <Child's name> We will continue to monitor your child's attendance and will review the situation on (date, at least six weeks hence).

Thank you for your continued support of your Child and the school

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW

School of Academics & Performing Arts

Punctuality letter 4D - Punctuality Review Meeting Summary

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

I am sorry that you were unable to attend the Punctuality Review Meeting on (date) to discuss <Child's name> poor punctuality to school.

As advised in my previous letter, a meeting of professionals was undertaken in your absence. Present at the meeting were (names and responsibilities).

We continue to be concerned about the level of punctuality this academic year.

As stated in previous letters, we are sympathetic to and support absence from school where there is a genuine need for this to occur.

However, we are equally committed to ensuring the best levels of attendance from all students.

We encourage you to get in touch to discuss a positive way forward

Thank you for your continued support of your Child and the school

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSSEX EARNSHAW

School of Academics & Performing Arts

Punctuality letter 4E – 12 lates or more per term - Invite to Punctuality Review Meeting with a member of Headteacher / SLT

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

I am writing to inform you that an appointment has been made for you to meet with me on (date).

It is essential that you attend this appointment.

An excellent level of punctuality at school, as I am sure you are aware, is essential to making great progress at school

The purpose of this meeting is to discuss how the school can support you in ensuring that your child's punctuality improves and we are determined to ensure that we see an improvement as the year progresses.

We are much more likely to achieve this with your support and cooperation and therefore look forward to seeing you on the above date.

If you are unable to attend, a meeting of professionals will take place in your absence and a record of the discussion will be sent to you. It is highly likely that your non-attendance at this meeting will result in stronger interventions being implemented.

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW
School of Academics & Performing Arts

Punctuality letter 4F - 12 lates or more per term - Punctuality Review Meeting Summary

Dear [Parent/Guardian's Name],
Re <Child's name and DOB>

Thank you for attending the Punctuality Review Meeting on (Date).

This was a helpful meeting in which we discussed the issues that have led to <Child's name> punctuality being a challenge

During the meeting, you outlined the following issues:

To ensure improvements in the coming weeks, we have agreed to:

I hope that this meeting enables us to move forward positively in securing improved attendance for <Child's name> We will continue to monitor your child's punctuality and will review the situation on (date, at least six weeks hence).

Thank you for your continued support of your Child and the school

Yours sincerely

Megan McNamara
Senior Attendance Champion



SUSI EARNSHAW
School of Academics & Performing Arts

Punctuality letter 4G - Punctuality Review Meeting Summary

Dear [Parent/Guardian's Name],

Re <Child's name and DOB>

I am sorry that you were unable to attend the Punctuality Review Meeting on (date) to discuss <Child's name> poor punctuality to school.

As advised in my previous letter, a meeting of professionals was undertaken in your absence. Present at the meeting were (names and responsibilities).

We continue to be concerned about persistent lateness during this academic year.

However, we are equally committed to ensuring the best levels of punctuality from all students.

We encourage you to get in touch to discuss a positive way forward

Thank you for your continued support of your Child and the school

Yours sincerely

Megan McNamara
Senior Attendance Champion