



ATTENDANCE

Tranby – East Yorkshire seeks to implement this policy through adherence to the procedures set out in the rest of this document.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This policy applies to all members of our school community including those in our Early Years setting.

This document is available to all interested parties on request from the main school office and should be read in conjunction with a range of policies, procedures and other documentation relating to:

- Missing and uncollected child policy
- Registration Procedures
- Timetable for the school day
- Children missing in education (2016)
- Advice on School Attendance (2019)

This document is reviewed annually by Mrs A Robinson, or as events or legislation change requires.

Attendance Policy	
Reviewed by:	Mrs A Robinson, Assistant Head, DSL / Mrs C Sweeting, Head of Prep
Date of last review:	September 2025
Approved by:	Mr Paul Grimwood, Chair of LGB
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Policy Statement

For the welfare, health and safety, and educational benefit of all pupils, The School registers all day pupils of compulsory school age and those in Years 12 and 13 three times daily. Pupils in the EYFS are registered in the same way for each session they attend. The School requires regular attendance and the presence of pupils is checked at the start of morning lessons, after break and in the afternoon. The School is committed to ensuring that the attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006. For this reason, form tutors/ teachers must ensure that they are completed in accordance with the procedures in this document. Registers are completed electronically via iSAMS, except in some EYFS classes, where they are completed manually. Electronic registers are printed monthly and kept for a minimum of three years. Pupil absences are followed up promptly on the day of absence, and parents are required to notify absences via telephone or the school absence line / text number.

REGISTRATION - ELECTRONIC

It is important that all staff should be familiar with the registration procedure as non-form teachers can, on occasion of illness, be called upon to take a register. A few important points to note are:

- 1) **Never** mark a pupil present if he/she is not in the form room and **never** on the word of another pupil.
- 2) Pupils arriving late ('late' means arrival after the form has gone to first lesson) should report their arrival to the School Office as soon as they arrive. **They must be made aware of this procedure.**
- 3) A pupil who must leave school during the school day e.g., for a dentist's appointment should bring a note. This note should be presented to the Form Tutor at registration; the Form Tutor should sign it after checking that the request is genuine and reasonable, and return the letter to the pupil. The pupil then presents the letter to the teacher from whose class he or she is to be released. Subject teachers should not release pupils without such an authorised note. On departure from school the pupil should report to the office to sign out. If the pupil returns to school later in the day, he/she should again report to the office on arrival to sign in.

COMPLETION OF ATTENDANCE VIA iSAMS

The school's pupil database system is used for recording attendance at morning and afternoon registration.

The process is as follows:

- log on to iSAMS
- click on the icon 'Take a Registration'
- select the relevant form from the drop-down list
- mark pupils 'Absent (not authorised)' unless you have prior confirmation of the reason for the absence, when the relevant selection should be picked
- save the amendments.

These records are saved indefinitely; it is possible to access attendance records for leavers. Each month, register entries are saved, printed and filed by the office.

A printed register for each form is produced by the office at 09.30 and 14.30 which will be used in the event of a fire or evacuation.

The electronic register and any printout of the register, after a correction has been made, clearly distinguishes between the original entry and the correction.

ABSENCE

Letters of authorisation of absence should be initially kept by the Form tutor to record on the iSAMS system. Alternatively, these can be passed to the office for processing. Letters relating to a problem that is likely to recur or be of significance should be kept and scanned onto the pupil's file.

INDICATION OF ABSENCES, LATES ETC.

All absences must be authorised. The School should receive a note or a text message even if parents have already telephoned.

When a child arrives late the iSAMS System will be updated by the office. Pupils must report to the office to sign in.

All Form Tutors **must** pursue all absences to ensure they are authorised. No absence should remain unauthorised for more than a week. A standard letter or text message is available and will be produced and sent by the office on instruction from the Form Tutor.

Student Route Sponsorship Pupils

This is a UKVI requirement which requires schools to monitor the attendance of Student Route Sponsorship Pupils (pupils that we sponsor from outside the EEA) and report any 10 consecutive missed contacts.

The School does not currently have any pupils requiring Student Route Sponsorship.

INCLUSION/DELETION FROM THE REGISTER

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

The School must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g., home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school.

- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

The local authority should be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

INFORMATION SHARING

There is a legal duty to report the following attendance issues to the pupil's local authority:

- 20 days of unauthorised absence
- Failure to attend regularly
- Schools are obliged to notify the local authority when a child or pupil is absent without leave for more than 10 school days (continuous)
- Deletion from the school register when the next school is not known

ATTENDANCE REGISTER

The Attendance Register must include the following:

- a. The pupil's form/tutor group
- b. whether the pupil is absent or present at any given morning/afternoon session
- c. information about authorised and unauthorised absences (if statutory age) including:
 - attending an approved educational activity outside school (approved by the head and supervised by a person approved by the head, and including work experience or sporting activity)
 - unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance)
 - taking authorised absence (granted leave of absence by the head or a person acting on the head's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
 - taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established)

INTERVENTION PROCEDURES

It is the school's decision whether to authorise absences, even if parents say that their child is ill.

