

Attendance Policy

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Lead for Review:	Deputy Head Pastoral

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Introduction

At Guildhouse School, excellent attendance is vital to help students Aim High, Work Hard, and Be Kind. Consistent and punctual attendance supports academic progress, wellbeing, personal development, and fosters a culture of commitment and respect. Good attendance also safeguards students by ensuring their safety and welfare. Guildhouse School is committed to a support-first approach, working closely with students and families to promote and improve attendance. Unexplained or unauthorised absences will be followed up urgently to confirm student safety and identify any barriers to attending school. This policy applies to all students, including those of compulsory school age (CSA), aged 16–17, and 18+. This policy meets the requirements of the [Working Together to Improve School Attendance 2024](#) (DfE, 2024) statutory guidance and supports a whole-school culture that values high attendance. Its aims are to:

- Promote and maximise student attendance, achievement, and safety
- Provide accurate daily, weekly, and termly attendance data through efficient systems and reporting
- Monitor patterns of absence
- Ensure prompt and effective communication with Student Administration and Data Support Officers, Personal Tutors, parents, and agents
- Support Personal Tutors and Pastoral Directors in following up attendance concerns efficiently
- Comply with the Independent Schools Inspectorate (ISI) and Independent School Standards on attendance, and report accurately to parents and the executive committee
- Comply with UKVI requirements for Student and Child Student visas (UKVI, 2023)
- Set an aspirational target of 100% attendance for all students, while recognising individual needs and barriers

The academic school day begins at 8:45 with Personal Tutor Registration each weekday. The school day ends at either 16:20 or 17:10, depending on each student's timetable, which shows the start time of every lesson. Students are released from their previous lesson five minutes before the scheduled start of the next to allow time for transit and preparation. They are expected to arrive punctually to every timetabled lesson. Registers remain open for 20 minutes after the lesson starts. Students arriving after the scheduled start are recorded as 'L' (late), with the number of minutes late noted. Students arriving more than 20 minutes late, after the register closes, are marked with code 'U'. Absences are recorded with code 'N'. In addition to this, there is a signing in and out process for any CSA students on roll during the school day.

Attendance is monitored every lesson by the Student Administration and Data Support Officers to ensure student safety and to investigate any absences. A full list of attendance codes is available in Appendix 3. Authorised absences are individual sessions, mornings or afternoons away from School for a good reason such as illness, pre-booked and authorised appointments or an unavoidable cause. Unauthorised absences are those which the school does not consider reasonable and for which no authorisation has been given.

In line with statutory guidance, this policy will be published on the school website, shared in simplified form with parents who have English as an additional language when their child joins Guildhouse School, and re-issued annually at the start of each school year.

Roles and Responsibilities of Staff

All staff are responsible for supporting and promoting excellent attendance. The policy will be introduced at INSET and reviewed annually, with training provided on updates and staff responsibilities.

Senior Attendance Champion: Mr. Jamie Forbes, Deputy Head Pastoral/Designated Safeguarding Lead

jforbes@guildhouseschool.com 020 4576 1697

- Oversees attendance procedures and ensures clear communication of roles and responsibilities to students, staff, and parents.

Staff Responsibilities

- Follow procedures for recording attendance, including understanding registration codes and distinctions between compulsory school age (CSA), 16–17, and 18+ students.
- Teaching staff must complete registers within the first 10 minutes of every lesson; Student Administration and Data Support Officers monitor and follow up on absences, prioritising under-18s and CSA students for immediate attention.
- Adhere strictly to register codes (see Appendix 3)
- Only the Nurse may authorise absences due to illness or injury.
- Unauthorised absences (including unapproved EXEATS) will be recorded as such. Students must seek authorisation from the Headteacher for compassionate leave or other exceptional cases; term-time holidays are never authorised.
- Daily absence and punctuality reports are generated and shared with the Pastoral Team.
- Unmarked registers are chased promptly, with disciplinary follow-up for repeated occurrences, despite two reminders.

Pastoral Team

- Reviews low attendance and punctuality, liaising with Student Administration and relevant staff to provide support or apply sanctions where necessary.
- Engages specialist support for students requiring additional assistance.

Attendance Monitoring and Compliance

- Attendance statistics are published and shared in line with statutory and school requirements.
- The school aims for 100% attendance annually, working to improve attendance year on year.
- Complies with UKVI requirements by monitoring attendance closely and reporting unauthorised absences exceeding 10 consecutive school days (“contact points”).
- Students reported to UKVI may be reinstated under exceptional circumstances, subject to Headteacher discretion and documented reasons for absence.
- A student may not undertake paid employment during their time as a member of the school without the written permission of the Headteacher. Visa restrictions must also be adhered to.

