

ATTENDANCE POLICY (DRAFT)

Awaiting approval by
School Committee
November 2025

Contents

Contents	2
1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	5
4. Recording attendance	6
5. Authorised and unauthorised absence	11
6. Strategies for promoting attendance	12
7. Safeguarding	14
8. Children Missing Education (CME)	16
9. Elective Home Education	16
10. Monitoring arrangements	17
11. Links with other policies	17
12. Data protection and information sharing	17
CORAM HOUSE	19
Appendices	22
Appendix 1: Attendance Codes	22
Appendix 2: Attendance of Sponsored International students (Child Student and Student visas)	26
Appendix 3: Example Unauthorised Absence Emails/Texts/Letters	28

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance, which is known to have a positive impact on safeguarding children and their wellbeing, friendships and educational outcomes
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Preparation for adulthood
- We will also promote and support punctuality in attending lessons.

The school maintains its Admissions Register and Attendance Register in accordance with Statutory Regulations, as amended from time to time. The school also adheres to Statutory Guidance when dealing with Children Absent from Education. The school will work in a collaborative way with parents and external agencies, in accordance with the principles of the UK government guidance.

At Ackworth School, every day provides a full and comprehensive curricular and co-curricular education, enriching our pupils' day for an exceptional, holistic and inclusive Quaker education.

Regular school attendance is essential for all our pupils to make good progress, achieve their academic potential and consequently have better chances in life. Every pupil at Ackworth School, in line with the Government's expectations, is expected to maintain an attendance level of 95% and above. It is the responsibility of everyone in our school community – parents, pupils, staff and Committee, to ensure they achieve this.

2. Legislation and guidance

This policy meets the requirements of the [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/parental-responsibility-measures-for-working-together-to-improve-school-attendance) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [https://www.gov.uk/government/publications/parental-responsibility-measures-for-](https://www.gov.uk/government/publications/parental-responsibility-measures-for-working-together-to-improve-school-attendance)

[behaviour-and-attendance](#) and [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

This includes the DfE guidance on the parental responsibilities for school attendance.

This policy has been developed to ensure compliance with Part 3 of the Independent School Standards (Welfare, health and safety of pupils), particularly in relation to safeguarding arrangements and the requirement to have arrangements to safeguard and promote the welfare of pupils

This policy has been written in consultation with pastoral and academic leads, School Committee members, key administrative staff in school and the Wakefield Education Welfare Officer (EWO).

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 [Link](#)

The Education Act 1996 [Link](#)

The Equality Act 2010 [Link](#)

Keeping Children Safe in Education (KCSIE) [Link](#)

The Education (Pupil Registration) (England) Regulations 2024 [Link](#)

The Independent School Standards April 2019 [Link](#)

3. Roles and responsibilities

3.1 The School Committee

The School Committee is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- The Committee member with responsibility for attendance is the Designated Safeguarding Committee member.

3.2 The Head

The Head is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Committee
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data

The designated senior leader responsible for attendance is the Deputy Head (Pastoral & Boarding).

3.4 The Pastoral & Academic Leads (PALs) and Wellbeing Hub

The PALs and Wellbeing Team are responsible for:

- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and in partnership with families, including understanding reasons for absence and how to remove barriers to attendance.

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

3.5 Class teachers & form tutors

Class teachers & form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

3.6 School administrative staff

School administrative staff:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the PAL in order to provide them with more detailed support on attendance
- Provide iSAMS attendance reports for staff as required
- Make contact for unauthorised absence.

3.7 Parents, guardians & carers

Parents/guardians/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence
- Provide the school with more than 1 emergency contact number for their child and that contact details are regularly updated e.g. change of guardian
- Ensure that, where possible, appointments for their child are made outside of the school day.

3.8 Pupils

Pupils are expected to:

- Attend school in accordance with their agreed timetable. Typically, this would be daily attendance unless an arrangement has been made with school due to special circumstances
- Attend every timetabled session on time

4. Recording attendance

4.1 Attendance register

The school maintains an Admissions Register in accordance with the Education (Pupil Registration) (England) Regulations 2006, as amended. The register includes:

- The full name of every pupil
- Sex
- The name and address of every parent/carer known to the school and, against the entry, an indication of the parent with whom the pupil normally resides and details of at least one person who can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- The Admissions Register will be preserved for a period of three years after a pupil's name has been removed from the register

We keep an attendance register and place all pupils onto this register.