At 92% attendance (soft trigger) a phone call to parents is made from the Pastoral Team/class teacher in Prep/Senior School, asking parents if they are aware of their child's attendance and

quoting their percentage. They will be asked if they require any support from the school and to contact form tutors/class teachers if necessary.

At 90% attendance (Stage 1) a letter will be sent asking parents if they are aware of their child's attendance and quoting their percentage. They will be asked if they require any support from the school and to contact us if necessary. The letter will be signed by the Head of Year or Head/Deputy Head of Prep/Headmistress and copied to the Form tutor and the Deputy Head (Pastoral).

No improvement from Stage 1 or less than 90% attendance (Stage 2) leads to a phone call inviting parents into school to discuss their child's attendance with the Head of Year and Head or Deputy Heads of Prep/Headmistress in order to see a significant improvement in the next half term. A Stage 2 action plan will be completed by the Head of Year or Head of Key Stage. The clear message should be that without an improvement in the next half-term a meeting will be scheduled with a member of the SLT or PLT and a member of the LGB from the Welfare Committee.

No improvement from Stage 2 or less than 85% attendance (Stage 3) is classed as persistent absenteeism. A letter advising the parent that the School is no longer going to authorise absences without medical support will be sent if the Stage 2 action plan targets have not been met. Parental consent will be sought to contact the family GP or the Senior Clinical Medical Officer (SCMO) to cover absences from school. A further meeting with a Senior Leader and a member of the LGB from the Welfare Committee is needed in order to create a Stage 3 action plan. The School could choose to buy in support from Education Welfare Services at this stage.

No improvement (Stage 4) – this must be referred to Education Welfare Services at this stage and should go to an Attendance Panel with EWS support.

Absence from School for Exceptional Circumstances

Background

Schools are required to provide education for 190 days a year and it is expected that children who are registered at a school will attend for this time. Parents do not have an automatic right for their children to have time off school and any requests for absence are entirely at the discretion of the Headmistress.

Research shows that children do not achieve as well in their education and in public examinations the more school absence they have, for example a child absent from school for a period of two weeks each year, for exceptional circumstances and with the average absence for illness may miss the equivalent of one whole year's education over their school life.

General Principles

The following general principles underpin this policy:

- (i) The principles of honesty, openness, transparency and the spirit of co-operation underpin the policy.
- (ii) All schools within the East Riding that have adopted this policy agree to follow it through to penalty notice if appropriate. This will ensure that the policy is applied in a consistent manner and provides equity for all parents and schools.

Attendance

- (iv) Where a request for absence form is not submitted, absences cannot be authorised retrospectively; this is prescribed in law and in these circumstances the penalty notice code of conduct must be followed.

For consideration to be given, requests for absence must be for exceptional circumstances only. The School agrees to follow the law, in such that the provision for Headteachers to authorise absence purely for the purpose of a family holiday is not an exceptional circumstance. Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave soon that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.
5. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Headmistress agrees to consult with the rest of the Senior Leadership Team and possibly seek advice from a principal education welfare officer prior to any authorisation being given to the parent.

If a request meets the above exceptional circumstances but falls within the following times, the Headmistress must be convinced that absence from school is the only option:

- 1) The first half term of any academic year (applies to all pupils).
- 2) Year six transition day (for pupils in year six).
- 3) Year nine options time (for pupils in year nine).
- 4) At any time during years 10 & 11 (for all pupils in these year groups).
- 5) At any time, other specified by the school (this will be communicated to parents by each school).

Looked After Children

This policy applies to all children, including those who are Looked After Children. The Headmistress or Head of Prep will only approve an absence for a Looked After Child in accordance with Children, Family & Adult Services guidance.

Procedures

The school will retain a supply of 'Leave of Absence Request Forms' and give to parent/guardians, together with the Information for Parents, as required. The policy, information on Attendance will also be available on request from the main school office.

Parents/guardians must return the LoA request form, together with any supporting documents, in reasonable time prior to the planned absence, to the school. If an absence is required at short notice the parent must make every effort to contact the Headmistress, or most senior member of school staff available, to discuss the planned absence.

Where children are absent from school without a prior request being made to the Headmistress the absence when it occurs cannot be authorised. The law now clearly states that no absence shall be retrospectively authorised.

If siblings or other children living in the same household (of compulsory school age) are known and identified on the LoA Request Form and attend an East Riding of Yorkshire school, the Headteachers from both schools must reach a joint decision regarding the parent's/guardians's request, preferably within five school days of receiving the absence request form. This will ensure a consistent approach across the East Riding of Yorkshire.