Induction and Training

- New teachers receive induction on attendance policies, register marking, and authorised/unauthorised absences.

Actions for Persistent Absence

When attendance issues persist despite support, the school may implement:

- Hourly lesson attendance checks by Student Administration
- Introduction of a Daily Report card for monitoring attendance and engagement
- Specialist interventions based on investigations
- Collaboration with Local Authority Attendance Team, Early Help, health professionals, and other partners
- Home visits for Independent Accommodation students
- Increased Behaviour Discipline Stages and use of the Discipline Stage Ladder
- Meetings with senior staff and parents
- Internal Suspension at Discipline Stage Four, with potential expulsion thereafter

Supporting Students After Absences

The school recognises critical periods such as post-illness, family issues or bereavement and takes proactive steps to support students returning to school, including:

- Staff awareness for tailored support
- Setting and marking work prior to return, overseen by Deputy Head Academic
- Enhanced attendance monitoring, using Daily Report Cards

Other Considerations

- Late returns or early departures due to holidays or flights require school approval and will only be authorised for valid reasons.
- The school may authorise absences for significant multicultural or faith-based religious festivals if requested in advance.
- Parents and agents will be promptly informed of attendance issues in line with school Terms and Conditions.
- Students with attendance below 95% are closely monitored and managed through Discipline Stages and other interventions.

Individual Staff Responsibilities

Student Administration and Data Officers

Contacts:

- Ms. Jing Wang (jwang@guildhouseschool.com)
- Ms. Sui Yin Ng (sng@guildhouseschool.com)

Their responsibilities include:

- Ensuring all registers are accurately marked and recorded. Registers should be checked 10 minutes into lessons and updated again at 35 minutes, starting with Personal Tutor registration each teaching day.
- Investigating any unauthorised absences by contacting and locating students before allowing them to attend lessons or referring them to Medical/Welfare support.
- Compiling attendance reports, including:

Report Type	Staff Involved
Daily absence and lateness reports	Student Administration and Data Officers, Personal Tutors, Pastoral Directors
'N' code investigation and updates (cleared within five days)	Student Administration and Data Officers
Weekly attendance and punctuality reports (including low attenders and follow-up actions)	Student Administration and Data Officers, Personal Tutors, Pastoral Directors, Deputy Head Pastoral, DSL, Boarding Staff
Half-termly attendance and punctuality reports	Student Administration and Data Officers, Personal Tutors, Pastoral Directors, Deputy Head Pastoral, DSL, Boarding Staff
Cohort-based attendance reports	Student Administration and Data Officers, Personal Tutors, Pastoral Directors, Deputy Head Pastoral, DSL, Boarding Staff
Weekly unmarked register reports	Student Administration and Data Officers, Deputy Head Pastoral, Deputy Head Academic, Senior Deputy Head
Weekly 'I' code (illness) reports	Medical/Welfare Team, Deputy Head Pastoral, DSL

- Collaborating with Pastoral Directors and Personal Tutors to identify absence trends or patterns that may indicate concerns. They report findings and remedial actions to the Deputy Head Pastoral.

Teachers

- Record attendance within the first 10 minutes of each lesson, marking students as present (/am, \pm), absent (N), late up to 20 minutes (L), or late over 20 minutes (U).
- Only Student Administration and Data Officers or the Nurse may authorise absences or amend attendance codes. Teachers cannot authorise absences. (See Appendix 3 for full attendance codes and authorised staff.)
- Students arriving after the lesson start must be marked Late (L) with minutes recorded. Teachers should discuss punctuality with late students at the end of the lesson; repeated lateness may lead to a Stage warning.
- For students issued a Daily Report Card, teachers should review, sign, and comment on the report at the end of each lesson for the Pastoral Team's review.

Pastoral Team: Personal Tutors and Pastoral Directors

- Personal Tutors monitor their tutees' attendance and punctuality, addressing issues in regular 1-2-1 meetings.

