

URSULINE COLLEGE

Attendance & Punctuality Policy

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***Do something. Get Moving. Risk new things. Stick with it.'** - Our foundress, St Angela Merici*

As a Catholic comprehensive school following the tradition of Ursuline education, we share a collective responsibility to ensure each student achieves their full potential.

In an atmosphere of mutual respect, trust and care we work together in the spirit of the Gospel to serve, walking alongside our young people to lead by example and instil values in them full of hope and understanding. Through encouragement, responsibility and self-discipline, we enable each individual to grow spiritually and intellectually, in an understanding that *better never stops* and in order to make a unique and positive contribution to society.

Working together to fulfil our potential academically, spiritually and socially. Respecting each other, helping each other and bearing with each other, because getting better never stops.

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Introduction

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Ursuline College recognises that to secure good attendance, the school community must be a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

We know that pupils cannot benefit from education if they are not in school. National guidance states that good attendance is attending school every day and that students should only be absent from school if they are too ill to attend or their parents have requested permission in advance and this has been agreed. There is evidence that 4 or more days of absence begins to negatively impact progress.

Punctuality is also vital. The school day begins at 8.45am,

Morning Registration

The morning session begins at 08:45.

The attendance register opens at 08:45 and closes at 09:15.

Pupils arriving after 09:00 but before the register closes will receive code L (late before registers close).

Pupils arriving after 09:15 will receive code U (arrived after registration closed), unless another attendance code is appropriate.

Afternoon Registration

The afternoon statutory registration session is taken during Form Time.

The statutory PM register is taken during form time:

- Monday to Thursday: 13:55–14:25.
- Friday: 13:55–14:15.

All pupils are required to attend registration, and a mark will be recorded for every pupil in accordance with Department for Education attendance coding requirements.

At Ursuline College, we are committed to ensuring that no pupil falls behind due to avoidable absence. We expect students to be absent for no more than four days (eight sessions) across the academic year unless supported by appropriate medical evidence. To support this, we follow a stepped approach to managing absence.

Relationship with KCSP Attendance Policy and Toolkit

This policy sets out Ursuline College's school-specific attendance and punctuality procedures and should be read alongside the Kent Catholic Schools' Partnership Attendance Policy and Attendance Toolkit. The Trust documents provide the wider framework, statutory expectations and supporting resources; this policy explains how those expectations are implemented operationally at Ursuline College.

Ursuline College retains its local early-intervention approach of no more than four authorised days of illness absence without appropriate medical evidence. This is an earlier school intervention point designed to identify barriers and provide support promptly. It does not alter national definitions of persistent absence, statutory attendance codes, parents' legal responsibilities, or the requirement for decisions to be made fairly and on a case-by-case basis.

The importance of attendance

There are only 190 days in the school year each one matters. Regular school attendance is a critical factor in your child's academic success and emotional wellbeing. Missing just one day means missing valuable learning, which cannot be fully recovered.

Our data shows that good attendance dramatically increases the likelihood of achieving strong GCSE

outcomes, giving students the best possible options for their futures.

Parental responsibilities

Section 7 of the Education Act 1996 places a legal duty on parents to ensure that their school-age child receives full-time education. By choosing to enrol your child at Ursuline College, you accept responsibility for ensuring her attendance every day and for communicating with the school about any absences in line with our procedures.

Absences will only be authorised under the following circumstances:

Illness: A maximum of four days (eight sessions) will be authorised without medical evidence. Where a pupil has repeated or prolonged illness absence, the school may request appropriate evidence to support future absences. Decisions regarding authorisation will always be made on a case-by-case basis.

Religious observance: One day per festival up to three days per academic year will be authorised for recognised religious observance if the school is notified in advance.

Exceptional circumstances: You must request leave in writing in advance. Authorisation is at the discretion of the Headteacher and will only be granted in truly exceptional circumstances.

The NHS provides clear guidance to help parents determine when a child is too unwell to attend school. In most cases, common ailments such as mild colds, sore throats, or headaches do not require a child to miss school.

Ursuline College will

Maintain a whole-school culture that promotes the benefits of excellent attendance.

Ensure staff, pupils, and parents understand and follow the school's attendance policy.

Accurately complete admission and attendance registers, with effective daily procedures to follow up on all absences.

Monitor and analyse attendance data regularly to identify students or groups requiring support.

Act early and provide targeted support for students at risk of poor attendance.

Build trusting relationships with families, listen carefully to any challenges, and work together to remove barriers.

Work in partnership with local authorities, health professionals, and external agencies where appropriate.

Take swift action to address any patterns of persistent or severe absence.

Attendance responsibilities: School and Parent/Carer roles

What the School Will Do	What Parents/Carers Are Expected to Do
Promote a school culture that values excellent attendance.	Ensure their child attends school every day, on time.
Start the school day promptly at 8.45am and take the register from 8:45am	Make sure their child arrives at school by 8.45am, ready for period 1
Accurately record attendance and follow up on absences daily.	Notify the school before 8.45am on each day of absence and explain the reason clearly.
Only authorise absences for illness up to 4 days without medical evidence. - Where a pupil has repeated or prolonged illness absence, the school may request appropriate evidence to support future absences. Decisions regarding authorisation will always be made on a case-by-case basis	Provide medical evidence if their child is absent for more than 4 days due to illness.
Monitor attendance data regularly and identify patterns of absence.	Work with the school if concerns are raised about their child's attendance.
Offer early intervention and pastoral support where attendance begins to decline.	Engage with any meetings, reviews or action plans aimed at improving attendance.
Authorise absence for religious observance (Maximum of 3 days) or exceptional circumstances.	Submit written requests in advance for any absence due to religious observance or exceptional events.
Work with external agencies and the local authority where absence becomes persistent.	Cooperate with external professionals and attend any required meetings or reviews.
Communicate with families to understand barriers to attendance.	Share openly any challenges affecting attendance and seek support when needed.
Escalate persistent absence in line with legal guidance if necessary.	Understand that continued unauthorised absence may lead to penalty notices or formal action.

Parental responsibilities for school attendance

School Attendance



Ensure daily, on-time attendance



Notify school of absence each day



Provide medical evidence if needed



Submit written requests in advance



Work with the school to improve attendance

Ursuline College is committed to promoting the highest levels of attendance and ensuring that all families understand the vital role that regular attendance plays in academic achievement and personal development.

Pupils who attend school consistently are more likely to achieve strong GCSE outcomes and have greater opportunities for success in further education, training and employment. National data show a clear link between attendance and attainment, pupils with more than 4 days absence from school are significantly less likely to achieve five or more GCSEs at grade 4 or above.

For this reason, we monitor attendance carefully and intervene early to address any patterns of absence. While we understand that illness can occur, pupils are expected to attend school every day that it is open unless there is a genuine and authorised reason for absence.

Parents who choose to register their child at Ursuline College have a legal duty under Section 7 of the Education Act 1996 to ensure their child attends school every day and punctually. Excellent attendance is a shared responsibility between the school, the family and the pupil.

Early intervention is key to preventing entrenched patterns of poor attendance or lateness. The school's approach is rooted in support and collaboration, with a strong emphasis on building relationships with families and understanding individual barriers to attendance.