Leave of Absence Request Forms

The parent/guardian wishing to remove the child from school should be the parent/guardian who completes the 'LoA Request Form'. Any disagreement between estranged parents/guardians should be resolved prior to submitting the request.

Authorised Absence Requests

The Headmistress will write to the parent/guardian who has made the request, informing them of the decision, the date of the child's last school day before the absence and the date the school expect the child to return to school. Within the letter it will be clear how the absence will be marked on the child's attendance certificate. A copy of the letter should be sent to any parent who does not have day to day care and responsibility of the child but does have parental responsibility. A copy of both letters will be placed on the child's school file.

Unauthorised Absence Requests

The Headmistress will write to the parent/guardian who has made the request, informing them of the reason why this decision was made. The letter will clearly highlight that if the parent/guardian decides to go ahead with the absence it will be unauthorised and a penalty notice, per child, may be issued to each parent/guardian with day-to-day care and responsibility. The letter should also mention both the number of days and sessions the absence is for. A copy of the letter should be sent to any parent/guardian who does not have day to day care and responsibility of the child but does have parental responsibility. A copy of both letters will be placed on the child's school file.

Actions Following Return from the Requested Absence

The school may take reasonable steps to ensure that the child catches up with missed work where appropriate.

Delayed Return Following Authorised Absence

If the child does not return to school on the agreed date following their absence, the School will investigate this considering the East Riding of Yorkshire Council's Children Missing Education Policy. It is important to follow this policy to safeguard children, for example from a forced marriage.

If a child returns to school later than the agreed date and the parent claims their return was unavoidably delayed, this absence must be investigated, and the most appropriate code used. Advice on this can be sought from the Education Welfare Service.

Penalty Notice Referral Due to Unauthorised Absence from School

Once the unauthorised absence has been taken and the child has returned, the School may complete a penalty notice referral form and email it to the following email address: education.welfare@eastriding.gov.uk, together with a copy of the 'LoA Request Form', the letter sent by the Headmistress to the parent/guardian and a copy of the child's up to date attendance record. During an academic year two penalty notices can be issued to any one parent/guardian with respect to each child.

If procedures have been followed correctly and the case meets the penalty notice criteria the education welfare service will issue a penalty notice.

Parent Pays Penalty Notice

The case is closed and the period that the parent/guardian received the penalty notice for cannot be used in any further proceedings.

Parent Does Not Pay Penalty Notice

If after 28 days the penalty notice remains unpaid, the education welfare service will liaise with the local authority Legal Services for consideration of it being dealt with in the Magistrates' Court. The school will be required to provide a Headteacher's certificate. The education welfare service will keep the school informed of the proceedings upon request.

Useful site - National

School attendance

For information and guidance on school attendance and updated regulations:
<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00216341/school-attendance>

Useful site – local authority

Documents produced by the Education Welfare Service

For information, guidance and referral forms:

http://www.eriding.net/behaviour/attendance_index.shtml

Contacts

Education Welfare Service

County Hall

Beverley

East Riding of Yorkshire

HU17 9BA

Email: education.welfare@eastriding.gov.uk

Telephone: (01482) 392146

School Registration Codes

Absent - Currently Unauthorised	O
Medical Absence	I
Medical / Dental / Optician Appointments	M
School Sporting Activity	P
Educational Visit or Trip	V
Family Holiday - Agreed	H
Family Holiday - Unauthorised	G
University Visit / Interview	J
Religious Observance	R
Educated Elsewhere	B
Excluded	E
Study Leave	S
Unforeseen School Closure	Y
Work Experience	W
Other Authorised Circumstances	C
Government Registration Codes	
Unknown	-
School Closed To Pupils	#
Present AM	/
Present PM	\
Educated Off Site	B
Other Authorised Circumstances	C
Dual Registration	D
Excluded	E
Extended Family Holiday (Agreed)	F
Family Holiday (NOT Agreed)	G

Attendance

Family Holiday (Agreed)	H
Illness	I
Interview	J
Late (Before Registers Closed)	L
Medical / Dental Appointments	M
No Reason Yet Provided For Absence	N
Unauthorised Absence	O
Approved Sporting Activity	P
Religious Observance	R
Study Leave	S
Traveller Absence	T
Late (After Registers Closed)	U
Educational Visit or Trip	V
Work Experience	W
Non-Compulsory School Age Absence	X
Exceptional Circumstances	Y
Pupil Not Yet On Roll	Z
Registration Present Codes	
Bus Late	BL
Other Late Arrival	LA
Exam in School	E
Weather Issue	WI
Present but no Games Kit	NK
Present but Incorrect / No Equipment	NE