- Weekly data analysis identifies individuals and cohorts with attendance concerns; patterns are reviewed to target improvements.
- Students with attendance below 95% are identified, investigated, and supported or sanctioned, involving home where appropriate.
- Repeated lateness or absence triggers a Stage Warning per the School Behaviour Ladder.
- Pastoral staff liaise with Boarding, the school nurse, and wellbeing counsellor as needed for authorised absences and support.
- Students achieving 100% attendance each term are recognised publicly in newsletters, bulletins, and assemblies; groups are also acknowledged.
- Students with attendance below 85% face visa status reviews and potential reporting to UKVI, risking sponsorship withdrawal if no improvement occurs.

If attendance does not improve, sanctions may include:

- Restricted free period study room time
- Report cards
- Gating or early curfew
- Exeat refusal
- Issuing Stage Warnings

Medical/Welfare Team

- After a student attends an appointment with the Nurse, the Nurse will record relevant notes and communicate any authorised absence to the Student Administration and Data Officers.
- When a student returns to class, the Nurse must note the time of release and confirm with the teacher via Microsoft Teams that the student has arrived.
- For students with persistent absence due to physical or mental ill health, or additional learning needs, the Student Administration and Data Officers and Medical/Welfare Team will notify the SENCo and Designated Safeguarding Lead.
- Following prolonged medical absence, the student will have a well-check meeting with the Nurse upon return.

Student responsibilities

- Students must attend every lesson and scheduled session on their timetable.
- If a planned absence is expected, students must seek authorisation in advance.
- Absence reporting procedures are communicated during Student Induction and detailed in Appendix 1; students must follow these.
- Appropriate evidence is required for all absences (refer to Appendix 3), following the attendance procedures in Appendix 1.
- Illness or injury: Students should report to the Nurse for assessment and support. Boarding students unable to reach the Nurse should contact a Houseparent and await instructions. Independent Accommodation students must notify the Student Administration and Data Officers or Nurse on Microsoft Teams and await guidance.

- Medical or professional appointments: Students must provide proof of appointment times to the Student Administration and Data Officers and Nurse to be considered for authorisation.
- Students must await approval of the Headteacher for absences of more than two days using the standard exeat procedure before the absence. Approved exeats are recorded with the appropriate authorised absence code. However, term-time holidays are never authorised and will be recorded as code 'G' (unauthorised holiday). Absences without approval or unauthorised exeats will be marked as ('O') and followed up by the Personal Tutor or Pastoral Director.
- Only the Nurse (for medical reasons) or Headteacher (for other reasonable leave such as compassionate leave) can authorise absences.
- Requests for such absence over two days must be submitted in writing by parents/guardians/approved carers to Student Services or the Deputy Head Pastoral, who will liaise with the Headteacher. Requests must detail reasons, dates, and times. Authorised leave requires completion of the correct exeat procedure.
- Students are encouraged to share attendance-related concerns or request support through several channels, including:
 - Direct communication with Personal Tutors or Pastoral Directors.
 - Regular surveys conducted by the Student Council or Welfare Team.
 - Scheduled agenda items on the Student Council where students can discuss challenges and propose solutions, if they wish to.

Parents/Guardians/Agents

At Guildhouse School, students are encouraged to take responsibility for managing their own attendance and communicating proactively about absences. Parents, guardians, and staff support students in developing these essential life skills.

Parents and guardians can notify the school of their child's absence to ensure student safety, maintain accurate attendance records, and enable appropriate academic and pastoral support. Timely communication helps the school meet safeguarding, legal, and visa compliance requirements, while strengthening the partnership between home and school to promote student wellbeing and success.

For any queries or communications, Student Services can be contacted at studentservices@guildhouseschool.com and will forward messages to the relevant staff. For specific matters, please contact the following:

Reason	Who
Illness/injury or welfare concerns	School nurse: nurse@guildhouseschool.com
Absence/leave requests of over two days (e.g. compassionate leave)	Deputy Head Pastoral who will liaise with the Headteacher jforbes@guildhouseschool.com
Emergency safeguarding concerns about attendance	Deputy Head Pastoral/Designated Safeguarding Lead: Mr. Jamie Forbes jforbes@guildhouseschool.com

Visa (UKVI) related attendance queries

Registrar:

Dr Nicholas Ellsworth

nellsworth@guildhouseschool.com

Student Support and Sanctions

When students are identified as late or truanting, the school will promptly contact them to ensure their safety and establish their whereabouts. The reason for absence will be sought, and appropriate advice or support offered. All staff promote excellent attendance and understand that only the Medical Team, Senior Leadership Team (SLT), and Pastoral Team have the authority to authorise unplanned absences based on reason and evidence. Where absence cannot be authorised, the following support and sanctions may be applied:

- Meetings with Personal Tutor, Pastoral Director, or Pastoral Staff for target setting and ongoing review via a Pastoral Intervention Plan
- Issue of a Stage Warning aligned with the School Behaviour Ladder
- Communication with parents or guardians
- Daily wake-up calls and specialist support from Boarding Staff, including assistance with sleeping patterns
- Time management support
- Peer mentoring
- Meetings with the Nurse or Wellbeing Counsellor
- Removal of free periods in favour of protected or supervised time
- Implementation of a Daily Report Card
- Gating or reduced curfew times in residence

Mental Health

The school recognises that mental health challenges can impact attendance and is committed to providing sensitive and proactive support with the Wellbeing Counsellor and/or School Nurse. Students experiencing mental health difficulties will be offered tailored support plans developed with the Wellbeing Counsellor, Nurse and pastoral staff, which is communicated with families. Persistent absences linked to mental health concerns will trigger early intervention meetings to identify barriers and coordinate appropriate support.

Incentivising Good attendance

Positive incentives include certificates, awards, public recognition in assemblies, house or merit points, prizes, and reward trips or activities. Group or tutor group rewards encourage collective attendance success. Parents are also informed about their child's excellent attendance through positive communication.

Senior Leadership Team (SLT) Responsibilities

- The Senior Leadership Team, comprising the Senior Deputy Head, Deputy Head Pastoral, and Deputy Head Academic, manages Stage 4 of the disciplinary process.
- The Senior Deputy Head or Designated Safeguarding Lead (DSL) is responsible for informing police, agents, and parents about serious absences.
- The Registrar liaises with UKVI as required.

- The Senior Deputy Head intervenes at Stage 5 in the absence of the Headteacher during disciplinary or attendance proceedings.
- The Headteacher makes final decisions regarding expulsion due to continued poor attendance.
- After a Stage 4 warning and internal suspension, students meet regularly with their Pastoral Director or an SLT member.
- Progress is carefully tracked from Stage 4, with failure to improve addressed initially by the Deputy Head Pastoral.
- While the school supports attendance improvement, continual failure is taken very seriously.
- Visa sponsorship is withdrawn if a student is expelled.

Students living in Independent Accommodation

- These students follow the same absence procedures as others, including notification of illness or unavoidable absence.
- The school may conduct home visits to ensure safety and wellbeing if attendance concerns arise or persist.
- Parents or guardians must adhere to the attendance guidance to support good attendance.
- In emergencies, the Boarding House (Premier House) can be contacted on 07713 313 224.
- Students living in Independent Accommodation are required to maintain a minimum attendance rate of 95% or above. Should a student's attendance fall below this threshold, the school reserves the right to request that the student relocate to the Boarding House to better support their attendance and wellbeing.

UK Visas and Immigration (UKVI) Compliance

- Authorised absences must be "reasonably granted," ensuring the student intends to continue their course and absence does not impede course completion.
- In accordance with UK Visas and Immigration (UKVI) regulations, students whose attendance falls below 80% will require comprehensive documentation and evidence from the school to justify their continued enrolment.
- The school monitors attendance closely as per visa conditions and will withdraw sponsorship for students missing 10 consecutive contact points (full days), including those on Child Student, Student Visas, or other visa types.
- Exceptional cases may be allowed to return with documented reasons and Headteacher approval.
- When sponsorship ends, the school reports to UKVI, which may curtail the student's visa.

Contact with the Local Authority (Camden)

- The school will notify Camden Local Authority in cases of persistent and severe attendance issues, especially for compulsory school age (CSA) students.
- In line with statutory guidance, the school must notify the Local Authority if a CSA student is absent without authorisation for 15 consecutive school days.
- The school may well also refer any student with attendance-related welfare concerns to Early Help or safeguarding services.

