Attendance Policy

School Division: Whole (excluding Nursery)
Policy Division: Safeguarding
Policy Owner: Principal
Date: September 2024
Review Date : September 2026

Contents

1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Setting high expectations for the attendance and punctuality of all pupils.
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent absence
- Ensuring every pupil has access to 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

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 2024 from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)](#)

[The Education (Penalty Notices) (England) (Amendment) Regulations 2013](#)

3. Roles and responsibilities

3.1 The governing board (International School's Partnerships Regional Managing Body)

The governing board is responsible for:

- Setting high expectations for all school leaders, staff, pupils, and parents
- Ensuring school leaders fulfil their statutory duties
- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
  - Record attendance accurately
  - Work effectively with local partners. (East Sussex Attendance Support team)
- Regularly reviewing and challenging attendance data, focus improvement on cohorts and individuals most in need
- Monitoring attendance figures for the whole school, review effectiveness of attendance strategies
- Work with school leaders to improve attendance when required.
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure staff receive adequate training on attendance, with specific function to their role
- Holding the Principal to account for the implementation of this policy

The DSL submits termly, YTD attendance to the head of Health and safety (Andy Duffield). This is also overseen by the ISP lead for Safeguarding (Director of Learning).

3.2 The Principal and Deputy/Vice Principals Prep and Senior and Director of Boarding.

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to ISP key personnel
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of strategies to improve attendance
- Work with specific families to support attendance where there is additional barriers to attendance
- Communicate to the Local authority when a pupil with an EHC plan has falling attendance
- Communication the school's high expectations for attendance and punctuality to pupils and parents.
- Monitoring attendance, and authorising absence for the purposes of Visa conditions.

3.3 The designated senior leader responsible for attendance (Senior Attendance Champion)

The designated senior leader responsible for attendance is: Rebecca Hurton, Designated Safeguarding Lead.

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Offering a clear vision for attendance improvement and maintaining good attendance.
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Regular monitoring and evaluating progress in attendance
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader for attendance can be contacted at Rebecca.hurton@claremontschool.co.uk

3.4 The member of administration team responsible for attendance, and the data manager

The school administrator responsible for attendance data, and :

- Monitors attendance data across the school daily and at an individual pupil level
- Responsible for correcting codes in registrations to ensure records are accurate
- Reports concerns about attendance to the principal and Deputy/Vice Principal and safeguarding team
- School admin staff are expected to take calls from parents about absence and record it on the school system.
- The admin team recording attendance can be contacted on absentees@claremontschool.co.uk

3.5 The Head of House team/Phase Leads:

- Works with DSL and Deputy/Vice Principals to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Monitors attendance data across at House and individual pupil level at each half term.

- Advises the deputy/vice principals or principal when a formal attendance meeting needs escalating.
- Notify Children's services or appropriate organisation when attendance constitutes a safeguarding concern.

3.6 Form tutors

Form tutors are responsible for recording attendance on a daily basis and submitting this information to the school office via Isams. Tutors are vigilant to attendance issues and will make an initial enquiry and contact home on the reasons for non attendance. They will keep a record of this communication.

3.7 Parents/carers are expected to:

- Make sure their child attends every day on time (by 08.30-40 at the Prep School, and 08.20 at the Senior School)
- Contact the school to report their child's absence before 8am 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
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek approval in advance for planned absences.
- Seek support when required for maintaining good attendance, by contacting their child's form tutor in the first instance.
- Support the school in the implementation of attendance additional support plans when required.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled lesson on time
- Sixth form students with ILS are expected to contact the the school to report their absence before 8am on the day of the absence and each subsequent day of absence

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day (at 8:20am) and once during the second session (13:50). It will mark 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

We will also record:

- 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

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by 8:20am on each school day.

The register for the first session will be taken at 8:25am and will be kept open until 9:00am. The register for the second session will be taken at 1:50pm and will be kept open until 2:10pm. Pupils arriving outside those time periods will me record as Late

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8:00am or as soon as practically possible (see also section 7).

Parents to call 01580 830396 (for Senior School), 01424 751555, option 1 (for Prep School) or absentees@claremontschool.co.uk and give the reason for the absence and any supporting documentation as evidence.

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

Where the absence is longer than 5 days, or If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/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 parent/carer notifies the school in advance of the appointment.

Absences of shorter than one day e.g. medical appointments must be requested by email by the parent to both tutor email and absentees@claremontschool.co.uk with any supporting documentation where possible.

However, we encourage parents/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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Any absences in excess of a day need to complete an absence request form and be authorised by the corresponding Head of House / Phase Lead.

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
- On arrival at school, students sign in at the office or the sixth form building (for sixth formers only). Administration will mark late arrivals after 9am on our MIS.
- ILS is a privilege awarded to all Sixth form students who may leave the school premises if they have no lessons. Lateness is presumed as ILS unless otherwise flagged to the relevant Head of House by the tutor or classroom teacher.

A lateness report generated half termly will be reviewed by the Whole School Leadership Team.

4.5 Following up unexplained absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by phone call initially by the school admin team. Unexplained absence will escalate to the Head of House/Phase Lead to investigate further. Failure to ascertain the whereabouts of a child, responsibility is handed over the DSL. Concerns for a child's welfare would trigger the normal safeguarding procedures (see Safeguarding policy in line with East Sussex Guidance on pupil attendance).
- Identify whether the absence is approved or not Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained

● 4.6 Reporting to parents

Cumulative attendance for YTD is reported half termly on all school reports.

Letters informing parents of current attendance will be sent when dealing with attendance issues. (see below).

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The deputy/Vice Principal will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the deputy/vice principal's discretion.

