ATTENDANCE POLICY

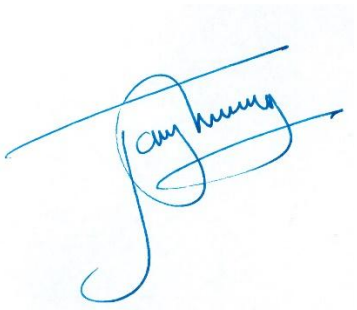
Policy reviewed by: James Thompson – COO

Review date: July 2026

Version: v9.1

Policy actioned from: September 2026

Next review date: June 2027

Reviewer's Signature: 

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

CHATSWORTH SCHOOLS

POLICY AMENDMENT PAGE

Date	Key Amendments	Version Number	Reviewed by
28/06/2018	Policy Approved.	v1.1	VT
01/09/2018	Annual Review	v1.2	RNB
16/03/2020	Updated information	v2.0	RNB
10/12/2020	Annual Review	v3.0	RNB
16/6/2021	Annual review for the academic year 2021-22	v4.0	RNB
05/06/2022	Annual review for the academic year 2022-23	v5.0	RNB
25/06/2023	Annual review for the academic year 2023-24	v6.0	CS
07/06/2024	Annual review for the academic year 2024-25, including Aug 24 statutory guidance.	v7.0	JCT
04/10/2024	Inclusion of Senior Leader responsible for Attendance by Post/Name.	v7.1	AMG
21/01/2025	Further amendment to post title and addition of attendance incentive and monitoring measures.	v7.2	AMG
23/01/2025	Addition of 'U' code guidance.	v7.3	AMG
22/04/2025	Additional information about new starters etc/ address change	v7.4	AMG/VT
1/7/25	Annual review	V8.0	JCT
2/7/26	Annual review and update	V9.0	JCT
1/9/26	Update adding in 10-day unauthorised absence reporting duty	V9.1	JCT

School Attendance

This policy is written with due regard of the DfE guidance Working together to Improve School Attendance, August 2024. (Updated July 2026)

The policy will be available on the school's website and sent to the parents of all new pupils. Parents will be reminded about the importance of good attendance annually.

Going to school regularly is important to your child's future. Children who miss school frequently can fall behind with their work and do less well in exams. The school consistently promotes the benefits of good attendance, sets high expectations for every pupil and communicates those expectations clearly and consistently to pupils and parents. The school's leadership systematically analyses its attendance data to identify patterns and target improvement. Where appropriate, the school works effectively with local agencies and partners to overcome barriers to attendance.

Good attendance is a learned behaviour and it is important to set such good habits from the outset. Good attendance shows potential employers that your child is reliable.

The school's Leader nominated as Senior Attendance Champion is the deputy Headteacher, Tracey White, tracey.white@griffinhouseschool.co.uk. Parents wishing to discuss attendance issues should contact the relevant form teacher in the first instance.

The school's objectives to ensure high attendance

To maintain a whole-school culture which promotes the benefits of high attendance, the school sets out to:

- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and provide them with additional support.
- Implement specific measures to encourage the pupils to value high attendance, as detailed later in this policy under School Attendance Incentive Measures.

The Law

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. 11. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Absence

Authorised Absence

If your child is ill or unable to attend school for some reason, you should contact the school by phone or email to notify them. Depending on the reasons for absence, the Head will decide whether the absence can be authorised or not. Where absence is sickness related, schools may require medical certification, particularly where the absence lasts a few days.

Unauthorised Absence

Absence from school is likely to be recorded as unauthorised absence when:

- there is no parental explanation
- the school is not satisfied with the explanation for an absence.

Heads are no longer permitted to agree a Leave of Absence during term time unless in exceptional circumstances. This includes where parents decide to take their children out of school for a family holiday during term time. If parents intend to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head.

Morning registration

KS1 - 8.30am - 9am

KS2 - 8.30am - 9am

Afternoon registration

KS1 – 1.30pm – 2pm

KS2 - 1.30pm - 2pm

Pupils arriving after the register has opened and before it closes will be marked as Late by the person taking the register. Pupils not present by the end of registration will be marked as 'N' by the person taking the register. Once parents have been contacted, the appropriate code will be used to replace the 'N' or, if the pupil subsequently arrives in school, as Absent (Unauthorised) – Code 'U'. This will be done as soon as practicable. Checks for unamended 'N' codes will be performed as part of management oversight.