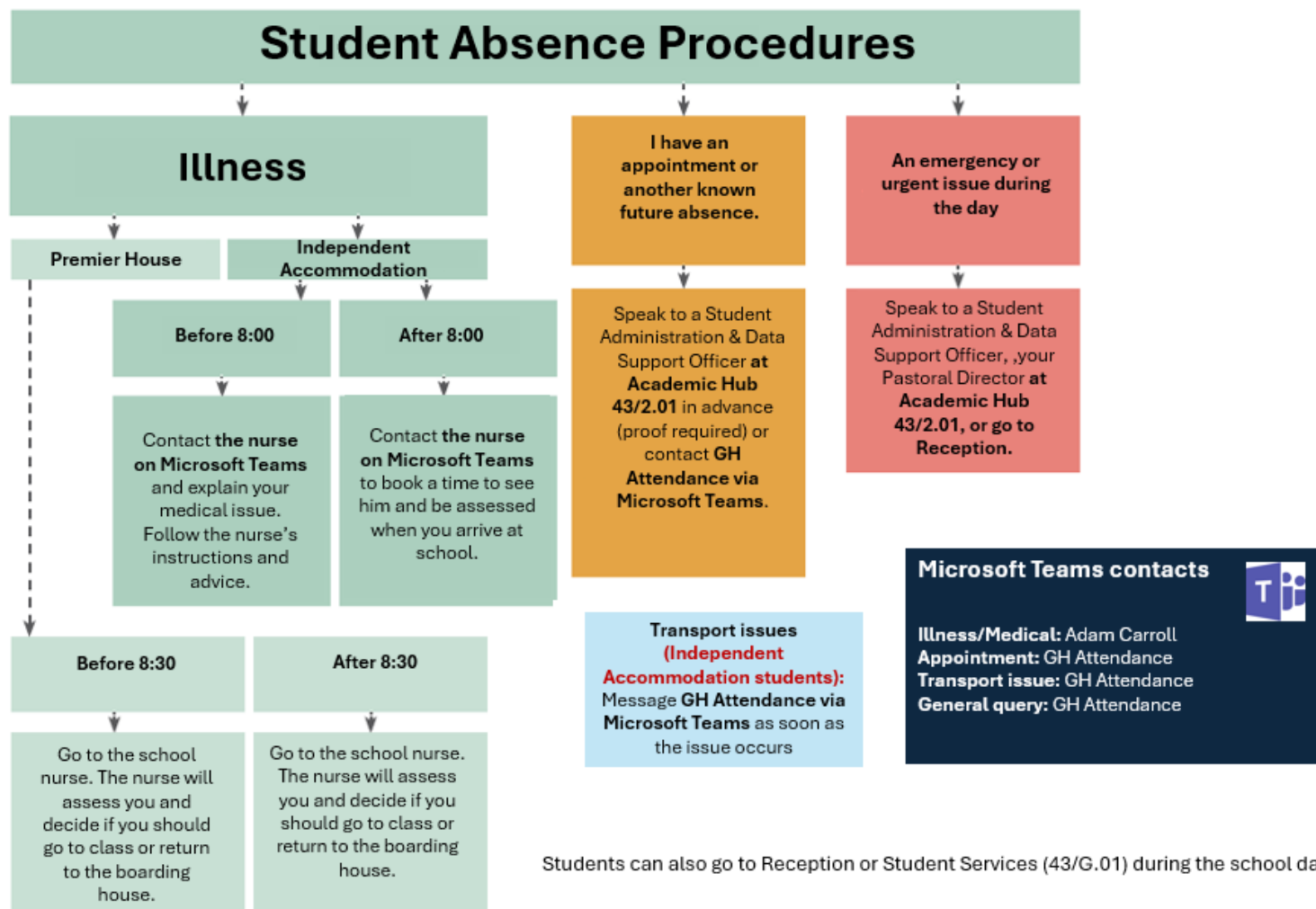
Monitoring and review

- Attendance data is regularly analysed to monitor engagement, identify absence patterns, and enable early intervention with support or sanctions.
- This analysis ensures safeguarding and visa compliance and facilitates collaboration with students, families, and staff to promote high attendance and wellbeing.
- Admission and attendance registers are kept electronically, backed up regularly, and preserved for six years. The Local Authority has the right to examine and extract attendance records as required.
- This policy will be reviewed annually or earlier if statutory guidance changes. Before finalising updates, the school consults parents and students via surveys and Student Council feedback.
- Staff receive regular training and updates on attendance procedures to ensure consistent, confident application of the policy.
- Attendance matters are routinely discussed in meetings, briefings, and refresher sessions, with targeted support where needed.
- The policy has been developed in accordance with the Equality Act 2010 and the UN Convention on the Rights of the Child. The school is committed to making reasonable adjustments to support students with disabilities or specific needs, in line with the Equality Act 2010. This includes adapting attendance monitoring and absence procedures to remove barriers and ensure equitable access to education and where necessary, individual attendance plans will be developed in collaboration with parents, staff, and external professionals to accommodate medical, physical, or learning needs.
- All attendance data is collected, stored, and processed in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Access to attendance records is restricted to authorised personnel only.