To uphold these principles, the school ensures:

- All staff, including governors, understand and are trained in attendance expectations, procedures and the importance of early action.
- Systems are in place to identify concerns early and trigger timely interventions to support pupils in attending school every day.
- Parents/carers are encouraged to work in partnership with the school and other agencies to support improved attendance, where needed.
- A range of interventions, both universal and targeted, are available to support pupils who are struggling to attend.
- Pupils and parents/carers have regular opportunities to raise concerns, seek advice, and work collaboratively with staff to resolve any attendance-related challenges.
- Resources, including time, staffing and space, are allocated appropriately to support the delivery of effective attendance strategies.
- Positive attendance is recognised and celebrated through rewards for excellent or improved attendance.
- Parents/carers are made fully aware of the consequences of unauthorised absence and the potential for formal legal action where attendance does not improve despite support.

Ursuline College strives to create a safe, welcoming, and inclusive environment in which all pupils are supported to attend every day, ready to learn and make the most of their education.

Ursuline College: Attendance development plan

Leadership and Vision

We promote a clear, whole-school vision: Excellent attendance and punctuality are promoted, and pupils are encouraged to attend every day they are well enough to do so, and where a pupil has repeated or prolonged illness absence, the school may request appropriate evidence to support future absences. Decisions regarding authorisation will be made on a case-by-case basis. All staff, pupils and families are made aware that absence can be a safeguarding concern and that daily attendance keeps children safe.

Attendance is recognised as a core element of school improvement and is appropriately resourced, including the use of Pupil Premium funding where necessary.

Governors are informed of attendance trends and engage when there are concerns or persistent absence.

Relationships and communication

We build respectful, trusting relationships with families, pupils and external partners.

Our culture is welcoming and inclusive, with attendance expectations made clear to all.

Staff are expected to:

Treat pupils with dignity and mutual respect.

Recognise vulnerabilities (e.g. SEND, trauma, social worker involvement) that might affect attendance.

Use sensitive, professional communication, especially around safeguarding concerns.

Parents/carers are expected to:

- Proactively support school attendance policies.
- Communicate early about barriers to attendance.
- Reach out to the school for help if needed.

Systems, data and escalation

A consistent system is used to track, reward, and address attendance.

- All staff are aware of their role in promoting and tracking attendance.

- Escalation procedures for absence are:
- Proactive – acted on early, before patterns become entrenched.
- Clear and transparent – known by pupils and parents.
- Consistently applied and regularly reviewed.

We monitor attendance by:

Whole school

- Year group/cohort
- House
- Vulnerable groups (e.g. pupils with SEND, EAL, FSM, young carers, LAC).

Attendance data is regularly analysed to identify concerns early and trigger support from relevant services (e.g. Early Help, Social Care).

Attendance, safeguarding and pastoral policies are integrated and clearly set out:

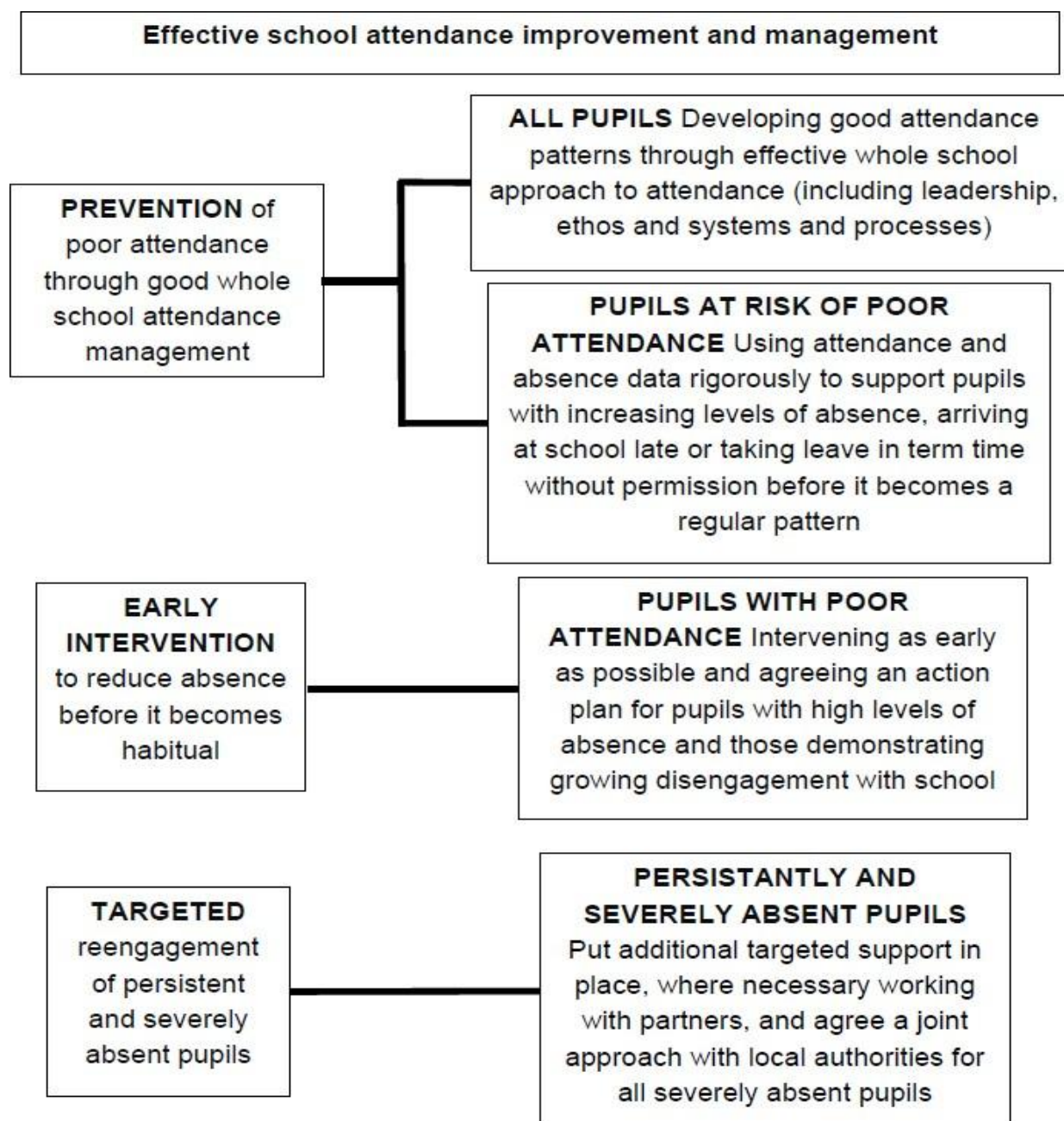
- Core attendance expectations
- Daily routines
- Clear rules
- Rewards for good/improving attendance
- Sanctions for unauthorised absence

Summary Expectations

For Staff	For Pupils	For Parents/Carers
Know and apply attendance procedures	Be in school every day by 8.45am	Ensure daily attendance and punctuality
Use data to identify and act on concerns	Understand how absence affects learning	Communicate promptly about any absences
Communicate with families respectfully	Follow routines and rules	Where a pupil has repeated or prolonged illness absence, the school may request appropriate evidence to support future absences. Decisions regarding authorisation will be made on a case-by-case basis.
Collaborate with services as needed	Aim for excellent attendance and attend every day when well enough to do so	Seek help early if attendance is an issue

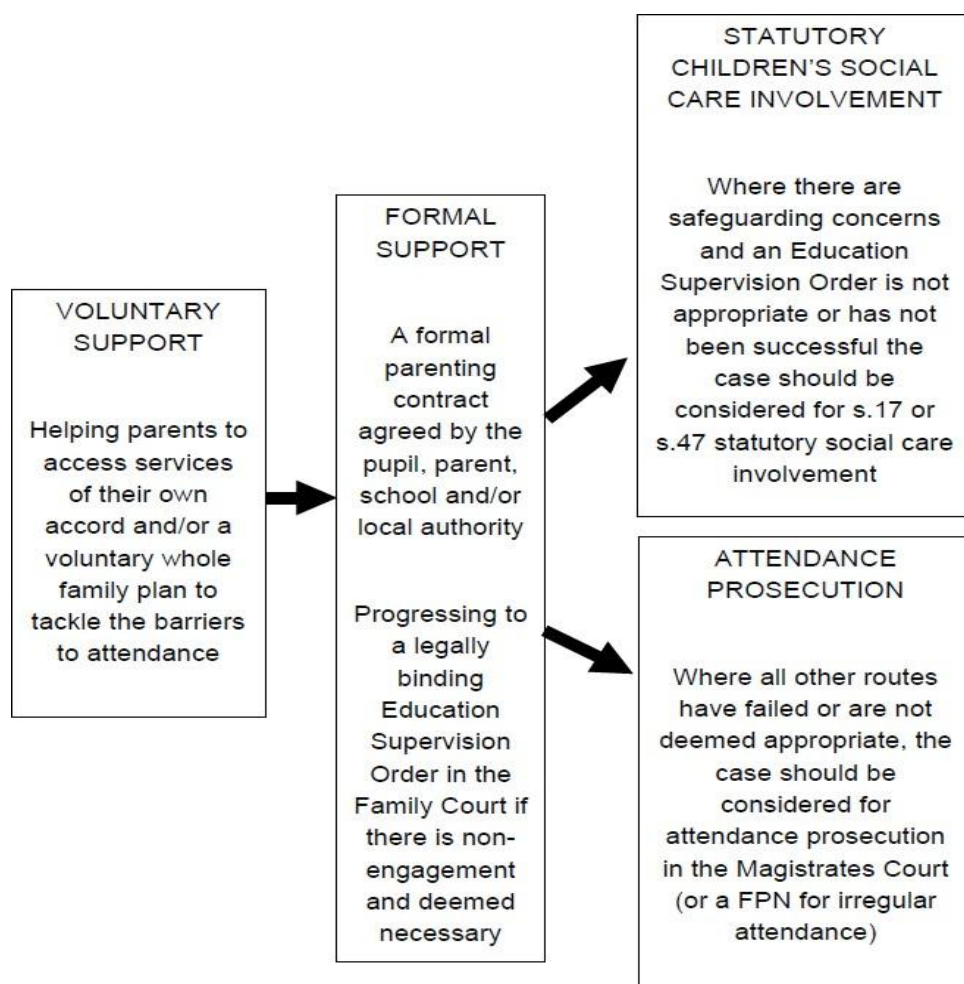
Persistent and severe absence

Particular focus should be given to pupils who are absent from school more than they are present (those missing 50% or more of school). These 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. A concerted effort is therefore needed across all relevant services to prioritise them.



Attendance legal intervention

As absence is so often a symptom of wider issues a family is facing, Ursuline College aims to always work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis.



Ursuline College and the local authority will work together and make use of the full range of legal interventions available and to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

Intervention

- Deliver intervention in a targeted way, in response to data or intelligence.
- Monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence (register inspections, code analysis, cohort and group monitoring, punctuality, lesson attendance across subjects and benchmarking).
- Use attendance, pastoral and SEND staff who are skilled in supporting pupils and their families to identify and overcome barriers to attendance.
- Create attendance improvement plans in partnership with families and other agencies that may be supporting families, for example, children's social care and early help services.
- Commission or deliver interventions to improve attendance.
- Monitor the impact of any intervention, adjusting if necessary and using findings to inform future strategy.
- Where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention.
- Follow local authority policies and procedures and make referrals for statutory intervention when interventions have not resulted in improved attendance and relevant triggers / thresholds are met.

Responsibilities for school attendance for all pupils

Parents/Carers are expected to:	Schools are expected to:	Governing bodies are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Have a dedicated senior leader with overall responsibility for championing and improving attendance.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Ensure school staff receive training on attendance.

Pupils at risk of becoming persistently absent

Parents/Carers are expected to:	Schools are expected to:	Governing bodies are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered to prevent the need for more formal support.	Proactively use data to identify pupils at risk of poor attendance. Work with each identified pupil and their parents/carers to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.	Regularly review attendance data and help school leaders focus support on the pupils who need it.

Persistently absent pupils

Parents/Carers are expected to:	Schools are expected to:	Governing bodies are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continued support as for pupils at risk of becoming persistently absent and: Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. Where there are safeguarding concerns, intensify support through statutory children's social care. Work with other schools in the local area, such as the schools of any siblings.	Regularly review attendance data and help school leaders focus support on the pupils who need it.

Severely absent pupils

Parents/Carers are expected to:	Schools are expected to:	Governing bodies are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.	Continued support as for persistently absent pupils and: Agree a joint approach for all severely absent pupils with the local authority.	Regularly review attendance data and help school leaders focus support on the pupils who need it.

Support for pupils with medical conditions or SEND with poor attendance

Parents/Carers are expected to:	Schools are expected to:	Governing bodies are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.	Maintain the same ambition for attendance and work with pupils and parents to maximise attendance. Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed. Consider additional support from wider services and external partners, making timely referrals. Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.	Regularly review attendance data and help school leaders focus support on the pupils who need it.

Support for pupils with a social worker

Parents/Carers are expected to:	Schools are expected to:	Governing bodies are expected to:
Work with the school and local authority to help them understand their child's barriers to attendance. Proactively engage with the support offered.	Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.	Regularly review attendance data and help school leaders focus support on the pupils who need it.

In Practice

Keeping an admission register

Ursuline College enters pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed. For most pupils, the expected first day of attendance will be the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school contacts the parent/carer to establish the reason for the absence and mark the attendance register accordingly.

The admission register must contain an index, in alphabetical order, of all the pupils at the school, recording for each pupil:

- name in full
- sex
- day, month and year of birth
- name and address of every person known to be a parent of the pupil, a note of who has custody of the pupil and the telephone number, or numbers on which the parent/responsible adult can be contacted in an emergency
- day, month and year of admission or readmission
- name and address of the school last attended, if any.

Entries in the register must be recorded in such a manner that the original, and any corrections, are distinguishable.

Dual registration is permitted when a pupil:

attends a pupil referral unit
attends a special school on a part-time basis
temporarily receives education in a hospital special school.
Is on a DTOP at another secondary school

Obtaining required information

To obtain the information required for an admission register, additional enquiries may be made, but only reasonable steps are expected to be taken to identify pupils' parents.

Exhaustive investigation is not expected if parents choose not to offer information.

Deleting a pupil's name

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 (as amended).

Essentially this will be in the following circumstances.