Repeated Absence

Schools are required to regularly monitor attendance and work with the Local Authority where attendance concerns arise. Particular focus will be given to pupils who are persistently absent, defined as missing 10% or more of possible sessions (equivalent to around one day a fortnight across the school year). Schools and Local Authorities should work together to identify barriers to attendance and provide appropriate support

Where a pupil of compulsory school age is absent due to illness and there are reasonable grounds to believe they will miss, or have missed, **15 school days or more**, either consecutively or cumulatively within the school year, the school must notify the Local Authority as soon as possible.

This enables the Local Authority to consider whether additional support or alternative educational provision may be required.

Where a pupil of compulsory school age has been absent from school for a continuous period of 10 school days and the absence has been recorded as unauthorised, the School will make the required attendance return to the Local Authority in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and local authority procedures. This will include the pupil's name, address and known reason for absence where applicable.

Schools also have a safeguarding duty, under section 175 Education Act 2002, to investigate absences.

Analyses will be conducted after no more than 60 registration periods (approximately 6 weeks). The School will initially notify parents when attendance drops below 95% to highlight the impact of missing lessons. If attendance continues to deteriorate, actions as per Working Together (referenced above) will be taken.

Persistent absence is defined as missing 10% or more of sessions. Severe absence is defined as below 50%. The school is committed to identifying early signs of persistent or severe absence and intervening promptly. Where appropriate, a multi-agency Early Help Assessment will be considered. The school will escalate attendance concerns to the local authority where thresholds are met, and interventions have not led to improvement.

Support from School

The school will contact you if your child has an unexplained absence to ensure the recorded code is correct.

Your child's school is the first place to go to discuss any attendance problems. If your child starts missing school, there may a problem you are not aware of. Ask your child first, then approach his or her teacher or form tutor.

Pupils will be given the opportunity to share their perspectives and experiences regarding school attendance, including concerns about barriers such as anxiety, peer relationships, or school routines.

The school should try to agree a plan with you to improve your child's attendance. If you don't follow the plan and things don't improve, the school will take further action.

The School will communicate with families regarding attendance in a supportive, respectful and non-judgemental manner. The School recognises that strong partnerships with parents are fundamental to securing good attendance

School Attendance Incentive Measures

The school has, in support of encouraging greater attendance for all pupils, implemented the following initiatives:

- Engaging with parents to work together to improve attendance
- Manage flexible starting time to the day in mutual agreement with parents
- Created a buddy system to encourage and support pupils' attendance
- Awarding House points
- Half-termly 100% attendance certificates

Children who are absent from or Missing Education

The DfE guidance 'Children Missing Education' (2016) defines a child missing in education as a child of compulsory school age who is not registered at a school and not receiving suitable education otherwise. KCSIE expands the consideration to children who are absent from education.

Children who are absent from or missing education for prolonged periods and/or on repeat occasions are at significant risk of underachieving. This can also be a vital warning sign to a range of safeguarding issues, including being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. The guidance sets out the school's obligations to identify and report children who are missing in education.

The school must report to its local authority all pupils of compulsory school age who are added to the admissions register and all pupils who are removed from the register, if they leave the school other than at standard transition points (ie at all times except the end of the final year of education normally provided by the school). Where a pupil lives in a local authority which is different from the location of the school, the school's reporting responsibility is to the local authority in which the school is situated.

In accordance with its safeguarding duties, as set out in 'Keeping Children Safe in Education', the school recognises children missing in education as a potential safeguarding issue and follows its safeguarding procedures, as set out in its safeguarding policy.

The school has a duty to make reasonable enquiries as to the whereabouts of a child who is missing, in conjunction with its local authority, and cannot remove a missing child from its admissions register until it has agreed with the local authority that all reasonable endeavours to locate the child have been exhausted.

Where appropriate, attendance concerns relating to a pupil with a social worker, Early Help involvement or Youth Offending Team involvement will be shared with relevant professionals to support safeguarding and welfare.

Pupils with medical conditions or special educational needs and disabilities

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and, therefore, the school's attendance ambition for these pupils is the same as for any other pupil. Working with their parents to improve attendance, the school is mindful of the barriers these pupils face and puts additional support in place, where necessary, to help them access their full-time education. This may include:

- Having sensible conversations, providing support and making reasonable adjustments
- Working with parents and families to develop specific routines and approaches to attendance
- Ensuring strategies to remove any in-school barriers to attendance, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Ensuring good pastoral care is provided to support those with anxiety about attendance
- Ensuring that data is regularly monitored by the school's leaders.

Where attendance difficulties are linked to an Education, Health and Care Plan, the School may engage with the relevant local authority to review support arrangements and attendance barriers.

Additional Information

In developing this policy the school will consider its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Interpretation

In this policy, the term "senior manager" means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is St Botolph Building, 138 Houndsditch, London, United Kingdom, EC3A 7AR. Any enquiries regarding the application of this policy made to the above address.