UK DfE Regulations and Linked School Policies:

- [Working Together to improve School Attendance 2024](#)
- School Attendance Regulations (2024) [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- Student Behaviour Policy
- Safeguarding Policy
- EXEAT Policy
- Admissions Policy

Appendix 1: Student Absence Reporting Procedures before/during school



Appendix 2: Stage Warning Behaviour Discipline Ladder



STAGE 0

Examples of misbehaviour/breaches:

Failing to submit homework on time.
Lack of engagement in class.
Lateness to timetabled sessions.
An unauthorised absence from a timetabled session.
Rudeness to staff/students.
Lack of preparedness for class.
Inappropriate use of digital devices.
Smoking outside designated smoking area.
Persistent lateness in Boarding

Consequences: Reduced curfew time in Boarding. Support Study time during school day.

STAGE 1

Examples of misbehaviour/breaches:

Failure to meet all targets at Stage 0.
Continuous low-level issues while on Stage 0.
Smoking outside designated smoking area.
Persistent lateness/Less than 85% attendance in the previous week

Consequences: Reduced curfew time in Boarding. Support Study time during school day.

STAGE 2

Examples of misbehaviour/breaches:

Failure to meet all targets at Stage 1.
Continuous breaches of school/boarding rules while on Stage 1.
Persistent lateness/unauthorised absence.
First offence of academic dishonesty.
Fraudulent EXEAT submission.
Absence without official leave.
Possession of prohibited item.
Bringing an Independent Accommodation student into PH without permission from staff
Going into other clusters or bedrooms

Consequences: Reduced curfew time in Boarding. Support Study time during school day. Refusal to grant EXEAT. Report Card

STAGE 3

Examples of misbehaviour/breaches:

Continuous breaches of school rules while on Stage 2.
Persistent lateness
Repeated cases of absence without official leave or authorisation.
Fighting/bullying or racism with mitigating circumstances.
Repeated academic dishonesty or serious case of academic dishonesty in assessment and/or coursework.

Persistent lying or dishonesty.
Underage possession of smoking/vaping related paraphernalia.
Possession of alcohol in Boarding
Bringing a non-Guildhouse person into Premier House without permission from staff

Consequences: Reduced curfew time in Boarding. Support study time during school day. Refusal to grant EXEAT. Report Card

STAGE 4

Examples of misbehaviour/breaches:

Failure to meet all targets at Stage 3.
Continuous breaches of school rules while on Stage 3
Fighting, bullying or discriminatory behaviour without mitigating circumstances.
Smoking or vaping anywhere in School or the Boarding House, drinking or being under the influence of alcohol.
Petty Theft.
Willful damage to school property
Serious prolonged absence without official leave.
Causing damage to school's reputation.
Misuse of fire/smoke alarms.
Possession of a dangerous item. Possession of prohibited item. Illegal/dangerous/abusive behaviour
Inappropriate sexual activity

Consequences: Internal/External Suspension. Report Card

STAGE 5

Examples of misbehaviour/breaches:

Failure to meet all targets at Stage 4.
Continuous breaches of school rules while on Stage 4.
Further illegal behaviour.
Repeated dangerous behaviour.
Serious assault, threatening or bullying behaviour.
Possession of dangerous item
Illegal drugs/substance use: possession/use/supplying/dealing.
UK GDPR breach.
Serious breach of Health and Safety rules.
Supplying alcohol or smoking/vaping paraphernalia to under 18s.
Accessing/making/possessing/distributing indecent images.
Serious incidents that may bring the school into disrepute.
Possession of prohibited item.
Theft

Consequences: External Suspension/ Expulsion.

These examples are not an exhaustive list.
Stage Warnings are decided at the discretion of the Senior Leadership Team.

Appendix 3: Attendance register codes

Attendance codes ('Working Together to Improve School Attendance' (National Codes for absence, UK Govt. 2024)

Please note that our reporting system is managed by CATS Global Schools (CGS), who are managing the updates. The school will use the appropriate national attendance and absence codes 13(as stated in School Attendance (Pupil Registration) (England)(Regulations) 2024 wherever possible, subject to student record system restrictions.

