



## Alleyne's School Policies & Procedures

### Attendance and Absence Policy

Name of Policy	Attendance and Absence Policy
Reviewed by	SLT
Author/SLT	Gavin English, Deputy Head (Pastoral)
Date of school review	September 2024
Date of next school review	July 2025

This policy applies to pupils in the Senior School.

#### Aims

At Alleyne's we are committed to meeting our obligation to our pupils regarding school attendance, which is reflected in our whole school approach to pupil wellbeing. We aim to achieve the following;

- Ensure every pupil has access to the full-time education to which they are entitled and facilitate their attendance at school through clearly communicated expectations, systems and structures;
- Robust and consistently applied measures in place to reduce absence and address issues around punctuality;
- Early response to address patterned or regular absence, treating poor attendance as a pastoral matter and in acute cases, a safeguarding concern;
- Work with external agencies where necessary to address more pronounced and persistent attendance concerns

This Policy should be read in conjunction with other relevant school policies, including but not limited to:

- Safeguarding and Child Protection Policy

#### Relevant Guidance and Legislation

This policy has been written with reference to [Working Together to Improve School Attendance \(DfE 2024\)](#) and the accompanying [Summary Table of Responsibilities](#).

The further guidance below sets 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](#) including subsequent amendments  
[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

In addition, '[Children Missing Education \(DfE 2024\)](#)' provides statutory guidance for local authorities which includes further, complimentary information on the responsibilities of schools.

### Roles and Responsibilities

The school has various responsibilities in relation to attendance. It must:

- Have a clear Absence and Attendance Policy (this document) which all staff, pupils and parents must understand. It must make this document publicly available on its website.
- Develop and maintain a whole school culture that promotes the benefits of high attendance
- Have up to date admissions and attendance registers which enable for effective day to day monitoring of absence, including rigorous processes for following up on non-attendance
- Use absence data to monitor patterns and trends to identify those at risk of severe/persistent absence
- Be mindful of the reasons why persistent absence could occur, including health issues, SEND requirements or other vulnerabilities
- Work collaboratively with parents and other local agencies where absence is or is at risk of persistent or severe absence.

### Designated Senior Leaders/Champions for Attendance

At Alleyn's the designated senior leader/champion for attendance is:

- Gavin English, Deputy Head Pastoral - [deputyheadpastoral@alleyns.org.uk](mailto:deputyheadpastoral@alleyns.org.uk)

### Attendance Officer and Section Administrators.

Section Administrators are supported by the Attendance Officer who monitors pupil attendance data. Section Administrators support the Attendance Office in communication with parents/carers and pastoral leads to enable accurate records of authorised absence.

### Tutors, Heads of Year and Heads of House

Tutors are expected to make the first attempt at checking reasons for absence with pupils and their families. Heads of Year will follow up if a child has a pattern of or regular poor attendance.

Heads of Year will work alongside Heads of House and potentially Heads of Section to support pupils experiencing regular, severe or persistent absence, coordinating with the Deputy Head Pastoral and DSL as necessary.

The Tutor and/or Head of Year will ordinarily be the ones to support a child with reintegration to school, including catching up on a missed work, after periods of extended absence.

### Educational Welfare Officer

Educational Welfare Officers are non-teaching staff that can be deployed by the Deputy Head Pastoral to support pupils with more complex challenges around attendance.

### Pupils

Pupils should make their best effort to attend school each day on time and to be present for key registration times. Pupils should not leave the school site during the school day with the exception of the exclusions set out in 'Registration Processes'

Failure to attend school regularly or punctuality; failure to attend registration without good reasons; and leaving the school site without permission might all constitute a breach of the school's Behaviour, Rewards and Sanctions Policy.

Pupils may be asked to work with an Educational Welfare Office (EWO) to support them with more complex challenges around attendance.

### Parents and/or Carers

Parents have a legal duty to make sure that their child receives effective full-time education suitable to their ages and any other relevant circumstances (for example, SEND requirements). This means ensuring that their children attend school punctually each day except in a small number of permissible situations (for example being too ill to attend or having received advanced authorisation from the school).

Parents are responsible for informing the school if their child is unable to attend school and providing a reason for their non-attendance.

### Illness or 'On the Day' Absence

For illness or 'on the day' absence, parents/carers should contact [absence@alleyns.org.uk](mailto:absence@alleyns.org.uk) or call the absence line on 0208 557 1538 before registration commences at 08.30. Parents are required to do this each day a pupil is absent. These processes remain consistent for days that do not follow the normal pattern (for example Field Days).

### Advance Requests for Absence

Parents should only request absence from school in exceptional circumstances. Such a request should be submitted to the relevant Head of Section, via email.