We take our attendance register at the start of the first session of each school day and once at the start of the second session. It marks whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Every entry in the attendance register will be preserved for a period of three years from the date on which the entry was made. Back-up copies of the register will be kept for at least three years after the end of the relevant school year.

Pupils must arrive in school by 8:30am each school day, unless there is an agreement with the school.

The register for the first session will be taken at 8:40am and will be kept open until 9:15am. The register for the second session will be taken at 1:50pm and will be kept open until 2:30pm.

4.2 Unplanned absence

The pupil's parents/guardians/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by calling the school reception.

Parents must notify the school reception via the following means:

attendance@ackworthschool.com

01977 233600

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

The school will not routinely request medical evidence for short periods of illness. However, medical evidence may be requested where:

- There are repeated absences due to reported illness
- The pattern of absence gives cause for concern
- The absence is prolonged (typically more than 5 consecutive school days)

Acceptable medical evidence includes: GP notes, hospital appointment cards, prescription receipts, or other formal medical documentation. The school will not request medical evidence unnecessarily and will consider each case individually.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised, and parents/guardians/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parents/guardians/carers notifies the school in advance of the appointment.

Parents should request leave of planned absence of less than 1 day, e.g. for medical or dental appointments, through the pupils' form tutor. Parents should provide the school with a week's notice where possible.

However, we encourage parents/guardians/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

For longer planned absence, the pupil's parents/guardians/carers must apply to the Deputy Head (Pastoral & Boarding) as far in advance as possible of the requested absence.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The school responds to ongoing punctuality concerns as follows:

The Pastoral & Academic Leads monitor punctuality routinely. If punctuality is a concern:

1. The form tutor will speak with the pupil and contact parents
2. If there is no improvement to the punctuality the PAL will speak with the pupil to identify potential barriers and put support in place.
3. If there is no improvement to punctuality, parents/guardians/carers will be invited into school for a meeting to support improved attendance.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school reception will:

1. Within 30 minutes of the closure of the registration session, parents/guardians/carers of pupils with an unauthorised absence will receive a text/email from reception requesting the reason for the pupil's absence. [If the

school cannot reach any of the pupil's emergency contacts, the school may contact external agencies e.g. The Police.]

2. If there has been no response to the text/email, then within an hour of the registration session closing, reception will call home. If there is no response reception will make further attempts during the school day to contact home.
3. On the second day of absence, a text/email will be sent to parents/guardians/carers requesting confirmation of the reason for the pupil's absence.

The parents/guardians/carers will be called on each subsequent day that the unauthorised absence continues, to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

4. On the third day of absence, a different text/email will be sent to parents/guardians/carers requesting confirmation of the reason for the pupil's absence. Additionally, the school may consider conducting a social media check or a welfare visit for safeguarding reasons. The school may also consider contacting other professionals or practitioners who work with the family.
5. On the fourth day of absence, a formal letter will be sent home inviting parents to an absence support meeting in school. This will be recorded on iSAMS and CPOMS.

4.6 Welfare visit protocols

Any member of the Safeguarding & Pastoral Team may be asked to conduct a welfare visit, where it is feasible for the person to do so.

Before you leave school:

- Consider whether lone working is safe
- Inform the Deputy Head (Pastoral & Boarding) of your intention to conduct a welfare visit in person and pass on your mobile phone number
- Consider cover implications and inform the Cover Supervisor
- Ensure you have read this policy
- Take all contact details for school and the pupil
- Take with you a Welfare Visit Card and the school's Attendance Matters Leaflet and an Ackworth School formal printed envelope. All available from Deputy Head's PA.

- Contact home once more to check if this is necessary. Leave a voicemail if possible
- Sign out at Reception before you leave school

The Welfare Visit

Any member of staff who is acting on school business is insured by the School's motor business insurance, however staff are not insured to enter properties other than for the purpose of teaching. Please be respectful and polite when conducting a welfare visit. The purpose of a welfare visit is to ensure the child is safe and to offer support to the family to ensure the child attends school. If at any point you feel your safety is at risk, call 999.

4.7 Reporting to parents/guardians/carers

Attendance data is readily available via the Pastoral & Academic Lead. The school will regularly inform parents about their child's attendance and absence levels, at least annually, in school reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Deputy Head (Pastoral & Boarding) will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Deputy Head's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as significant circumstances over which a parent has limited control.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted using the Leave of Absence request form via the Attendance email attendance@ackworthschool.com as soon as it is anticipated and, where possible, at least before the first day of any absence. The Deputy Head (Pastoral & Boarding) may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include (but is not limited to):

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If

necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- International students who board in the school may need to leave term early or arrive late due to travel arrangements, however, where possible this should be avoided.
- As part of the strategy for encouraging attendance identified pupils may have a phased reintegration or adjusted timetable which means they are not a full timetable
- Study leave
- Flexi-schooling requests

6. Strategies for promoting attendance

The pastoral & safeguarding teams regularly promote the benefits of good attendance in school, for example using tutor time and assembly time to cover this topic. In the interests of the Quaker testimony of Equality, the school prefers to not formally reward pupils for attendance, rather to have a focus on individual pupil's attendance progress. The pastoral & safeguarding team has a focus on attendance throughout the year including but not limited to strategies such as assemblies about the importance of attendance, through PSHE, through having a varied and interesting after school activity offer, encouraging friendship and a sense of community belonging and also through ensuring pupils who have been absent receive a supportive and positive welcome back in to school.

The right to an education for pupils with SEND is the same as for any other pupil and therefore the attendance ambition for these pupils should be the same as it is for any other pupil, but additional support may need to be provided. The Wellbeing Team, Learning Support Department and Autism Resource implement bespoke strategies to support pupils with special educational needs, including social, emotional and mental health needs. This includes the use of part-time timetables; there is a cycle of assessment and reviewing these arrangements to encourage a return to full-time timetables where appropriate. Where a part-time timetable is agreed, there is a robust planning process in place to evidence the need, review it and adjust, including setting of targets with timescales, in partnership with external agencies where appropriate.

6.1 Monitoring and analysing attendance data to improve attendance

The PAL

- Monitors attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level and reports to the Deputy Head (Pastoral & Boarding).
- Identifies whether or not there are particular groups of children whose absences may be a cause for concern
- Provides an action plan to improve attendance, using targeted support for identified pupils and their families
- Looks at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Uses data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

6.2 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Excellent attendance is an attendance score of 98% or more.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Signpost to external support services to remove the barriers to attendance where appropriate.

6.3 Guidance for staff on incremental approaches to take to support improved attendance for extended school non-attendance (ESNA).

If contact is made, and the welfare check has confirmed child is safe and well, but child continues to be absent this guidance should be followed. Throughout this process it is important the pupil feels they have some sense of ownership and control.

1.If there is a willingness on the child's part to return to school, the school attempts to establish communication to rebuild relationships e.g. an informal Teams message.

- Direct the child to online learning, agreeing on a reasonable amount of work to be completed. This might be a therapeutic intervention activity e.g. PSHE/SALT, to help establish routine and some level of engagement.

- Arrange for 2 known staff members to meet the child in a neutral environment, with the parents/guardians/carers present. E.g. a park.
- Attempt a short visit to school to help overcome fears including pupil voice and choice of location in school, e.g. Graden Villa Health & Wellbeing Centre/car park.
- Create a more formal phased integration plan, which may include a part-time timetable. Part-time timetables will only be used as a short-term measure and in exceptional circumstances. Any part-time timetable arrangement must:
 - Be agreed by the Head, parents/carers, and where appropriate, the pupil
 - Have a clear start and end date (not exceeding a term initially)
 - Include a formal plan with specific, measurable objectives
 - Be reviewed at least fortnightly
 - Not be used as a sanction
 - Include appropriate safeguarding measures for time when the pupil is not in school
 - Be recorded on the attendance register using code C2
 - Be formally documented and shared with relevant staff and the local authority where appropriate
- Gradually increase contact time.

2.If the pupil is not willing to return to school, involve the school's EWO, see useful contacts at the start of this document for contact details.

7. Safeguarding

- Ensuring that attendance improvement is prioritised and strategies and action plans are put in place for pupils with persistent and severe absence is crucial to safeguarding and improving pupils' overall welfare in both the short and long term.
- The school has a safeguarding duty in respect of its pupils, and as part of this will investigate any unexplained, persistent, and/or prolonged absences. Children being absent from education for prolonged periods and/or on repeat occasions (including truanting) can act as a vital warning sign to a range of safeguarding issues including neglect, and/or child sexual and/or child criminal exploitation.
- It is important that the school's response to persistently absent pupils and children missing education supports identifying such abuse, neglect and/or exploitation and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging, but also where children are already known to local authority children's social care and have an allocated Social Worker (such as a child