Code		Type
/	present morning session	Present
\	present afternoon session	Present
L	Late arrival before the register is closed	Not classified as absences
N	Absent	Unauthorised absence
U	Arrived in school after registration (20 minutes)	Unauthorised absence
K	Attending education provision arranged by the local authority	Not classified as absences
V	Attending an educational visit or trip	Not classified as absences
W	Work experience	Not classified as absences
P	Participating in a sporting activity	Not classified as absences
B	Attending any other approved educational activity	Not classified as absences
D	Dual registered at another school	Not classified as absences
C	Leave of absence for exceptional circumstance	Authorised absence
C1	Participating in a regulated performance or undertaking employment abroad	Authorised absence
C2	Pupil is absent from school for part of the week (on a part-time timetable)	Authorised absence
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
S	Leave of absence for the purpose of studying for a public examination	Authorised absence
X	Non-compulsory school age pupil not required to attend school	Not counted in possible attendance
R	Religious observance	Authorised absence
I	I: Illness (not medical or dental appointment)	Authorised absence
E	Suspended or permanently excluded and no alternative provision made	Authorised absence
Q	Unable to attend the school because of a lack of access arrangements	Not counted in possible attendance
O	Absent in other or unknown circumstances	Unauthorised absence
G	Holiday not granted by the school	Unauthorised absence

Z	Prospective pupil not on admission register	Not collected for statistical purposes
#	Planned whole school closure	Not collected for statistical purposes
T	Parent travelling for occupational purposes	Authorised absence
Y1	Transport normally provided not being available	Not counted in possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not counted in possible attendance
Y3	Part of school premises being closed	Not counted in possible attendance
Y4	Whole school site being unexpectedly closed	Not counted in possible attendance
Y5	Pupil is in criminal justice detention	Not counted in possible attendance
Y6	Public health guidance or law not to attend	Not counted in possible attendance
Y7	Any other unavoidable cause	Not counted in possible attendance

Additional notes

The following are classified as unauthorised absence:

G - Holiday not granted by the school.

N - Reason for absence not yet established (code must be updated appropriately within 5 working days)

O - Absent in other or unknown circumstances.

U - Arrived in lesson after the register closed (after 20 mins 'grace' period). Student attended lesson for a short period and is accounted for. Counted as absent and used for statistical purposes.

Teaching staff

Only the marks listed below are to be used by Teaching staff. All other marks are for entry by Student Administration and Data Support Officers only.

/	present morning session	Present
\	present afternoon session	Present
L	Late arrival before the register is closed	Present
N	Absent	Unauthorised absence
U	Arrived in school after registration	Unauthorised absence

Evidence of absence

To record an absence as authorised, the following evidence may be required, depending on the reason for absence.

Medical/Dental Appointments (Code M)

Acceptable: Scanned appointment letter or forwarded email from the medical provider.

Evidence must include student's name, date/time of appointment, and provider contact details.

Editable files (e.g., Word documents) will not be accepted.

Religious Observance (Code R)

Parents must notify the school in advance.

The day(s) must align with recognised religious festivals.

Evidence may be requested if observance is outside typical dates.

Holidays or Travel (Code G)

Holidays during term time are not authorised.

Evidence may be required for exceptional circumstances (e.g., flight details for a family emergency).

Other Authorised Absences (e.g., bereavement, interviews, university visits)

Submit details in writing with supporting evidence where possible (e.g., interview invite, time or schedule). The school may request further documentation to confirm the reason.

Failure to provide timely and sufficient evidence may result in the absence being marked as unauthorised. Persistent unauthorised absence may lead to disciplinary action, referral to the Local Authority, or risk to visa sponsorship.

Appendix 4: Absence Reporting Follow-up Process

Daily Attendance Absence Follow-up Process 2025-2026

The Student Administration Team should follow the recommended step-by-step process to effectively manage and chase student attendance and punctuality. They should ensure all teachers submit attendance records promptly. Review absences of students who are absent without prior notice at the start of day is to occur **at 9:10**.

First Contact

→ Contact any students who are absent from school/lessons without prior notice via MS Teams- a call and/or a message.

→ Attendance notes added to record attempted contact or response to contact and therefore updating of registers.

Second Contact

→ If there is no response from the student following first attempts, phone MS Teams again and Mobile number.

→ Attendance notes added to record attempted contact or response to contact and therefore updating of registers.

Third Contact

→ If there is no reply received from the student. Send a MS Teams message saying that if the school does not hear from you, the school will be sending an email to your parents.

→ Attendance notes added to record attempted contact or response to contact and therefore updating of registers.