We define 'exceptional circumstances' as absence not related to health or routine appointments.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious or cultural 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
- International students facing travel restrictions to return home during holidays
- Bereavement
- Attending an interview
- A temporary time limited, part time timetable
- Flexi-schooling requests due to CoCurricular activities outside of school
- Study leave for Y11 and Y13 after May half term
- Attending Work Experience
- Attending an offside approved educational activity

A planned request for absence must be submitted initially to your form tutor, at least one week prior to the planned request, using a specified request for absence form- Appendix 2.

5.2 Reducing persistent and severe absence

A report is generated by House/Phase/ Year on a half termly basis and reviewed in safeguarding team meetings.

<=90% triggers a discussion to ascertain reasons why.

- Justifiable and explainable absences are acknowledged and not sanctioned.
- Students whose absences are concerning and unexplained, contact with parents via phone and letter home to highlight the current attendance record. The purpose of this is to be supportive and suggest strategies to support improved attendance.
- On subsequent half termly review, improvements made will be acknowledged and impact of intervention discussed.
- Where there is no improvement in attendance, parents will be asked to attend a meeting with a Head of House and a letter sent home.
- If no improvement continues, the student will be referred to the DSL / DDSL

% attendance term to date	Intervention	Responsibility
100% and below	**CPS Attendance tick sheet** updated in student diaries/Phase Book. At CSS Attendance point earned for one week's full attendance that feeds into Claremont League.	Tutor and Tutee

98%-96%	**Conversation in tutor time** on causes of absence and how attendance can be improved. Attendance and conversation noted in Pupil Profile	Tutor and Tutee
90% - 95%	**Conversation in tutor time** on causes of absence and how attendance can be improved **Email home to parents - From Form Tutor**	Phase Lead (PL) / Heads of House c'd in email
89%-85%	**Attendance letter 1** sent to parents/guardians outlining benefits of in class learning and impact of missing lessons. Personal attendance circumstances should be recognised in the letter. - **Attendance PSP** put in place. - **Follow up phone call by Form Tutor**.	Letter sent by HOH/PL Prep/Senior
84% - 80%	-**Attendance letter 2** sent to parents/guardians outlining both the impact of missing learning and parental obligation to ensure their child has an education. Personal attendance circumstances should be recognised in the letter. - **Follow up meeting with Phase Lead** - **Attendance PSP Review**	Letter sent by Deputy/Vice Principal
80% below	-**Attendance letter 3** sent to parents/guardians outlining potential further action we could take to enforce attendance.	Letter sent by DSL

Failing to attend school for 20 days, will result in a child being off rolled and notifying Child Missing in Education Services.

6. Strategies for promoting attendance

At the Senior School:

A merit value is placed on weekly 100% attendance and fed into the overall Claremont League where there are different levels of celebration (student, tutor group, House and School prizes). Attendance is specifically promoted and celebrated in half termly assemblies with 100% attending students put in a prize draw to win Amazon vouchers. All 100% attendees for each half term are applauded on the Claremont League Board in the centre of the school.

At the Prep School:

A Star is awarded to students who achieve 100% attendance for that week. Students who have achieved 100% attendance in a term are celebrated in assembly by being entered into a prize draw. The names of these students are also displayed on their House board.

7. Supporting pupils who are absent or returning to school

All pupils with an absence that falls below 90% will require an additional support plan. The focus of the plan it to identify

- Push and pull factors that contribute to poor attendance
- Identify barriers to attendance relating to school, such as lessons, sport, free time, lunch, etc.
- Promote initial part time timetables,
- Use of exit cards
- Promote soft starts
- Buddies/mentors
- Nominated teachers
- Use of safe spaces, and designated areas.
- Thrive Programme
- Alternative lunch spaces/ meals.
- Uniform adaptations
- Attendance rewards incentives.
- SEN assessments, and adaptations.
- Use of Learning Support Assistants.
- Arrange KIT visits outside of the school environment.
- Make referrals to Level Early Help key workers if attendance falls below 50% over two terms.

8. Attendance monitoring

The admin officer responsible for attendance at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

The pupil's parent/carer is expected to call or send an email to absentees@claremontschool each day their child is ill.

If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise we will follow the attendance intervention procedures as outlined above.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Attendance data is stored on the Isams MIS. Attendance is formally recorded twice per day during Tutor registration times.

Attendance analysis takes place half termly by the Head of House/Phase Leads. Pupils below the threshold are discussed with DSL, Deputy/ Vice Principals and tutor to explore any extenuating circumstances that may have caused the low attendance. Communication to parents is made via letters and phone calls. The intervention procedure outlined above is followed. Attendance is also discussed at Student Phase and Student Welfare Meetings. Interventions are recorded on a pupil profile form, in the minutes of any Student Phase meetings and/or My Concern.

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

The school will:

Provide regular attendance reports to Form Tutors, Heads of House and Phase Leaders to facilitate discussions with pupils and families.

This data is used to initiate, monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 24 months by DSL, Deputy / Vice Principals Prep and Senior.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Missing student policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: · **In police detention** · **Remanded to youth detention, awaiting trial or sentencing, or** · **Detained under a sentence of detention**
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

APPLICATION FOR ABSENCE

SECTION 1
(To Be Completed by Parent/Guardian)

NAME(S):	FORM(S):
DATES ABSENT	

FROM:	
TO:	
REASON FOR ABSENCE:	

	TOTAL DAYS REQUESTED ABOVE:	

SIGNED (PARENT / GUARDIAN):

SECTION 2
(To Be Completed by Deputy/Vice Principal)

AGREED BY:	DATE:
YES / NO	

DECLINED BY:

REASON: