



File:	Attendance Policy
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Copthill School

Attendance Policy 2024

(including children missing or absent from education)

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Aims

Copthill School recognises that good attendance is essential for our children to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

The aims of this policy are:

- to help to promote a positive and welcoming atmosphere in which children feel safe, secure and valued;
- to develop and maintain a whole-school culture that promotes the benefits of good attendance and punctuality;
- to ensure, so far as is possible, that every child is able to benefit from and make their full contribution to the life of the School;
- to prioritise and, where necessary, reduce absence and improve attendance and punctuality across the School;
- to set out the School's approach to the management of absence/non-attendance;

- to recognise the links between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole-school approach to safeguarding.

Scope and application

This policy outlines Copthill School's commitment to the importance of good attendance and applies to the whole School including the Early Years Foundation Stage. It is designed to address the specific statutory obligations on the School to record attendance and absence in accordance with the statutory guidance Working together to improve school attendance. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Regulatory framework

This policy has been prepared to meet the School's responsibilities under:

- Children Act 1989
- Childcare Act 2006
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Education (Independent School Standards) Regulations 2014
- Education and Skills Act 2008
- Equality Act 2010
- EYFS statutory framework for group and school-based providers (DfE, January 2024)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- UN Convention on the Rights of the Child

This policy has regard to the following guidance and advice:

- [Working together to improve school attendance](#) (DfE, applies from 19 August 2024)
- [Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024)
- [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023)
- [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023)
- ['Is my child too ill for school?' guidance](#) (NHS, April 2024)
- [Keeping children safe in education](#) (DfE, September 2024)
- [Children missing education](#) (DfE, September 2016)
- [Supporting pupils with medical conditions at school](#) (DfE, August 2017)
- [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024)
- [Mental health and behaviour in schools](#) (DfE, November 2018)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023)
- [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023)
- [Providing Remote education: guidance for schools](#) (DfE, update August 2024)
- [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015)

The following School policies, procedures and resource materials are relevant to this policy:

- Copthill School Vision and Aims
- Child Protection and Safeguarding Policy
- Lost Child Procedure
- SEND Policy
- Promoting Positive Behaviour Policy

- School Rules
- Excellent Teaching and Learning at Copthill

Publication and availability

This policy is published on the Copthill School website and is available in hard copy on request. It is sent to all parents of new pupils as they start at Copthill School and all parents are reminded of it at the beginning of each school year.

Responsibility statement and allocation of tasks

The Directors have overall responsibility for all matters which are the subject of this policy. They recognise that improving attendance is a school leadership issue and have assigned overall responsibility for championing and improving attendance in School to the Headteacher as Senior Attendance Champion, referred to in this policy as the SAC.

To ensure the efficient discharge of its responsibilities under this policy, the Directors have allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least annually
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as children, staff, parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	Principal	Annually

The importance of good attendance

Copthill School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance and punctuality, we recognise:

- the importance of good attendance and punctuality, alongside good behaviour, as a central part of the School's vision, aims and day to day life;
- the strong connections between attendance and punctuality and wider school matters, including attainment, behaviour, bullying, special educational needs, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding and wellbeing;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to children and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing or absent from education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

School responsibilities

Copthill School acknowledges that attendance is an essential foundation to securing positive outcomes for all children and that everyone has a responsibility to take proactive steps to manage and improve attendance across the school community. Strong relationships and working in partnership with families is essential.

We will promote the benefits of good attendance, setting high expectations for every pupil and communicating those expectations to parents and children.

Where there are challenges to attendance, the School will work effectively and respectfully with families and, where appropriate, local authorities to address them.

We will respond to non-attendance and/or lateness proactively, consistently and with care, with appropriate reference to this policy; safeguarding and behaviour policies and the School's terms and conditions.

Copthill School has robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify children at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly, at least termly, to facilitate early intervention to address issues.

Copthill School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect children and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendices 3 and 4 respectively. The admission and attendance registers are kept electronically and retained by the School for the relevant time period as stated by law.