- A school attendance order naming the school has been altered or revoked.
- The pupil has been registered at another school.
- Where a pupil is registered at more than one school, her name may be deleted from the admission register of a school that she has ceased to attend only where the Head of any or every other school at which the pupil is registered gives his or her consent (except where the pupil has died, been permanently excluded or is of no fixed abode).
- The pupil has ceased to attend, and the parents have satisfied the governing body that the pupil is receiving full-time education suitable to age, ability and aptitude, elsewhere.
- A change in the pupil's ordinary residence makes attendance at the school unreasonable.
- All schools must agree with the relevant local authority (LA) the regular interval that the school will inform the LA of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. The Education (Pupil Registration) (England) Regulations 2006 require schools and LAs to make reasonable enquiry to locate a pupil who fails to return from leave of absence before deleting the pupil from the register.
- The pupil has been continuously absent (without authorisation) for at least four weeks and, after reasonable enquiry, has not been located by the school or the LA.
- The name of a pupil who is detained in pursuance of a final court order or order of recall may be deleted from the register only where that order is for a period of not less than four months and where the Head does not have reasonable grounds to believe that the pupil will return to school at the end of that period.
- The pupil is known to have died.
- The pupil will cease to be of compulsory school age before the school next meets and the pupil intends to leave.
- The pupil does not meet the academic requirements for admission to the school's sixth form.

If the school is concerned about any aspect of a pupil's transfer to another school, e.g. if the parents are reluctant to give the name of the new school, or if a registered pupil has "disappeared" and is no longer known to be at any address in the locality, the school should inform the designated child protection officer within the LA.

If, however, a school has good reason to believe that a crime may have been committed, they should contact the police directly.

The school must notify the LA of all deletions that are going to be made from the roll.
The following information must be provided to the LA:

- The full name of the pupil.
- The full name and address of any parent with whom the pupil lives.
- At least one telephone number of any parent with whom the pupil lives.
- The full name and address of the parent who the pupil is going to live with and the date the pupil is expected to start living there, if applicable.
- The name of the pupil's other or future school and the start date or expected start date there, if applicable.
- The ground prescribed in Regulation 8 under which the pupil's name is to be deleted from the admission register.
- See Appendix

Keeping an Attendance Register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and again during the day for each session attended. It will mark whether every pupil is:

- Present
 - Attending an off-site educational activity
 - Absent
 - Unable to attend due to exceptional circumstances
-
- The school day begins at **08:45**, with the morning register remaining open until **09:15**.
 - The Attendance Team will be positioned at the school gate between **08:45 and 09:05**. Pupils arriving during this period will be issued with a late slip and recorded as late (Code L) by the Attendance Officer.
 - Any pupil arriving after **09:05** must report directly to the Attendance Office to sign in. Under no circumstances should a late pupil proceed directly to lessons without signing in.
 - Pupils arriving after 09:05 and before the close of registers at 09:15 will be recorded using Code **L** (late before registers close). Pupils arriving after **09:15** will be recorded using Code **U** (arrived after registration closed), unless another attendance code is appropriate.
 - All pupils signing in after 09:05 will also be issued with a late slip. This must be presented to their class teacher on arrival to lesson.
 - Where a pupil arrives at a lesson without a late slip, staff should direct the pupil immediately to the Attendance Office to sign in before returning to class.
 - Persistent lateness disrupts learning and reduces time spent in lessons. Punctuality is therefore monitored closely and sanctions for late arrival will be applied in accordance with the school's Behaviour Policy. Repeated lateness may also result in further intervention and engagement with parents or carers to address concerns and improve attendance and punctuality.
 - All registers will be entered by teachers on Arbor. If a pupil is absent, they will be marked with an 'N'. This will then be corrected, depending on the reason for absence, by the Attendance Officer or House Team.
 - This process is overseen by the school's Attendance Officer (AO) and Deputy Headteacher
 - If a teacher believes a student is present in school but they are not present in lesson they should mark them absent with an 'N' code.

A school's attendance records are important for effective attendance management. They also provide evidence in the event of prosecution of parents under the Education Act 1996, or if seeking an education supervision order or a school attendance order.

In practice

- Pupils must arrive before 8.45am to be present in period 1 room; registers are taken soon after arrival.
- Pupils arriving after 8.50am will be marked as late and will receive a sanction in line with behaviour policy.
- Pupils late due to medical appointments must provide evidence showing proof of appointment from the hospital/dentist.
- In exceptional circumstances (such as severe weather or public transport disruptions) the closing of registration may be delayed at the discretion of the Headteacher.
- Parents are expected to notify the school office of pupil absence. In the case of illness, parents should use the school attendance line or the Arbor app on the first day of absence and then each day thereafter.
- The school number is 01843 834431 (option 1 for attendance) The school will continue to contact home every day for a period of extended absence, even if the reason for absence is known.
- The school will contact parents on a daily basis if they fail to inform the school of an absence. The school must be notified of the reason for a child's absence in order to safeguard the child and protect their educational well-being.
- Leave of absence during term time will only be authorised in exceptional circumstances and at the discretion of the Headteacher. Pupils have 13 weeks' school holiday per year. We kindly ask parents to make routine doctor and dental appointments during these dates in order to avoid unnecessary absence.
- Pupil absence will be recorded as 'Unauthorised' when the school is not satisfied with the reasons for the absence. Continued unauthorised absence may result in a penalty notice from the Local Authority.
- For a day set aside exclusively for religious observance, pupils will be granted one day of authorised absence per religious festival, up to a maximum of three days per academic year. Time taken beyond this will not be authorised.
- The school takes seriously its duty to safeguard the welfare of all its pupils. Unexplained absences and a lack of contact from parents may cause us concern and lead us to involve other agencies such as Children's Services. We will contact Children's Services within 2 days for any child with a Child Protection Plan.
- Pupils must have strong attendance in order to qualify for the end of term 'Reward Event'. The school also rewards excellent attendance with events, certificates and letters to parents/carers.
- The school carefully monitors attendance on a daily basis and attendance is discussed weekly by the school's Leadership team.
- Parental meetings are held to challenge and support our parents in raising the attendance of any child the school has concerns about.
- Where a child is failing to attend school, a plan will be drawn up in consultation with the family and, possibly, external agencies, including Access and Engagement Services and Social Welfare workers.
- Pupils who are off school for a long period due to evidenced severe illness will be issued with optional work to carry out at home to avoid falling behind.

Absence procedures

In order to ensure the safety and educational well-being of all pupils, we have a rigorous monitoring system and follow up policy when absence occurs.

Internal Stages

- On the first day of absence each academic year, the school must be notified of the reason for the absence. If we are satisfied with the reason, we will authorise the absence. If we are not satisfied, the absence will not be authorised.
- When a pupil's absence reaches five days (regardless of whether absences have been authorised or not), parents are invited in for an initial attendance meeting with the child's House team. During this meeting, support strategies will be discussed, and parents will be made aware of the next stages in the procedure should their child's attendance fail to improve.
- After the initial support meeting, the pupil's attendance is monitored for 4 weeks. If attendance improves during the 4-week monitoring period, we close the case and monitor in the usual way.
- If attendance does not improve during the 4-week monitoring period, we invite parents in for a further attendance contract meeting where the attendance plan previously put in place is evaluated and updated with a member of the House team.

After the attendance contract meeting, attendance is monitored for a further 4-week period.

- If attendance does not improve during the 4-week monitoring period, we invite parents in for a further attendance contract review meeting where the attendance plan previously put in place is evaluated and updated with a member of the Attendance or Leadership team and monitored for 2 further weeks.
- If unauthorised absences continue after this point, the school may refer cases to Kent County Council, which will consider whether the threshold for penalty notices or other legal interventions has been met

Children Missing from Education (CME) The national definition of CME is:

"All children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more)".

Children are at risk of becoming CME for many reasons, such as:

They cease to attend due to exclusion or withdrawal: removal from roll with no destination.

They fail to complete a transfer between providers.

They are offered alternative provision but fail to access this provision.

They have moved into the area and are not yet registered on a school roll (possibly including refugees/asylum seekers who have relocated from another authority from outside the area)

First day absence procedure

Daily operational procedure

From 9:00–9:45am, the Attendance Team prioritises pupils identified on the Vulnerable Pupils list. Where contact cannot be established and there is a safeguarding concern, this is recorded and escalated through CPOMS in line with safeguarding procedures.

From 9:45am, House Teams take responsibility for unresolved N codes using the daily Arbor N Code Report. House Managers should continue attempts to make contact until a reason is established; unexplained absence is a safeguarding concern and must not be allowed to remain unresolved.

After N-code work, House Teams review the daily Planned Absences Report and make supportive contact where appropriate. Vague reasons such as 'sick' should be clarified, repeated absence should be checked, and ongoing absence should be escalated appropriately, including after three consecutive days where further action or a home visit may be required.

The Attendance Team and House Teams work to avoid duplicated contact. Attendance records, notes, evidence and actions must be updated promptly on Arbor and, where safeguarding information is relevant, on CPOMS.

The school should be informed by a parent or carer of a student's absence on the morning of that absence. If any person other than the parent or carer has informed the school of an absence, the school must contact the parent or carer to confirm they are aware of the absence and their responsibility for informing the school.

Situation	Response
If a parent/carer has not called in by 10.00am	Attendance officer to send text message to first two contacts to inform parent/carer that ' <i>SAFEGUARDING ALERT child has not arrived at school. Please contact the school urgently to inform us of the reason for absence</i> '
If parent/carer does not respond to text message by 10.30am	Attendance officer and House Manager to risk assess absent students by vulnerability according to vulnerable student list Attendance officer to prioritise calling of parent/carer of day 1 vulnerable, otherwise vulnerable, then non-vulnerable Attendance officer to request assistance from House team and /or reception to make calls if required
If parent/carer of a non-vulnerable student has not responded to text message by 3.30pm	Attendance officer to send an email and text to parent/carer, informing them that ' <i>your child was not in school today and you have not informed us of the reason for absence. Please contact the school urgently tomorrow</i> '

If parent/carer of a priority day 1 vulnerable/ otherwise vulnerable student does not answer the phone to confirm reason for absence	Attendance officer / House manager to alert DSL DSL/safeguarding team to inform appropriate agency of absence Attendance officer/House team to continue to call throughout the day Attendance officer to alert DSL/safeguarding team once parent/carer confirmed absence
If parent/carer of priority day 1 vulnerable student does not confirm absence by 3:30pm	Attendance officer to alert DH/ DSL/safeguarding team/House team Attendance officers assess if a home visit is required.

	To leave home visit letter if not at home DSL to alert relevant agency next school day if student not at home and request action as necessary If student continues to be absent on second or subsequent days: Text message to parent AO to call parent/carer Safeguarding team to call relevant agency Safeguarding team to determine escalation (e.g. home visit)
If parent or carer of otherwise vulnerable student does not confirm absence by 3.30pm	Attendance officer to alert DH/ DSL/safeguarding team to risk assess DSL/safeguarding team to call identified parents/carers to confirm reason for absence If reason for absence not confirmed and student is absent on second or subsequent days: Text message to parent AO to call parent/carer DSL/safeguarding team to determine next steps if necessary (e.g. home visit)
If a parent or carer of a non-vulnerable absent student has not communicated with the school on the first day of absence and the student is still absent the next day and parent has not communicated	If student not considered vulnerable: Morning text message to first two contacts Phone call to first two contacts Afternoon text message to first two contacts
If a parent or carer of an absent student has not communicated with the school and the child is still absent after five days	Attendance officer to alert Deputy Head Attendance officer to call additional contacts
If no contact from parent, carer or additional contact and child is absent on a sixth day	Attendance officer to alert Deputy Head Deputy Head to instruct a home visit by attendance officer and DDSL

	If no contact following home visit and further subsequent absences: AO to contact access and engagement to provide information and seek advice Attendance procedures (text message/phone calls to continue)
If no contact from parent, carer or additional contact and child is absent on a ninth day	Attendance officer to prepare CME forms and send via Egress on tenth day Attendance officer to call access and engagement to confirm receipt If further subsequent absences: Attendance procedures (text message/phone calls to continue)

Attendance procedure for medical appointments

Medical appointments, unless it is unavoidable, should be made outside of school hours or in the holiday period. If this is unavoidable, the appointment should be made for early in the morning or late in the afternoon, so that your child can still attend school before and/or after the appointment and it is an expectation that they will do so. Emergency appointments will be authorised with supporting evidence. Parents should make routine appointments outside school hours wherever possible. Where this is unavoidable, only the minimum amount of absence necessary will be authorised

All requests for your child to attend appointments must be made as soon as reasonably practicable and be supported by appointment evidence (copy of doctor's/dentist appointment card, copy of a prescription, doctor's letter, text message etc.) in order to authorise any missed lesson sessions. If your child has an appointment, please inform the Attendance Officer 72 hours in advance of the appointment by email to attendance@ursuline.kent.sch.uk of the following information:

Procedure for parents and carers

Send email to attendance@ursuline.kent.sch.uk with evidence of the appointment Parents should notify the school as soon as reasonably practicable and provide appointment evidence where available. The email must include the following information:

Student's Name

Student's Year, Form Group and House

Date of the appointment

What time they will need to leave school or time they will return to school.

Include evidence of the appointment in the form, appointment letter, text message stating students name and time/date, photography of letter/appointment card.

Student must show the attendance office the proof of this.

Attendance office will then put a note on the register for this student.

Student must sign out at the attendance office before leaving site. A student will not be allowed off site without signing out with the attendance office first.

Attendance procedure for medical appointments



Parents should notify the school as soon as reasonably practicable and provide evidence where available.



Write a note in student's planner



Get planner signed by Attendance Officer



Show your class teacher when it is time for you to leave and then go and sign out at the attendance office



Legislative framework

This policy is based on:

- Education Act 1996.
- Education and Inspections Act 2006.
- School Attendance (Pupil Registration) (England) Regulations 2024.
- Working Together to Improve School Attendance (DfE, statutory guidance, updated July 2026).
- Keeping Children Safe in Education (2026).
- Equality Act 2010.
- Children Act 1989 and 2004.

Department for Education: Communicating with parents about school attendance (updated August 2026).

Department for Education: Children Missing Education statutory guidance (2025).

Department for Education: school census attendance code guidance, including the national attendance codes introduced from August 2024.

Kent Catholic Schools' Partnership Attendance Policy (July 2026) and Attendance Toolkit (2026).

This policy will be reviewed annually by the Children Wellbeing Committee or sooner if there are changes to statutory guidance or legislation.

Appendix 1 How to encourage good attendance

Ursuline College believes that students attending school every day is crucial to both their social and academic success. When students have good attendance, they are more likely to forge positive relationships with their peers and teachers and develop the confidence, skills and subject knowledge that are necessary to perform well across the curriculum. A key function of the school is therefore to ensure that students and parents understand the link between good attendance and attainment, that students are rewarded when they have good attendance and that students and parents are supported in improving attendance should it become a cause for concern.