who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

- Where there are safeguarding concerns about any child's absence, whether this be persistent, prolonged or unexplained, absence, the school will always talk to the child and parents/carers about their concerns, in order to understand the barriers to attendance as soon as problems begin to emerge. They will also follow its Safeguarding Policy, which includes notifying the local authority attendance services, and also referring to Social Care as appropriate.
 - Where children are absent for a period of time and there are safeguarding concerns, the school will arrange to have twice weekly check-ins with the child via online methods e.g. MS Teams. The school has a duty to know where children are and have visibility of them. If the parents/carers of the child do not agree to this request, or do not respond to any such request, consideration will be given to seeking advice from/making a referral local authority Social Care.
 - Where there are existing/potential safeguarding concerns around a child, and the parent/carer unexpectedly removes their child to home educate them, a referral to children's Social Care must be made
 - If there is reason to suspect a crime has been committed whether this relates to a child's absence or not, the school will inform the Police.
 - If there is reason to believe a child who is absent from school is in immediate danger or at risk of harm, whether there has been communication from parents/carers or not, a referral must and will be made to children's social care (and the Police if appropriate)
 - This only applies if the school does not have reasonable grounds (and medical evidence) to believe that the pupil is unable to attend because of sickness or unavoidable cause.
 - For children on sponsored visas, please see the Safeguarding Policy and Appendix 3.
- The school will work in collaboration with external organisations and local authorities when school absence is a significant concern. This includes a termly meeting with the Local Authority Education Welfare Officer to review attendance data and emerging patterns.
 - Severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. If all avenues of support have been facilitated by schools, local authorities, and other partners, but severe absence for unauthorised reasons continues, it is likely to constitute neglect. In

these situations, Social Care will be involved and make decisions around the child/family.

8. Children Missing Education (CME)

The school will inform the local authority of any pupil who:

- Fails to attend school regularly
- Has been absent without the school's permission for a continuous period of 10 school days or more
- Is subject to a compulsory school age order and fails to attend regularly

The school will make these notifications within the timeframes specified by the local authority's attendance protocols

The school will notify the local authority when a pupil's name is to be deleted from the admission register under any of the fifteen grounds listed in the Education (Pupil Registration) (England) Regulations 2006, as amended, including when:

- The pupil has been registered at another school
- The pupil has ceased to be of compulsory school age
- The pupil has died
- The pupil has been permanently excluded
- The pupil has not returned from leave of absence and the school has reasonable grounds to believe they are not returning
- The pupil has been certified as medically unfit to attend
- The pupil is in custody for more than four months
- A full list of the grounds for deletion is maintained by the school and is available on request.

Before deleting a pupil's name from the register, the school will make reasonable enquiries to establish the pupil's whereabouts and will inform the local authority in advance of the deletion.

For pupils on sponsored student visas (Child Student and Student visas), the school has additional responsibilities under UK Visas and Immigration (UKVI) regulations. Full details of these arrangements are set out in Appendix 2. The school must report to UKVI if a sponsored student fails to enrol or if their attendance falls below expected levels.

9. Elective Home Education

Where a parent/carer has expressed their intention to remove their child from school with a view to educating them at home, the school will coordinate a meeting with parents/carers to explore why they are considering this option. Schools will explore keeping the child in school whilst respecting parental choice. Where a parent/carer notifies the school in writing that they are now home educating their child, the school must delete the child's name from the admission register and notify the local authority of the leaver, including the local authority's Elective Home Education Team (informing the parents that they have done this so that they can receive the necessary support). However, where parents orally indicate that they intend to withdraw their child to be home educated, the school should consider notifying the local authority at the earliest opportunity.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Deputy Head (Pastoral & Boarding). At every review, the policy will be approved by the School Committee.

11. Links with other policies

This policy links to the following policies:

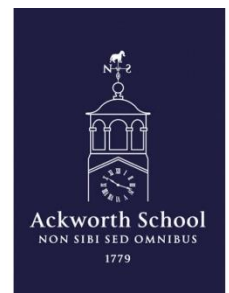
- Safeguarding Policy
 - Behaviour, Sanctions & Rewards Policy

12. Data protection and information sharing

The school will handle all attendance and absence data in accordance with the Data Protection Act 2018 and UK GDPR. Attendance information will only be shared with external agencies (including the local authority, social care, police, and UKVI) where there is a legal basis to do so, typically under:

- Safeguarding duties (where there is a risk of harm to the child)
- Statutory attendance requirements
- Immigration compliance (for sponsored students)
- Legal obligations

Parents/carers will be informed when attendance information is shared with external agencies unless doing so would place the child at increased risk of harm. All staff with access to



attendance data will be trained in data protection requirements and will maintain confidentiality appropriately.