Staff responsibilities

The SAC

The Directors have assigned overall responsibility for championing and improving attendance in School to the Headteacher as Senior Attendance Champion, referred to in this policy as the SAC.

The SAC's responsibilities are to:

- have oversight of and analyse attendance and absence data;
- establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- regularly (at least termly) monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- communicate clear messages on the importance of attendance to parents and children;
- liaise with Lincolnshire Local Authority – for example, attending annual Targeting Support Meetings and submitting relevant data (see also 'Reporting Duties' in Appendix 1 below).

Copthill School assigns the following roles for managing attendance:

School Administrator:

- contact parents of late and missing children;
- seek explanation of absences if not provided by the parent;
- input correct absence codes after registration has closed;

- input known, future absence codes in advance;
- inform teaching staff of absent pupils on a daily basis.

Head/SAC:

- respond to requests for term-time absences.

Form/Subject Teachers:

- have day to day responsibility for monitoring and promoting good attendance and punctuality;
- ensure a routine for registers being taken accurately each morning and afternoon – the afternoon register might be taken by a subject teacher rather than the form teacher;
- record all absences promptly and accurately using the processes specified;
- enquire with the School Administrator regarding unexplained absences, including those within the school day;
- assist in monitoring attendance and punctuality, raising any concerns with the SAC;
- look out for trends or patterns in a child's attendance, raising any concerns with the SAC;
- offer attendance-related pastoral care, which can also be supported by the Y5/6 Tutor.

Admissions Coordinator:

- maintain and update the School's Admission Register (see also Appendix 3).

Finance Administrator:

- maintain and update Lincolnshire Local Authority's 'On Roll Register'.

Parent responsibilities

School attendance is important to pupil attainment, wellbeing and development. Any absence affects the routine of a child's education and regular absence will seriously affect their learning journey and progress.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education and that they attend their chosen school regularly and on time.

This means that children must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

Parents should be aware that:

- children are expected to be present in-person for the duration of each school day – 8.35am until 3.30pm (Lower School) and 3.40pm (Middle and Upper School).
- Year 4 has an extended day until 4.40pm on Monday. Years 5 and 6 extended day is Tuesday. Children are expected to remain in school for their extended day;
- children are expected to arrive on time and attend all timetabled lessons;

- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - offers of support to seek to identify and address any barriers to attendance;
 - reporting to other agencies such as children's social care.

Therefore, the School expects all parents to:

- ensure their child attends School by 8.35am for morning registration;
- notify the School of any absence or delay as soon as reasonably possible in accordance with Appendix 1 of this policy and when doing so, give an accurate explanation for this;
- make any application for an authorised leave of absence at the earliest opportunity;
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

If children are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they, and/or their parents, may speak to any member of staff, although the School encourages them to speak to their Form/Subject Teacher or Tutor (Y5/6). Children and parents are entitled to expect this information to be managed sensitively.

Understanding barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the School, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as Mental Health and Emotional Wellbeing support services or the relevant local authority team/s.

Additional needs

Copthill School recognises that some children may find it harder than others to attend school, and will work with those children and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The School will make reasonable adjustments where a child has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance. It will also work with parents, and, where appropriate, with the local authority, to develop specific support approaches for attendance for children with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

Where a child has an education, health and care plan, the School will communicate with the local authority when the pupil's attendance falls or the School becomes aware of barriers to attendance that relate to the child's needs.

Suitable strategies will also be considered for children with any social, emotional or mental health issue that is affecting their attendance. Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days. This is because the child and family may need additional support from the local authority.

Admission and attendance registers

Copthill School has accurate admission and attendance registers and effective day to day processes in place to follow-up absence. These registers are kept electronically.