Timing	Attendance procedures	Responsible
First week of autumn 1	Set up a weekly attendance tracking spreadsheet for the year group. Spread sheet should include: Name Form Relevant contextual information Previous year's attendance for comparative purposes Weekly rolling attendance, comment, action and who is responsible	AHT Attendance
	Letter sent to parents explaining link between attendance, attainment and school's responsibilities in regard to students' attendance	Attendance office
	Arrange meetings with parents of students whose attendance was below expectation in previous academic year	Attendance officer House manager
	Attendance assembly	AHT attendance
Weekly following start of academic year	Weekly meetings between attendance officer, Head of Year and LT member to monitor attendance of house and record subsequent actions	AHT Attendance, House manager Attendance officer

	Attendance office member should lead the meeting, using the 'weekly attendance meeting checklist'	
	Weekly rolling attendance to be shared with form tutors, who should share with tutees, update attendance notice board and congratulate or challenge as appropriate in a designated form time	Attendance office Tutors
	Notes of praise sent to students whose attendance has improved having met the trigger or exceeded 4 days absence.	Attendance officer
	Weekly attendance prize draw (currently a box of chocolates) for students with 100% rolling attendance. Winning name needs to be recorded on attendance tracking spreadsheet	Attendance officer Head of Year
Bi-weekly following start of academic year	SLT members to meet DH responsible for whole school attendance to discuss: Overall attendance of each year group Students 2 or more days absence Students 4 days absence	SLT
Final week of autumn 1	Letters sent to following categories of student: 100% attendance = congratulations letter, currently eligible for Ursuline celebration Improvement needed letter, 2 to 4 absence - not eligible for Ursuline celebration unless attendance improves Attendance improving = congratulations for improvement letter, eligible for Ursuline celebration if improvement continues <i>Eligibility will take account of individual circumstances, medical conditions, SEND and significant improvements in attendance</i>	Attendance officer Head of House
	100% attendance certificates in assembly	Head of House – Attendance team

	Meeting with students with 2 days or more absence to inform that will not be able to attend Ursuline celebration unless attendance improves	House team
Autumn 2	Ursuline celebration event for students with good attendance (less than 4 days absence in total)	House team
Final week of autumn 2	Letters sent to following categories of student: 100% attendance = congratulations letter, currently eligible for Ursuline celebration Improvement needed letter, 2 to 4 absence - not eligible for Ursuline celebration unless attendance improves Attendance improving = congratulations for improvement letter, eligible for Ursuline celebration if improvement continues <i>Eligibility will take account of individual circumstances, medical conditions, SEND and significant improvements in attendance</i> 100% attendance certificates in assembly	Attendance office – House team
First week of spring 1	Letter sent to parents explaining link between attendance, attainment and school's responsibilities in regard to students' attendance	House team
Final week of spring 1	Letters sent to following categories of student: 100% attendance = congratulations letter, currently eligible for Ursuline celebration Improvement needed letter, 2 to 4 absence - not eligible for Ursuline celebration unless attendance improves Attendance improving = congratulations for improvement letter, eligible for Ursuline celebration if improvement continues <i>Eligibility will take account of individual circumstances, medical conditions, SEND and significant improvements in attendance</i>	Attendance officer
	100% attendance certificates in assembly	Attendance office – House team
	Meeting with students with 2 days or more absence to inform that will not be able to attend Attendance celebration unless attendance improves	House team

Spring 2	Attendance celebration event for students with good attendance.	House team
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Final week of spring 2	Letters sent to following categories of student: 100% attendance = congratulations letter, currently eligible for Ursuline celebration Improvement needed letter, 2 to 4 absence - not eligible for Ursuline celebration unless attendance improves Attendance improving = congratulations for improvement letter, eligible for Ursuline celebration if improvement continues <i>Eligibility will take account of individual circumstances, medical conditions, SEND and significant improvements in attendance</i>	Attendance office – House team
	100% attendance certificates in assembly	House team
First week of summer 1	Letter sent to parents explaining link between attendance, attainment and school's responsibilities in regard to students' attendance	Attendance officer
Final week of summer 1	Letters sent to following categories of student: 100% attendance = congratulations letter, currently eligible for end of term trip Improvement needed letter, 2 to 4 absences not eligible for end of term trip unless attendance improves Attendance improving = congratulations for improvement letter, eligible for end of term trip if improvement continues <i>Eligibility will take account of individual circumstances, medical conditions, SEND and significant improvements in attendance</i>	AHT, Attendance office, house team
	100% attendance certificates in assembly	House Team
	Meeting with students with 2 days or more absence to inform that will not be able to attend reward trip unless attendance improves	House Team
Summer 2	End of term trip for students with good attendance.	House Team
Final week of summer 2	Letters sent to following categories of student: 100% attendance = congratulations letter Improvement needed letter = 2 to 4 days absence Attendance improving = congratulations for improvement letter, eligible for end of term trip if improvement continues <i>Eligibility will take account of individual circumstances, medical conditions, SEND and significant</i>	Attendance team / house team

	<i>improvements in attendance</i>	
	Identify parents/students for attendance meetings at start of next academic year	House Team – Attendance team
	100% attendance certificates in assembly	House Team

Ursuline College

Appendix 2 Weekly attendance meeting checklist for Attendance Officer, House Managers and Attendance Lead

Meeting agenda	Action	Timeline	Person responsible
Students with attendance below expectation - 2 or more days absence) - <i>attendance is not good</i> Aim: To prevent students from becoming persistent absentees	<i>Students whose attendance has fallen below expectation this week – 2 or more days absence, attendance concern letter:</i> Identify students whose attendance has fallen below expectation Determine whether there is evidence or justification for the decline in attendance If there are no extenuating circumstances, attendance officer to send via email the standard <i>attendance concern letter</i> To also consider additional intervention: Phone call home Conversation with student	On identification of attendance falling below 2 to 4 trigger markers	Attendance Officer House manager
Summary of steps: If a student's attendance declines with 2 or more days absence, then parent or carer will be automatically	<i>Students whose attendance was below expectation in the previous week and has continued to decline – early attendance concern meeting:</i> Identify students whose attendance was below expectation (met trigger markers = 2 to 4 days absence) the previous week and has continued to decline, despite email and additional intervention Arrange <i>early attendance concern meeting</i> with AO/House team and the parent or carer: Ensure letter is sent informing that meeting will take place	Week following identification of attendance concern	

