

CLAYESMORE

ATTENDANCE POLICY

Responsible:	Deputy Head (Pastoral)
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INTRODUCTION

General & Scope

This policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006 with amendments of 2010, 2011, 2013 and 2016
- Statutory Instrument 2006 No. 1751

The following documentation is also related to this policy:

- School Attendance: Working together to improve school attendance August 2024 (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- School attendance parental responsibility measures: Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police (DfE)

THE POLICY

1. We believe students make best progress if they attend school. Therefore, we do all we can to ensure all our pupils take full advantage of the educational opportunities available to them and to raise standards by promoting regular, punctual attendance. We praise and reward improvements in attendance at an individual level and attempt to visibly demonstrate the benefits of good attendance and participation throughout school life.
2. We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.
3. We have a duty to monitor pupils' attendance through daily registration and will address all poor or irregular attendance by contacting and discussing the situation with parents.
4. We ensure that school personnel, pupils and parents/guardians understand that pupil absence from school is a potential safeguarding risk.
5. The attendance manager in the Senior School and the Prep Office Staff are responsible for monitoring pupil attendance and will make contact with parents if the school has not been informed of their child's absence.
6. We have in place at least two emergency contact phone numbers for different adults associated with each pupil.

ATTENDANCE CHAMPIONS

7. To comply with current statutory guidance and reinforce the school's commitment to early, supportive intervention, the Deputy Head Pastoral acts as the designated Attendance

Champion for pupils in Years 9–13. For pupils in Years 3–8, this role is undertaken by the Assistant Head (Prep).

8. The Attendance Champion works closely with Heads of Year, Houseparents and families to identify patterns of concern, promote consistent attendance, and ensure that appropriate pastoral support is in place. Their role is relational and preventative in nature, aiming to remove barriers to attendance before formal intervention becomes necessary.

REPORTING TO THE LOCAL AUTHORITY AND UK VISAS AND IMMIGRATION

9. We recognise our legal duty to report relevant attendance issues to the local authority, and acknowledge our reporting duties as sponsors of Child Student and Student visas.
10. We will inform the local authority of pupils who are regularly absent from school or have missed ten consecutive days or more without permission and fifteen consecutive days of illness. The local authority has a duty to fulfil its responsibilities in relation to Children Missing Education (CME).
11. The school will provide the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.
12. For sponsored students, the school considers the morning and afternoon registrations as one official contact point. In line with UKVI guidance, sponsored students must maintain a minimum attendance rate of 80% and must not accrue 10 consecutive unauthorised days of absence. Should either threshold be reached, the school will review the circumstances surrounding the absence and, where required, will report the matter via the Sponsor Management System (SMS) in accordance with sponsor guidance.
13. Schools are also required to notify the Local Authority (Dorset County Council) of any additions or deletions to our admissions register, with the exception of pupils leaving at the end of Year 13. Further details are outlined in the Statutory Instrument 2006 No.1751 which is available [here](#).

CLAYESMORE SCHOOL'S ROLE AND RESPONSIBILITIES

14. Registration is a legal requirement requiring pupils' attendance to be checked twice a day and a record kept of all students' attendance for 7 years.
15. As a matter of good practice, our electronic registration system (iSAMs) has the facility for registration of every lesson and this is used routinely throughout the day. This allows continuous tracking of pupil whereabouts and provides immediate information to senior staff about students who are absent.
16. In Years 3-8 Tutors are responsible for taking registers at 8.30am Monday to Friday. On a Saturday Years 5-8 are registered in the courtyard before joining their LEX activity at 9am and 11am..
17. In Years 9-13, Houseparents are responsible for ensuring that morning registers are taken on Mondays, Fridays and Saturdays, when all pupils are registered in Houses at 8.30am.

Tutors are responsible for ensuring that morning registers are taken on Tuesdays to Thursdays, when all pupils are registered in tutor rooms at 8.30am.

18. Pupils arriving late must sign in with the attendance manager/office staff, giving an explanation for their lateness.

ABSENCE

19. Absence from Registration:

- a. If a pupil is absent from morning registration the attendance manager/office staff will telephone or email home to ascertain the reason for the absence.
- b. The pupil will be identified as Out of School on iSAMs.
- c. Absence from pm registration is recorded in iSAMs.
- d. Any pupil missing without explanation will be followed up by the attendance manager and the Houseparents.

20. Absence from lessons:

- a. The attendance of all pupils is registered on iSAMs for every lesson.
- b. iSAMs shows sanctioned activities or reasons for absence. If a student is marked absent without obvious reason and has previously been marked present at other activities in the day, the member of staff will immediately inform the attendance manager/office staff who will follow this up, if appropriate to do so.