Short term 'emergency' requests requiring only partial absence (e.g. a medical or dental appointment) can be submitted via the Absence Inbox [absence@alleyns.org.uk](mailto:absence@alleyns.org.uk), copying in the tutor.

The school reserves the right to ask for a doctor's note where a pupil has been away from school for five or more consecutive days due to illness.

When a parent/carer is going to be away from home overnight during term time, they are required to inform the School of the name and contact number for the temporary guardian.

Parents are expected to work with the school to address concerns concerning low attendance. The DfE considers absence from 10% of school, over an extended period to be 'persistent'. At that point, the School may work with appropriate external agencies to understand the reasons for low attendance and to seek guidance about supporting greater attendance at school.

Where attendance does not improve, the local authority may take a number of measures. This may include a Penalty Notice, a School Attendance Order, a Parenting Order or prosecution, which could result in a fine of up to £2500 or a jail term of up to three months.

### Data Monitoring

The Attendance Officer is responsible for monitoring pupil attendance data and for benchmarking this against national statistics.

The Attendance Officer produces a weekly attendance report which is circulated to relevant tutors, Heads of Year and Heads of Section.

Attendance data is also reviewed on a termly basis to recognised cohorts experiencing or at risk of experience persistent/severe absence and any patterns of attendance (i.e. any particular times when attendance is poor). In reviewing this data the School will seek to observe and/or understand and specific challenges faced by pupils with medical conditions, SEND needs or other vulnerabilities (such as Looked After Children, those with a social worker or those where broader safeguarding concerns exist).

The Attendance office is also responsible for the submission of any requested or required data to be provided to the Local Authority.

### The Admissions and Attendance Register

All pupils at Alleyn's are placed on the Admissions Register and have their attendance recorded in the Attendance Register. The Admissions Register at Alleyn's is held by the Registrar.

The school will notify the local authority within five days of adding any pupils name to the admissions register where that pupil is added to the register at non-standard entry points.

When the parent of a pupil notifies the school that the pupil will live at another address, the school will record in the Admissions Register:

- The full name of the parent with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at this address

If a child leaves the school at a non-standard departure point and the parent/carer has notified the School in writing of their departure to another school, Alleyn's will record in the Register:

- The name of the other school
- The date when the pupil first attended or planned to first attend that school

The Registrar will notify the local authority when the pupil is taken off the School roll. The School, when appropriate, will also seek direct contact with the new school to confirm the pupil is now registered there.

### Registration Processes

Each school day, all pupils are registered during an AM and PM registration period using iSAMS. Pupils are also registered by subject teachers at the start of each lesson. Pupils absent for an approved activity or who are present in 'The Well' (often for pastoral reasons) are registered remotely at the same intervals. A list of codes used to register can be found in the Appendix.

Individual music lessons and occasional sporting fixtures may sometimes be scheduled during lesson time. Music lessons are arranged to minimise disruption to pupil engagement in any one subject. LAMDA lessons take place during lesson time in Yr 7&8 only. In all cases, appropriate efforts are made to register the pupils involved.

### AM Registration

Pupils are expected to be in tutor rooms by 08.30am when a register is taken by the tutor.

Pupils arriving later than 08.35 are registered and held at the front of school as part of the 'Late at the Gate' process. These pupils are released in time for a prompt start of period one. Parents of pupils arriving after 08.35 are notified by email by the Attendance Officer.

Pupils arriving after the start of period one (09.00) must sign in with Section Administrators.

If a pupil is unwell, the School Nurse may plan with home for early collection or permission to leave. Signing out takes place at Reception where the arrangements and name of the pupil are verified and then a sign-out card is issued, and a record made of pupil departure. Heads of Section and Section Administrators are informed. Some pupils will have reasonable adjustments in place, agreed with the Head of Section, that allow them to bypass the 'Late at the Gate' system and sign in directly with the section administrator if arriving between 08.35 and 09.00.

On occasions, such as Whole School Assembly, students are registered at the beginning of Period 1 as the formal AM registration slot. The 'Late at the Gate' process remains in effect on these days.

### PM registration

Afternoon registration starts at the beginning of period six at 14.10. Registers are taken by the subject teacher or coach/activity coordinator (in the case of games afternoons) leading period six.

### Lesson Registration

Pupils are registered by subject teachers at the start of each period or double period to monitor attendance throughout the day. Students who attend 'The Well' for appointments or for unplanned pastoral support are registered for the time they are present.

### Fixtures and Educational Visits

Teachers use Operoo to record the names of any pupils required to be out of school for an approved fixture or educational visit. This includes the dates and times that these pupils will be out of school.