Monitoring attendance

Copthill School will undertake regular monitoring and analysis of weekly attendance patterns and trends to identify and provide additional support to children or cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing attendance patterns and trends and provide support in a targeted way to children and families;
- undertaking individual level analysis to identify children who need support and focus efforts on developing targeting actions for those cases;
- conducting thorough analysis of termly and full year data to identify patterns and trends;
- devising strategies to address areas of poor attendance identified through data;
- providing data and reports to the Principal and Directors;
- providing data and analysis to the local authority.

Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing or absent from education.

The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).

The SAC attends annual Targeting Support Meetings with the Lincolnshire Local Authority's School Attendance Support Team.

The School is legally required to share information from the registers with the local authority. As a minimum this includes:

- New pupil and deletion returns;
- Attendance returns;
- Sickness returns.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be shared with the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Date of adoption of this policy	September 2024
Date of last review of this policy	September 2024
Date reviewed by the Directors	October 2024
Date for next review of this policy	September 2025
Policy reviewer	HSc

Appendix 1 Absence procedure

Registration and attendance checks

Each half-day at school is known as a 'session'. Registration takes place at the beginning of each session.

- Children can arrive in School at 7.45am (Breakfast Club).
- Children can begin to enter the classrooms at 8.15am.
- Morning registration is at 8.35am.
- Lesson 1 begins at 8.45am.
- Children who arrive after the end of morning registration (8.45am) report to Mrs Kettlewell (School Administrator) or another member of the administration team in the School Office and are marked as late.
- The registers remain open for 30 minutes after the start of morning registration, closing at 9.05am.

Afternoon registration times vary depending on year group, timetable and/or activities.

Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.

Reporting unplanned absence

If a child is absent from school without a prior request for leave of absence the parent must follow these procedures:

- Contact the School via telephone or email on the first day of absence before 9.05am when our registration closes.
 - Telephone – 01780 757506 – option 5
 - Email – sarah.kettlewell@copthill.com and/or form teacher (Cc can be used)
- If no-one is available to take your call, leave a message via the answer phone. Alternatively, report to the Office personally (if, for example, you bring a sibling to school) and speak to Mrs Kettlewell. Please be aware that, if you leave a voicemail to report your child's absence, you may also receive a call from Mrs Kettlewell to confirm the reason for absence.
- If your child is absent for more than one consecutive day, contact the school on every further day of absence, again before 9.05am.
- When a child is ill, please notify School of the nature of the illness. Medical evidence may be requested if/when your child is having multiple periods of absence which are reported as being due to medical reasons. When determining whether a child is too ill to attend school, both parents and school staff can consider advice on the NHS website - [NHS: Is my child too ill for school](#).
- If you do not report an absence before 9.05am, Mrs Kettlewell will telephone on the first, and every subsequent day of absence, if we have not heard from you.
- If we are unable to make contact with parents by telephone, we will telephone other emergency contact numbers. Any absences that are unexplained beyond this are referred to the SAC.
- Absence will be recorded on the Attendance Register as set out in Appendices 2 & 4.

Managing absence

The School communicates attendance levels to all parents via SchoolBase.

The SAC will regularly monitor and review attendance. If concerns are raised, or a pupil's absence is at risk of Persistent Absence (below 90%) or Severe Absence (below 50%), parents will be contacted to determine what further intervention might be necessary to support attendance. Intervention steps may include: meetings with parents; a support plan to address any barriers to attendance or referral to external agencies and the local authority.

The School will remain mindful of children absent from school due to mental or physical health or their special educational needs and/or disabilities, and provide them with additional support.

Children returning to school after a significant period of absence will be closely supported by appropriate staff – for example, form teacher and/or tutor.

The School uses the table below as a guide (as shared by Lincolnshire Local Authority for Targeting Support Meetings; the national average for expected attendance is at least 92.9%). For example, where absence escalates and a child misses 10% or more of school, this is equivalent to 1 day or more a fortnight across a full school year.

Attendance	Description
95 - 100%	Expected
91 - 94%	At risk of Persistent Absence
80 - 90%	Persistent Absence
51 – 79%	At risk of Severe Absence
Below 50%	Severe Absence

Managing lateness

Poor punctuality can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and into the wider world.