CORAM HOUSE

This policy which applies to Coram House, including the EYFS (Reception class), is to be read in conjunction with Ackworth School Attendance Policy.

At Coram House, we see pupil attendance as critical to academic success and social integration. We ask parents, guardians and carers to familiarise themselves with Ackworth School attendance policy and to help us promote the standards of attendance and punctuality which are essential for all pupils to get the maximum benefit from their education.

1. Recording attendance

1.1. Attendance register

Pupils must arrive in school by 8.25am each school day. We have three sessions each day for registration, one on arrival on the MUGA, one at the start of the school day at 8.30am and one after lunch at 1.00pm.

Registration sessions for prep, after school clubs and after school care are at 3.30pm. Pupils who sign up for any after school activity are expected to attend weekly. Parents/guardians/carers should inform the teacher in charge of the activity and seek their approval if their child is unable to attend.

1.2. Unplanned absence

The pupil's parents/guardians/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by calling 01977 233650 or emailing Coramsecretary@ackworthschool.com

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

The pupil's parents/guardians/carers must notify the school every day of an unplanned absence either via email or phone.

1.3. Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parents/guardians/carers notifies the school in advance of the appointment.

Parents should request leave of planned absence for medical or dental appointments through Coram House receptionist and the Form teacher. Parents should provide the school with notice where possible. However, we encourage parents/guardians/carers to make medical and dental appointments out of school hours where possible.

1.4. Approval for term time absence

The pupil's parents/guardians/carers must apply to the Head of Coram House for other types of term time absences as far in advance as possible. The Head of Coram House will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head of Coram House's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as significant circumstances over which a parent has limited control. The school considers each application for term time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted via a/an letter/email to the Head of Coram House (sally.slater@ackworthschool.com) as soon as it is anticipated and, where possible, at least before the first day of any absence.

Valid reasons for authorised absence include (but are not limited to):

- Illness and medical/dental appointments
- Religious observance
- Family event
- Traveller pupils travelling for occupational purposes
- International pupils who board in the school who may need to leave term early or arrive late due to travel arrangements

1.5. Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late.
- After the register has closed will be marked as absent.

1.6. Following up unexplained absence

When any pupil does not attend or stops attending, without reason, the Coram House receptionist will call parents/guardians/carers of pupils within thirty minutes of the closure of the registration session. If there is no response, the Coram House receptionist will make further attempts during the school day to contact home.

2. Reporting to parents/guardians/carers

Attendance data is readily available via the Coram House receptionist. The school will regularly inform parents about their child's attendance and absence levels, at least annually, in school reports.

3. Strategies for promoting attendance

Good attendance begins with school being a place where pupils want to be. We therefore seek to provide a calm, safe, orderly and supportive environment in which all pupils are keen and ready to learn. For the most vulnerable pupils, regular attendance is also the best opportunity for their needs to be identified and supported.

4. Monitoring and analysing attendance data to improve attendance

We see attendance as the essential foundation to positive outcomes for all pupils including their safeguarding and welfare. Therefore, monitoring attendance is a key responsibility for all staff. Form teachers monitor attendance and absence data regularly across the school and at an individual pupil level and report to the Headteacher.

5. Reducing persistent and severe absence

We expect high standards of attendance from all pupils.

Persistent absence is where a pupil misses 10% or more of school and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Signpost to external support services to remove the barriers to attendance where appropriate.

Appendices

Appendix 1: Attendance Codes

From September 2024

The school will be using the DfE's guidance on school attendance codes, with a few minor additions to reflect the boarding element of the school.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school that is not a sporting activity or work experience
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence – exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence – performance	Pupil has been granted a leave of absence for the purpose of participating in a regulated performance
C2	Authorised leave of absence – part time timetable	Pupil has been granted a leave of absence subject to a part-time timetable
D	Dual registered	Pupil is attending a session at another setting where they are also registered
E	Suspended or Permanently Excluded	Pupil is suspended from school or has been permanently excluded but no alternative provision has been made
J	Interview	Pupil has an interview with a prospective employer/educational establishment
I	Illness (physical & mental)	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

T	Parent travelling for occupational purposes	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
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
@	Boarder in transit	Boarding pupil is travelling either to or from school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
Absent – unable to attend school because of unavoidable cause		
Q	Unable to attend due to lack of access arrangements	Pupil is absent because the local authority has a legal duty to arrange home-to-school travel and they have not done so.

Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y1	Unable to attend – normally provided transport being unavailable	Pupil is unable to attend due to transport normally provided not being available
Y2	Unable to attend – widespread travel disruption	Pupil is unable to attend due to widespread disruption to travel
Y3	Unable to attend – part of school premises closed	Pupil is unable to attend due to part of the school premises being unavoidably out of use
Y4	Unable to attend – whole school site closed	Pupil is unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend – criminal justice detention	Pupil is unable to attend due to being in criminal justice detention
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day Unlikely to be required as the registers are set up for term time only.

Appendix 2: Attendance of Sponsored International students (Child Student and Student visas)

Ackworth School acts as a sponsor for international students who have Child Student and Student visas. The United Kingdom Visas and Immigration (UKVI) has a duty to ensure that all sponsors discharge their responsibility to act in accordance with the immigration rules. As a school, we are responsible for ensuring that these students are appropriately cared for and that any safeguarding concerns are addressed.

Knowledge of the sponsored student

Prior to any children sponsored by Ackworth School arriving at the school, it is important that the school's pastoral and safeguarding team, and other relevant staff have knowledge of the child's circumstances, including who has parental responsibility, the child's care arrangements, and contact details for the carer/Private Foster carer in the UK.

Records of sponsored student information

At the very least, this should be the student's passport and their BRP (once this has been issued, after arriving in the UK).

Other appendices we may hold, depending on circumstances, include:

- Appendix A: letter of consent from the parents/guardians to sponsor their child
- Appendix B: letter of undertaking from intended carer (if the child isn't coming to the UK with one or both of their parents)
- Appendix C: letter of consent from parents/guardians to intended carer
- Appendix D: close relative care arrangements (if the child is going to live with a grandparent, brother, sister, stepparent, uncle (brother or half-brother of the child's parent) or aunt (sister or half-sister of the child's parent) who is aged 18 years or over and has UK Settled Status.
- Appendix K: travel confirmation form (detailing travel arrangements to the UK)
- Appendix P: genuine student English interview
- Appendix Q: student route finance declaration
- Appendix S: Tuberculosis certificate declaration

Arrival to the UK

If the child fails to arrive as expected, the boarding staff should report this as a matter of urgency to the Admissions Team who are responsible for updating UKVI if the child fails to enrol.

Arrival to start school

If the student does not arrive when expected to start school, boarding staff should notify the Admissions Team immediately. If the student does not arrive within ten working days of the enrolment period, the Admissions Team must report this to UKVI.

Appendix 3: Example Unauthorised Absence Emails/Texts/Letters

In exceptional circumstances where there may be a large volume of absences e.g. due to traffic or weather conditions, the most vulnerable families should be contacted as a priority. The safeguarding team will liaise with the admin. team to ensure they are aware of priority children. Please note there is a character limit for text messaging through ISAMS (160 characters), and these suggested templates have taken account of this

First day of unauthorised absence

1. First unauthorised absence text/email to primary contact within 30 mins
Good morning. Your child has not been registered in school. Please contact Reception 01977 233600. Thank you.

2. Second unauthorised absence text/email to primary contact within 1 hour

Further Reminder: please contact school about your child's absence. Thank you.

Continue to make contact attempts by phone or email during the day.

Second day of unauthorised absence

3. First unauthorised absence text/email to primary contact within 30 mins
Good morning. This is the second day of unauthorised absence for your child. Please contact Reception 01977 233600 as a matter of priority. Thank you.

Continue to make contact attempts by phone or email during the day.

If by lunch on the second day of unauthorised absence no contact has been made by the family, the PAL will be notified by Reception and make further attempts to contact home and any other contacts on the child's record.

Third day of unauthorised absence

4. *This is day 3 of your child's absence. Please respond by 10am, otherwise the school will be required to conduct a welfare visit.*

Fourth day of unauthorised absence

5. Formal absence letter sent via ISAMS and recorded on CPOMS under Senior Concerns/Unauthorised Absence by PA to the Deputy Heads

Dear

Child's Name

I am writing concerning your child's unauthorised absence from Ackworth School (dates). We have attempted to contact you regarding xxx's unexplained absence on several occasions.

As a school we are required to follow up unexplained absence to ensure that your child is safe and well and to support you to improve your child's school attendance.

We would like to invite you to an absence support meeting with the Pastoral & Academic Lead (name) on (date & time).

Kind regards

Deputy Head (Pastoral & Boarding)

Fifth day of unauthorised absence

6. *This is day 5 of your child's absence. Please respond by 10am, otherwise the school will request a Police welfare check.*

Welfare Visit Card