Fourth Contact

→ Contact to the parents/guardians/agent/salesperson needs to be made to communicate and enquire about the absence, requesting assistance (using the Parental email 1 template)

→ Log Communication- Record that communication has been made externally and internally on the G Drive (Student File) storing any email communications.

Escalation Procedure on Day 2

→ Repeat the process of Day 1.

→ Send the **Escalation email** (using the Parental email 2 template) (Deputy Head Pastoral)

→ Home Visits: If phone calls are unsuccessful and prolonged absence, circumstances, or age of student, it may be deemed necessary for a home visit by a designated staff member.

**If at any time in the process the student notifies that they are coming in, the Student Administration Team will add a note on the Student profile explaining the reason why. The teacher may well update the Register accordingly with Late on arrival (L)*

School Behaviour Ladder follow-up

The School Behaviour Ladder (as per School Behaviour Policy) is to be followed and adhered to in terms of issuing the necessary sanctions/stage warnings for poor attendance below expectations.

Support and Intervention

→ Arrange meetings with parents/guardians to discuss persistent attendance issues.

→ Develop Action Plans to improve the student's attendance, involving the student, parents, and relevant school staff.

→ Regular Check-ins and monitoring of the student's attendance closely and communicating regularly with the student and parents regarding updates on progress or any ongoing concerns.

→ Providing any necessary support such health meetings, wellbeing counselling, mentoring or academic intervention

→ Involve School Nurse: Engage with the School Nurse at any stage if information is received that absence is due to a medical/wellbeing reason.

Logging and Reporting and Documentation

→ Maintain Records: Keep accurate records of attendance, communications, and interventions on each student file.

→ Daily reports of absence and punctuality are run and forwarded to the Pastoral Team for necessary follow-up and intervention.

Ongoing Review and Adjustments

→ Evaluate Effectiveness: Regularly review the effectiveness of attendance policies and procedures.

→ Adjust Strategies: Make necessary adjustments to strategies based on feedback and outcomes and where necessary individual student needs.

Communication Templates for Parents

Fourth Contact point:

Parental Email 1 to be sent by Student Administration and Data Support Officers

Dear Parents,

I hope this message finds you well. I am writing to inform you that your child, [Student's Name], is not present at school today, [Date of Absence], and we have not received any communication regarding their absence. We have tried numerous times to contact them with no success and we are naturally concerned.

Please reply to this email as soon as possible to inform us of the reason for [Student's Name]'s absence and assist the school in chasing their absence. It is important that we have this information to ensure their safety and well-being.

Thank you for your prompt attention to this matter and I hope to hear from you soon.

Best wishes,

Escalation/Emergency email: Parental Email 2 to be sent by the Deputy Head Pastoral

Dear Parents,

I hope this message finds you well. We are writing to express our concern regarding your child, [Student's Name], who has still not been present in school since the start of yesterday. Despite our previous communications to both you and [Student's Name], we have not received any contact or updates from you regarding [Student's Name]'s absence.

It is crucial that you contact the school immediately to inform us of the reason for [Student's Name]'s absence. Ensuring the safety and well-being of our students is our top priority.

*If we do not hear from you by the end of the day, we will have no option but to contact **the Police** and report [Student's Name] as a missing person. We sincerely hope that it does not come to this and that we can resolve this matter promptly.*

Thank you for your urgent attention to this matter.

Best wishes,

Student Services

Missing CSA Students (Compulsory School Age Students) /Boarders Follow up process
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Initial actions (immediate)

1. Check the student's timetable and known activities
2. Search the school quickly and thoroughly — classrooms, toilets, study areas, common areas
3. Check with teachers, boarding staff, classmates, and other staff for last known location
4. Notify senior staff: alert the Deputy Head Pastoral/Designated Safeguarding Lead (DSL)
5. Contact parents/guardians/agents: Call parents/guardians/agents immediately if the student cannot be found on site, ask if they know the child's whereabouts and Record the time of this call
6. Assess risk and consider: Student's age, known vulnerabilities (SEND, health needs, mental health, etc.) history of disappearing and possible safeguarding risks (bullying, abduction concerns, family issues)
7. Weather or dangerous surroundings

8. If any risk to the child's safety is identified, contact police immediately
9. Contact the police (if appropriate and no contact received within 1 hour)
10. Ongoing actions: keep parents updated, keep a written record of all actions taken and times and cooperate fully with police investigation
11. Review school supervision/safeguarding procedures afterwards and compile a Risk Assessment