If a child misses the start of the day, they can feel unsettled and risk missing vital work and important messages from their class teacher.

At 9.05am the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site – ‘U’, but this will not count as a present mark and it will mean that they have an unauthorised absence.

The SAC will regularly monitor and review lateness. If concerns are raised, parents will be contacted to determine what further intervention might be necessary to support punctuality. Intervention steps may include: meetings with parents; a support plan to address any barriers to attendance or referral to external agencies and the local authority.

The School will remain mindful of children’s personal circumstances and family obligations as well as their mental or physical health or their special educational needs and/or disabilities, and provide them with additional support.

Reporting duties

The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority. Schools are also required to submit a sickness return to the local authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

Each time the School's attendance register is completed it is treated as a contact point for these purposes.

Action will also be taken in accordance with the Missing Child Procedure and Safeguarding Policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Appendix 2 Authorised and unauthorised absence

The School expects all pupils to be present at school for the whole of the school day, usually from registration at 8.40am to close at 3.30/3.40pm, but this period may be extended, for example for after-school clubs, sports fixtures or school trips.

Each half-day at school is known as a 'session'. Every half-day absence has to be classified by the School as either authorised or unauthorised. Therefore, information about the cause of any absence is always required.

Authorised absence

Authorised absence means that the School has either given approval in advance for a pupil to be absent or has accepted an explanation offered afterwards as justification for absence.

Authorised absences include absence due to:

- illness;
- medical or dental appointments, which unavoidably fall in school time;
- religious observance;
- family occasions or holidays authorised in advance by the Headteacher;
- other exceptional circumstances.

Applications for an authorised leave of absence

Apart from illness, no pupil should be absent from School without prior permission from the Headteacher.

Ideally, dental or medical appointments should be made during school holidays.

Applications for authorised leave of absence during the school day can be requested via SchoolBase or via email to the Headteacher.

The Head will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

If a child is absent from school due to illness, they need time to recover and recuperate. Therefore, School will not provide tasks to be completed at home whilst they are absent.

If parents request leave of absence for, for example, a family holiday, School will not set specific school work to be completed by the child whilst absent from school.

Unauthorised absence

The "unauthorised absence" codes will be used when prior permission for absence has not been given and/or where the School is not satisfied with the explanation given for absence or delayed attendance. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Head;
- the reason for absence has not been established or the school is not satisfied that the reason given is one that would be recorded as authorised;
- a pupil has arrived in school after registration has closed.

Appendix 3 Admission register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

- maintain an admission register of all pupils of both compulsory and non-compulsory school age admitted to the School (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admission register is kept electronically. Point-in-time-recovery backups are kept by ScholBase for 7 days. Weekly backups are kept for 1 month. Monthly backups are kept for 1 year.

Registration data is kept until the pupils' records are deleted (not archived). Registers are legal records and all schools must preserve every entry in the admission register for 6 years from the date the data was entered.

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, 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;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 4 Attendance register

The School records and monitors the attendance of all pupils, both of compulsory and non-compulsory school age, in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024. The School uses the relevant national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

The attendance register is kept electronically. Point-in-time-recovery backups are kept by ScholBase for 7 days. Weekly backups are kept for 1 month. Monthly backups are kept for 1 year.

Registration data is kept until the pupils' records are deleted (not archived). Registers are legal records and all schools must preserve every entry in the attendance register for 6 years from the date the data was entered.

The School will use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session. On each occasion it will be recorded whether every pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

- attending educational provision arranged by a local authority;
- attending an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- attending a place for an approved educational activity that is a sporting activity;
- attending a place for an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
- attending a place for any other approved educational activity.

Recording absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance *Working together to improve school attendance* relating to:

- leave of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

Unauthorised absence

The "unauthorised absence" codes will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Head;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 5 National Codes for absence as stated in School Attendance (Pupil Registration)(England)(Regulations) 2024

/ \ - present for morning and afternoon sessions.

The following are **classified as authorised absence**:

I – Illness.

M – Attending medical/dental appointment.⁶

C – Leave of absence for exceptional circumstances.

R – Religious observance.

E – Suspended or permanently excluded.

T – Parent travelling for occupational purposes.

S – Study leave.

C1 – Participating in a regulated performance or undertaking regulated employment abroad.

J1 – Attending an interview for employment or admission to another educational institution.

C2 – Pupil is absent from school for part of the week (on a part-time timetable) – then also use the code for the reason why absent.

The following are **NOT classified as absences**:

B – An offsite educational activity.

D – Dual registration, so attending another school where registered.

K – Alternative provision arranged by the LA.

L – Late arrival before the register is closed (during the 30 mins ‘grace’ period).

P – Approved sporting activity.

V – Attending an educational visit or trip.

W – Work experience.

The following are **classified as unauthorised absence**:

G – Holiday not granted by the school.

N – Reason for absence not yet established.

O – Absent in other or unknown circumstances.

U – Arrived in school after the register closed (after 30 mins ‘grace’ period).

The following are **classified as ‘not a possible attendance’**:

X – Pupils of non-compulsory school age absent when they are not timetabled to attend (e.g. EYFS).

Q – Lack of access arrangements by LA.

Y – Transport normally provided not being available.

Y2 – Widespread disruption to travel.

Y3 – Part of school premises being closed.

Y4 – Whole school site being unexpectedly closed.

Y5 – Pupil is in criminal justice detention.

Y6 – Public health guidance or law not to attend.

Y7 – Any other unavoidable cause.

The following codes are **not collected for statistical purposes**:

Z – Prospective pupil not on admission register.

- Planned whole school closure (holidays).

Appendix 6 Remote education

The School is required to record all absence from in-person lessons.

The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

Appendix 7 Safeguarding: Children missing or absent from education

The following extract is from Copthill School's Child Protection and Safeguarding Policy, section 7.3.

Action should be taken in accordance with the Child Protection and Safeguarding Policy if any absence of a pupil from the School gives rise to a concern about their welfare.

7.3 Children who are absent from school

Knowing where children are during school hours is an extremely important aspect of safeguarding. All staff should be aware that children who are absent from school, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child being absent in the future. Staff should be aware of our school's absence procedures, as described below.

In response to the guidance in [Keeping Children Safe in Education 2024](#), Copthill School has:

- staff who understand what to do when children do not attend regularly, and especially on repeat occasions;
- staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage;
- procedures to inform the local authority when we plan to take pupils off-roll when they:
 - leave school to be home educated;
 - move away from the school's location;
 - are permanently excluded.

We will ensure that pupils who are expected to attend the school but fail to take up the place are referred to the local authority.

When a pupil leaves the school, we will record the name of the pupil's new school and their expected start date.

We inform the local authority via the 'On Roll Register' of any pupil who is added or deleted from the admissions register.

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;

- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The local authority must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are absent from education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Absence

Parents are asked to leave a message on the school telephone's answering machine or via email on each day of absence unless the absence has been planned and authorised.

If staff have any queries regarding a child who they think should be in school, they should contact the Office immediately so a telephone call can be made to the parents.

An absence should only be authorised on receipt of a telephone message or an email from the adult responsible for that child. No message can be accepted from other parents or the child themselves.

An empty circle on the register is an unauthorised absence. An unauthorised absence is one which has not been explained to the School. The registers are checked every morning and a parent/carer is contacted after 9.05am if an absence is unexplained. We will always follow up with parents/carers when pupils are not at school. We have at least two up-to-date contacts numbers for parents/carers. Parents are reminded to update the school as soon as possible if the numbers change.

Registers are carefully monitored to identify any trends. We address poor or irregular attendance with parents.

Copthill School will inform both the local authority where the school sits and the local authority where the child is normally resident of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the School and the local authority. Further information can be found here: [Children missing education statutory guidance](#).