informed, unless there are extenuating circumstances If a student's attendance declines below expectation 2 or more days absence 'Attendance meeting' will be held with parent or carer If a student's attendance continues to decline an 'Attendance contract' meeting will be held with parent or carer	Use the <i>early attendance concern meeting</i> template and give a copy to the parent and put a copy on file <i>Students who have had an early attendance concern meeting, but attendance has continued to decline for two further weeks, or declines again following initial improvement</i> – parent/carer attendance contract: Identify students whose parent or carer has had an <i>early attendance concern meeting</i>, but whose attendance has continued to decline Arrange an <i>attendance review meeting</i> with the AO/LT member and parent or carer, where the parent or carer will be obliged to sign an <i>attendance contract</i> with the school: Ensure letter is sent informing that meeting will take place Use the <i>attendance contract</i> template to guide the meeting and give a copy to the parent and put a copy on file Explain there will be an <i>attendance contract review</i> meeting and escalation to access and engagement if attendance continues to decline d. <i>Students whose attendance is below expectation, but has a trend of improvement</i> – praise to sustain improvement: Identify students whose attendance is below expectation, but is improving towards this target Determine most effective way of acknowledging and sustaining improvement Attendance 'Note of Praise' Phone call home Positive comment from form tutor/YM <i>If a student has not been seen for five days and there is no contact from parent/carer, then a home visit is necessary. If a student has not been seen for 10 days and there is no contact from parent/carer, or concerns about the contact, a CME referral should be made.</i> Half termly more than 2 days attendance:	Two weeks following early attendance concern meeting (week 4)	
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	Students with rolling attendance 2 or more days absence to be sent a concern letter in penultimate week of each half term, warning that may not be able to attend celebration events		
Students with attendance below <i>expectation (2 or more days absence)</i> - <i>continuous or persistent absentees</i> Aim: To ensure swift an impactful follow-up when a student becomes a persistent absentee Summary of steps: If a student's attendance falls below <i>expectation (2 or more days absence)</i> despite previous intervention, an '<i>attendance contract review</i>' meeting will be held and attendance	<i>Students whose attendance has fallen significantly below expectation - attendance contract review meeting</i> Identify students whose attendance, despite intervention, has declined Arrange <i>attendance contract review</i> meeting Ensure letter is sent informing that meeting will take place Use <i>attendance contract review</i> meeting template to guide the meeting Explain that attendance will be monitored for two further weeks and escalation to KCC if no improvement <i>Students who have had an attendance contract review meeting, but attendance has continued to decline below expectation (2 or more days absence) for two further weeks – referral to KCC or other agencies:</i> Identify students whose parent or carer has had an <i>attendance contract review meeting</i>, but attendance has continued to decline Send <i>KCC letters</i> to the parent/carers informing of the decision to refer Ensure paperwork is correct and AO makes a referral to KCC. Will need evidence of: 2 or more days absence letter Early attendance concern meeting Attendance contract meeting Attendance contract review meeting Continue to monitor and escalate as necessary e. <i>Students whose attendance is below expectation (2 or more days absence), but has a trend of improvement – praise to sustain improvement:</i>	Two weeks following attendance contract (week 6) Two weeks following attendance contract review meeting (week 8)	Attendance officer House manager AHT

monitored for two further weeks If a student's attendance continues to decline within the two-week period, a referral to access and engagement will be made	Identify students whose attendance is below <i>expectation (2 or more days absence)</i>, but is improving towards this target Determine most effective way of acknowledging and sustaining improvement Attendance 'Note of Praise' Phone call home Positive comment from form tutor/YM <i>If a student has not been seen for five days and there is no contact from parent/carer, then a home visit is necessary. If a student has not been seen for 10 days and there is no contact from parent/carer, or concerns about the contact, a CME referral should be made.</i>		
3. Identify students with good attendance less than 2 days absence	Where the attendance of a student has improved acknowledge through: Email home Where the attendance of a student is consistently good (less than 2 days absence), acknowledge through: Attendance email Half termly good attendance: Students with rolling good (less than 2 days absence) attendance to be sent a praise letter in penultimate week of each half term		Attendance officer
4. Identify students with rolling and weekly 100% attendance	Where the rolling attendance of a student is 100%, acknowledge intermittently through: Attendance postcards Weekly 100% attendance: Students with weekly 100% attendance to be entered into prize draw- name selected and prize awarded in assembly		Attendance officer

	Half termly 100% attendance: Students with 100% attendance each half term to be sent a praise letter in penultimate week of each half term Students with 100% attendance each half students receive a certificate and badge in celebration assembly each half term- variety of colours to collect for each half term		
5. Form attendance	House group leader board: Attendance team to share rolling weekly attendance of each form with tutors Tutors to ensure 'attendance streak' is updated in form room Tutors to share attendance with individual students on a weekly basis in pre-decided form time Each half term, the form with the highest attendance in the year group to receive the trophies and Attendance celebration		Attendance team
6. Form room displays	In each form room to be attendance display covering: Attendance streaks Every minute matters posters Punctuality poster		Form tutors House teams Attendance team

Elective Home Education (EHE) Procedures

1. Purpose

This appendix sets out the school's procedures when parents/carers indicate that they wish to educate their child at home. The school recognises that Elective Home Education (EHE) is a lawful parental choice; however, it must be a fully informed and parent-led decision and must not be used as a substitute for addressing unmet needs, attendance difficulties, anxiety, exclusion, or safeguarding concerns.

The school will ensure that all decisions relating to EHE are carefully recorded and that statutory duties regarding safeguarding, attendance and SEND are fulfilled.

2. Principles

The school will:

- Respect the right of parents to electively home educate their child.
- Ensure that any request is initiated by the parent/carer and is not influenced by pressure from the school.
- Explore appropriate support and alternative provision before deregistration is agreed.
- Ensure safeguarding remains paramount throughout the process.
- Work in partnership with Kent County Council (KCC) and other agencies where appropriate.
- Maintain clear records of discussions, interventions and decisions.

3. Pre-Deregistration Considerations

Before agreeing to remove a pupil from roll, the school will establish whether the request is linked to:

- Persistent absence or attendance difficulties.
- Emotionally Based School Avoidance (EBSA) or anxiety.
- Unmet Special Educational Needs or Disabilities (SEND).
- A recent behavioural incident or exclusion-related matter.
- Medical or mental health difficulties.
- Any safeguarding concerns.

Where relevant, the school will ensure that appropriate support has been considered, including:

- SEN Support and/or an Education, Health and Care Plan (EHCP) review.
- Pastoral support and reintegration planning.
- Mental health and medical support.
- Early Help involvement.
- Time-limited reduced timetables where appropriate.
- Consideration of Section 19 duties where significant health needs prevent attendance.

Elective Home Education must not be promoted as a solution to unresolved difficulties within school.

4. Internal School Procedures

Where parents express an intention to home educate, the school will:

1. Inform relevant staff, including:
 - Designated Safeguarding Lead (DSL);
 - SENCO;
 - Attendance Lead;
 - Senior Leadership Team where appropriate.
2. Review:
 - Attendance records;
 - Behaviour and pastoral information;
 - SEND provision and support history;
 - Agency involvement including Early Help, CAMHS and Social Care.
3. Ensure:
 - A written request from the parent/carer is obtained;
 - Records are kept of meetings and discussions;
 - All support offered to the family is documented;
 - Safeguarding concerns are appropriately addressed.

5. Notification to Kent County Council

Following receipt of a written parental request and completion of the school's procedures, the school will:

- Notify Kent County Council through the agreed EHE process.
- Remove the pupil from roll only in accordance with statutory requirements.
- Provide relevant background information if requested.
- Ensure admissions and attendance records are updated accurately.

6. Local Authority Involvement

Following notification, Kent County Council may:

- Contact the parent/carer to discuss arrangements for home education.
- Request information regarding the educational provision being made.
- Assess whether the education being provided appears suitable.
- Offer advice, guidance and ongoing support.
- Continue monitoring where appropriate.

7. Safeguarding and Attendance Responsibilities

The school recognises that:

- EHE must be a clear and informed parental decision.
- Safeguarding duties remain paramount throughout the process.

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- Home education should not be used to avoid attendance procedures, exclusion processes or the provision of appropriate support.
 - Concerns regarding a child's welfare will continue to be managed in accordance with statutory safeguarding procedures.