21. Attendance at Games and Activities:

- a. Pupils are expected to attend games and activities.
- b. Any pupil who is off games for health reasons will be marked on the Off Games list by the Health and Wellbeing Centre (HWBC) and will attend the official Off Games session, where they will be registered.
- c. Absences notified to the attendance manager/office staff. It is the responsibility of the member of staff taking the games or activity session to register attendance on iSAMs.
- d. If a pupil is absent without reason and the pupil's whereabouts are unknown the attendance manager/office staff must be informed immediately.

AUTHORISED ABSENCE

22. Absence will be authorised in the following circumstances:

- where leave has been granted by the School in advance
- where the School is satisfied that the child is too ill to attend;
- where the pupil has a medical appointment
- where there is an unavoidable cause for the absence that is beyond control
- where the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil or the pupil's parents belong.

TERM-TIME HOLIDAYS

23. Term-time holidays are intended for children whose parents are unable to take holiday at any other time. We will consider every application individually, but our policy is not to grant leave of absence for a holiday **other than in exceptional circumstances**. An application must be made in writing to the Senior Deputy Head, with appropriate explanation, in advance of the intended holiday.

SCHOOL RELATED ANXIETY

24. Clayesmore School understands that there is a crisis in schools regarding pupils suffering from school-anxiety problems leading to persistent and debilitating absence from school. We are aware that children with school anxiety may experience physical symptoms such as:
- stomach pain;
 - nausea and headaches before school or have immobilising anxiety;
 - panic attacks or something that seems like a tantrum.
25. We acknowledge that school anxiety and the mental health of children has been a major issue for many years, but since the pandemic, this has become even more serious as the numbers of children suffering school anxiety and mental health problems has risen considerably. We believe that we must support and work with parents of children who are suffering from school anxiety by:
- acknowledging that school anxiety is a problem and needs to be addressed;
 - adopting a flexible and child-led approach;
 - agreeing with parents a plan for attendance;
 - where appropriate, organising a temporary part-time timetable;
 - using discretion to allow the Deputy Heads to authorise absence in exceptional circumstances.

PARENTS'/GUARDIANS' RESPONSIBILITIES

26. The prime responsibility for ensuring that children receive an appropriate and full-time education rests with parents/guardians (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by the school.
27. Instructions to parents on how and whom to inform about absence or to request absence from school are published regularly on the weekly Parents Bulletin.

SENIOR LEADERSHIP RESPONSIBILITIES

28. The Senior Leadership Team is responsible for ensuring that attendance data is complete, accurate and analysed and that matters of concern are dealt with appropriately. Registers are normally analysed on a termly basis and electronic registers are kept for a minimum of three years.

29. Pupils with concerning attendance are monitored and discussed by the Deputy Head (Pastoral) and the associated pastoral teams in Pastoral Monitoring Group meetings each week.
30. Pupils of compulsory school age with over 15 days sickness over the academic year (and those who are likely to reach this threshold) are discussed twice termly by the relevant Deputy or Assistant Head and are reported to the local authority.
31. At the end of each term the Deputy Head Pastoral will write to parents of children whose attendance has dropped below 85% in that term, making the point that non-attendance at school can have an impact on a pupil's grades and overall education. An example of this letter can be found at Annex B to this policy.
32. Where there are continuing concerns over non-attendance, the School will invite parents to a meeting to discuss reasons for absence, and to attempt to find a resolution.

LATENESS

33. The attendance manager/office staff monitor lateness and inform the houseparents and heads of year of patterns of lateness so that they can talk to the pupil and remind them of their responsibilities. If lateness becomes a persistent problem Houseparents or Heads of Year will raise the issue with parents/carers and work with them to find a solution.

TRUANCY

34. If a pupil is thought to be playing truant then the school will inform:
 - the parent/carer;
 - the local authority;
 - the police (if appropriate).
35. All truants will receive:
 - sanctions;
 - support;
 - discussions with the Deputy Head Pastoral to understand the seriousness of the matter;
 - a programme of monitoring and support.