The Section Administrator or Attendance Officer then assigns these pupils as 'out of school' in the attendance register using the Educational Visit/Trip Code (V).

Fixture details are uploaded to SOCS and those pupils assigned out of school by the PE Administrator. These pupils are recorded using the Approved Sporting Activity Code (P).

### Medical Appointments/in-school illness

If a pupil is unwell, the School Nurse may plan with home for early collection or permission to leave. Signing out takes place at Reception where the arrangements and name of the pupil are verified and then a sign out card is issued, and a record made of pupil departure. Heads of Section and Section Administrators are informed.

For pupils leaving the site during the day for a medical appointment, prior email notification by parents to the Section Administrator/Attendance Officer (and tutor) is necessary. The Section Administrator/Attendance Officer will inform Reception of the time the pupil will be signing out. The pupil will be issued a signing out card by Reception which they must present to the Lodge in order to leave the School site.

### Upper School Privileges

When Upper School (US) privileges have been granted, US students may leave the school site at 1 pm but must sign back in before period 6 when they are registered. US students who are free during the last lesson of the day may sign out from 3pm. US students may sign out from 1 pm on Wednesday if they are not taking part in Games.

### Authorised and Non-Authorised Absence

The responsibility of authorising absence lies with the School. The School will normally authorise absence for the following reasons:

- Illness: Where the school accepts that a pupil is ill, absence will be authorised. The school can and will at times request parents to provide medical evidence to support absence for illness.

- Appointments: The school will usually grant dental and medical appointments as authorised absences. Where possible such appointments should be made outside of school hours and patterned absence for these reasons may be challenged.
- Religious observance: Alleyn's is proud of its cultural diversity and, although holy days are taken into consideration in the setting of term dates, we recognise that different faiths have days of observance that fall within term time. In balancing this with the academic welfare of pupils, parents are encouraged to consider ways of observing faith holidays that do not affect school attendance. Each request for absence on the grounds of faith will be considered on a case-by-case basis and should be submitted to Head of Section.
- Exceptional circumstances/unavoidable causes: Authorised absence can be granted for compassionate reasons such as a serious family illness or bereavement. The Head of a Child's section should be contacted.

Absence in exceptional circumstances does not ordinarily include the following: birthdays, holidays, days out and family celebrations.

### Addressing Persistent or Severe Absence

Parents are contacted every time a pupil is late for school. Pastoral interventions are dictated by the Deputy Head Pastoral in conjunction with the relevant pastoral staff.

### Working with External Partners

The School will inform the local authority of any pupil who will be removed from the admissions register. In any case where a pupil of compulsory school age is to be deleted from the register when the next school is now known, the school will report the circumstances, as soon as possible, to the local authority.

The school is required work with the LEA to agree an approach for severely absence pupils. The school has agreed to inform the LEA if, for any pupil, unauthorised absence exceeds 5% of their total attendance over a sustained period.

The School may also contact the local authority if any single absence raises safeguarding concerns, including if a pupil has ten consecutive days of unauthorised absence in a given period.

Appendix:  
School Attendance/Absence Codes

Code	Official meaning of Code	DFE Mapping
/	Marked Present AM	Present AM
\	Marked Present PM	Present PM
L	Late before register closed	Present
#	Planned whole school closure	Does Not Count
N	Reason for absence not yet established	UnAuth Abs
I	Illness	Auth Abs
M	Medical or Dental appointment	Auth Abs
C	Leave of absence for exceptional circumstance	Auth Abs
C1	Leave of absence for purpose of participating in a regulated performance or undertaking regulated employment abroad	Auth Abs
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Auth Abs
U	Arrived in school after registration closed	UnAuth Abs
V	Educational visit	AEA
P	Approved sporting activity	AEA
S	Leave of absence for the purpose of studying for a public examination	Auth Abs
W	Work experience	AEA
K	Attending education provision arranged by the local authority	AEA
A	LAMDA / Music	Present - Changed to code 3 as A may change by DfE
Q	Unable to attend the school because of a lack of access arrangements	Does Not Count
O	Absent in other or unknown circumstances	UnAuth Abs
R	Religious observance	Auth Abs
H	Family holiday (agreed)	Auth Abs
J	Interview	AEA
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Auth Abs
G	Holiday not granted by the school	UnAuth Abs
E	Excluded or permanently excluded	Auth Abs
B	Attending any other approved Educational Activity	AEA
D	Dual registration at another school	AEA
T	Parent travelling for occupational purposes	Auth Abs
X	Non-compulsory school age pupil not required to attend school	Does Not Count
Y	Unable to attend exceptional circumstances	Does Not Count
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance
Z	Prospective pupil not on admission register	Does Not Count

DfE Guidance

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)