Where there is evidence that suitable education is not being provided, Kent County Council may:

- Request further information from parents;
- Continue monitoring arrangements;
- Consider issuing a School Attendance Order (SAO) where necessary.

8. Record Keeping

The school will maintain clear and accurate records relating to:

- Initial parental requests;
- Meetings and discussions with families;
- Attendance history;
- Interventions and support offered;
- SEND provision and reviews;
- Safeguarding considerations;
- External agency involvement;
- Communication with Kent County Council;
- Dates of deregistration and removal from roll.

These records provide evidence that the school has acted appropriately and has fulfilled its statutory responsibilities.

9. Key Reminder

Once a pupil has been removed from roll for Elective Home Education, responsibility for providing a suitable full-time education rests with the parent/carer. However, where EHE arrangements break down, children may subsequently require re-admission to school or access to alternative provision. Comprehensive records and evidence of support provided are therefore essential.

Appendix 4 – Sixth Form Attendance Procedures

Principles

Sixth Form students are preparing for higher education, apprenticeships and employment. Attendance expectations therefore reflect both increasing independence and increasing responsibility.

Students are expected to attend:

- All timetabled subject lessons and supervised study periods
- Form time when due in school.
- Assemblies when due in school.
- Directed activities and interventions.
- Sign in and out every day

Home Study periods recognise the independent learning expected at post-16 and are not treated as absence.

Attendance interventions are designed to support students in developing the habits and routines required for success beyond Sixth Form.

Students are expected to maintain attendance of 95% or above throughout the academic year.

The emphasis throughout all stages is on support, accountability and preparing students for successful participation in higher education, employment and adult life.

Attendance Recording

Attendance is monitored through lesson-by-lesson registration alongside inventory signings

Registers must be completed promptly and accurately to support safeguarding and attendance monitoring.

Attendance is only recorded for sessions where students are expected to attend.

Students are not expected to attend school during timetabled Home Study periods and these periods do not generate attendance marks.

Students with Home Study periods may choose to work on site and should sign into the Sixth Form Centre and sign out at a suitable station when leaving site.

Attendance should only be enabled for:

- ✓ Subject lessons
- ✓ Form time when due in school
- ✓ Assemblies when due in school
- ✓ Supervised study

Attendance should not be enabled for:

- X Home Study periods

This ensures attendance percentages accurately reflect only those sessions where students are expected to attend.

Unexplained absence from any timetabled lesson, form time, assembly or directed activity will be followed up in accordance with the school's First Day Absence Procedures.

Reporting Absence

Whilst Sixth Form students are afforded increasing independence, students and/or parents/carers share responsibility for ensuring that absences are reported promptly and appropriately.

Where a student is unable to attend, a parent/carer should notify the school before 8.45am on the first day of absence and each subsequent day of absence using the school's normal attendance reporting procedures.

Students aged are also expected to notify the school directly. However, the school reserves the right to contact parents/carers and emergency contacts where

necessary in order to fulfil its safeguarding responsibilities.

Where no reason for absence has been provided, or the school is unable to establish the whereabouts of a student, absence will be followed up in accordance with the school's First Day Absence Procedures.

The school will continue to maintain contact during periods of extended absence, even where the reason for absence is known, in order to ensure appropriate safeguarding arrangements remain in place.

Repeated or prolonged absence may result in attendance intervention in accordance with these procedures.

Medical Appointments

Medical appointments, unless unavoidable, should be arranged outside school hours or during holiday periods.

Where this is unavoidable, appointments should be arranged for early morning or late afternoon so that students can attend school before and/or after the appointment and it is expected that they will do so.

Parents and students should make routine appointments outside school hours wherever possible. Where this is unavoidable, only the minimum amount of absence necessary will be authorised.

All requests relating to appointments should be made as soon as reasonably practicable and be supported by appointment evidence where available.

Students or parents should notify the 6th form house manager in advance and provide:

- Student name.
- Year group.
- Date of appointment.
- Time of appointment.
- Expected departure and return time.
- Supporting evidence where available.

Students must sign out through the 6th form house manager or Inventory before leaving site and sign back in on their return.

Emergency appointments will be authorised with supporting evidence where possible.

Authorised Absence

Where a student has repeated or prolonged illness absence, the Sixth Form Team may request appropriate evidence to support future absences. Decisions regarding authorisation will always be made on a case-by-case basis.

University interviews, entrance examinations and approved progression activities may be authorised at the discretion of the Director of Sixth Form.

Students whose attendance and engagement remain strong and who are not subject to formal attendance intervention may be authorised for:

- up to two sessions for practical driving tests;
- up to five university open days, interviews or entrance examinations per academic year.

Students must complete an absence request form and provide evidence in advance.

Absence request forms to be authorised by 6th form leadership team

Driving lessons and theory tests during school hours will not be authorised.

Term-time holidays will not be authorised.

Sixth Form Attendance Procedures

Attendance below 95%

Where attendance falls below 95%, the Sixth Form Team will meet with the student to identify barriers to attendance and provide support.

Support may include:

- House Manager intervention;

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- mentoring;
 - subject support;
 - pastoral support;
 - SEND support;
 - counselling;
 - external agency involvement.

Attendance below 90%

Where attendance does not improve, or falls below 90%, the student will attend an Attendance Review Meeting with the Sixth Form House Manager.

The meeting will:

- identify barriers to attendance;
- agree support strategies;
- establish short-term targets;
- determine whether additional structure is required.

At this stage Home Study privileges may be withdrawn and students will be expected to remain on site during non-contact periods.

Home Study privileges will normally be reinstated once attendance returns to 90% or above.

Attendance below 85%

Where attendance continues to decline, or reaches 85%, the student and parent/carer will be required to attend a formal meeting with the 6th form house manager.

An Attendance Contract will be issued setting out:

- attendance expectations;
- support strategies;
- agreed targets;
- review arrangements;
- responsibilities of the student, family and school.

Attendance will continue to be monitored closely.

Attendance below 80% in any subject

Where attendance in any subject falls below 80%, students and parents/carers will be informed that free examination entry may be affected. Meeting arranged with director of 6th form. A full review including programmes of study will take place.

Students are expected to:

- maintain attendance of at least 90%;
- complete coursework and assessments;
- engage fully with their programme of study.

In accordance with the Funding Rules for 16-19 Provision, institutions may apply reasonable conditions relating to attendance and completion of work in order to qualify for free examination entry.

Where these conditions are not met, examination fees may be charged.

A 5% administration fee may be added to cover processing costs.

Progression Opportunities

Students will normally only be eligible for opportunities such as:

- Turing Scheme placements;
- Erasmus+ internships;
- international visits;
- enrichment activities;

where attendance and engagement remain strong and they are not subject to formal attendance intervention.

Withdrawal of Enrolment

Where a student has been absent for 20 consecutive school days and there is no reasonable expectation of a return, or no agreed plan in place to support a return, the school must withdraw the student's enrolment following reasonable attempts to re-engage the student and family.

This will be undertaken in accordance with 16-19 funding regulations.

Attendance Monitoring Summary

Attendance	Intervention
95%+	Normal monitoring and recognition
Below 95%	Student attendance discussion
Below 90%	Attendance review meeting and possible withdrawal of Home Study
Below 85%	Parent meeting and Attendance Contract
Below 80% subject attendance	Examination fee warning and possible fine
Continued decline	Review of programme suitability and withdrawal of enrolment