ANNEX A TO THE ATTENDANCE POLICY

Key Contacts and Roles

Attendance Champions

Years 9 - 13 : Mr Sam Palacios, Deputy Head Pastoral, spalacios@clayesmore.com

Years 3 - 8: Mr Dan Browse, Assistant Head (Prep), dbrowse@clayesmore.com

Role of the Attendance Manager and Prep Office Staff

The attendance manager/office staff will:

- monitor pupil attendance and make contact with parents if the school has not been informed of their child's absence;
- implement punctuality routines, such as sign in procedures;
- monitor pupils with low attendance and pass on details to their Heads of Year and Houseparents, who will develop attendance plans for individual pupils;
- ensure the following procedure is carried out each day:
 - Collect registers once registration has been completed.
 - Monitor registers.
 - Listen to absence calls and text messages.
 - Read emails from parents.
 - Make a list of absent pupils with no explanation.
 - Double check the list before calling parents/carers to establish the whereabouts of absent pupils.
 - Contact parents/carers if they have not reported their child's absence
 - Leave voicemail and emails in all cases.
 - Use school intelligence to establish any information about the unexplained absence.
 - If still no contact with the parents/carers then contact Houseparent.
 - Contact the DSL if a child is on the child protection register and no reason has been given for the child's absence.
 - Continue to contact the parents/carers throughout the day until contact is made.
 - Inform the Deputy Head Pastoral of the situation.
 - Keep a log of all actions.
- Check that at least two emergency contact phone numbers are held for different adults associated with each pupil;
- monitor individual attendance on a daily basis;
- monitor class attendance alerts
- keep the Deputy Head Pastoral informed of attendance figures and trends;
- analyse school attendance data and compile attendance data reports for the Deputy Head Pastoral, the Heads of Year and the Houseparents;
- ensure house line registers are distributed to the boarding houses and are kept up to date.

Role of the Deputy Head Pastoral/DSL

The DSL will:

- implement children missing in education procedures when appropriate;
- ensure parents fully understand the demands and responsibilities of elective home education;

- arrange meetings for pupils with additional vulnerabilities and multi-agencies outside lesson time;
- monitor the management of pupils who are persistently absent in an effective way, including:
 - making referrals to external agencies and multi-agency assessments;
 - coordinating and contributing to multi-agency meetings to review progress and agree on actions;
 - working in partnership with local authority attendance teams and other agencies to ensure the appropriate use of statutory parental responsibility measures;
 - providing reports to the Head on the impact of these interventions.

Role of Houseparents

The Heads of Year and/or the Houseparents will

- write to parents when attendance is identified as becoming an issue
- deal with pupils at risk of persistent absence in an effective way, including:
 - providing attendance reports to the DSL and the Head of TLC
 - initiating and overseeing the administration of absence procedures.
- deal with pupils who are persistently absent in an effective way, including:
 - identifying tailored intervention which meets needs of the pupil;
 - leading weekly check-ins to review progress and impact of support;
 - making regular contact with parents to discuss progress;
 - liaising with DSL on referrals to external agencies and multi-agency assessments;
 - contributing to multi-agency meetings to review progress and agree on actions;
 - providing reports to school leaders on the impact of action plans and interventions.
 - Consider a home visit in extreme cases

Role of Tutors and Academic Staff

Tutors and academic staff will:

- reinforce attendance and punctuality expectations continually with pupils;
- emphasise the importance of attendance and its impact on attainment;
- follow up on lateness with pupils to identify barriers and reasons for this;
- review form or tutor group attendance as required to share data, identify issues, intervene early and help set targets;
- undertake the following, in regard to pupils at risk of persistent absence, by meeting with pupils to discuss absence, patterns, barriers and problems and considering what support for re-engagement might be needed.
- in regard to pupils who are persistently absent undertake the following by coordinating or preparing supporting resources to ensure pupils can access learning when they return and contributing to action plans which attendance school personnel draw together where appropriate;
- set an example of punctuality and good attendance;
- ensure registration is taken at the start of the morning session and at the beginning of each lesson;
- send attendance alerts if a pupil is unexpectedly missing from a lesson;
- inform the attendance manager/office staff of any concerns about attendance to school or lessons;
- emphasise the importance of punctuality and good attendance with pupils and parents.

ANNEX B TO THE ATTENDANCE POLICY

Notification of Absence/ Requests for Absence

To tell us on the day about an absence, due to illness for example, please call Sarah Lockwood on 01747 813016 for pupils in Years 9-13 and Mariana Russell in the Prep Office on 01747 811707 for pupils in Years 3-8.

In order to request absence for reasons other than illness:


1. You can send an email to attendance@clayesmore.com (Years 9-13) or to prepoffice@clayesmore.com (Years 3-8). This will be forwarded to the right person who will respond to you within one week.
2. You can use the Leave Request form in the Parent Portal.
3. All non-emergency requests for absence should be made at least one week in advance.
4. Further guidance on requests for absence can be found in this document [Requests for Absence from School](#) which can be found on the website.

ANNEX C TO THE ATTENDANCE POLICY

Associated documents


1. Low attendance letter template

The most up to date copy of this letter can be found here:

 NEW end of term attendance letter

2. Monitoring Attendance Poster

The most up to date copy of our 'monitoring attendance' poster can be found here:

 Monitoring Attendance Poster.pptx