

# Policy and Procedure on Attendance

Home Tree School.

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## 1. Monitoring and Review

- 1.1.** The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- 1.2.** The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:

*Andrew Sutherland*

Andrew Sutherland  
Proprietor, Cambian Group

Date 29-09-2025



**Simon Paynter**  
Headteacher  
November 2025

## 2. Terminology

**2.1.** Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

<b>‘Establishment’ or ‘Location’</b>	This is a generic term Home Tree School is a school.
<b>Individual</b>	Means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Home Tree School we have young people attending between the ages of 11 – 16 years old.
<b>Service Head Teacher</b>	This is the senior person with overall responsibility for the school At Home Tree School this is the Head teacher who is Simon Paynter
<b>Key Worker</b>	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
<b>Parent, Carer, Guardian</b>	Means Parent/Carer or person with Parental Responsibility
<b>Regulatory Authority</b>	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Home Tree School this is Ofsted.
<b>Social Worker</b>	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
<b>Placing Authority</b>	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
<b>Staff</b>	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

### 3. Definitions

#### Authorised absence

- 3.1. An absence is classified as authorised when an Individual has been away from School for a legitimate reason and the School has received notification from a Parent/Carer/Guardian. For example, if an Individual has been unwell, the Parent/Carer/Guardian writes a note or telephones the School to explain the absence.
- 3.2. Only the School can make an absence authorised. Parents/Carers do not have this authority.
- 3.3. Consequently, not all absences supported by Parents/Carers will be classified as authorised. For example, if a Parent/Carer/Guardian takes an Individual out of School to go shopping during School hours, this will not mean it is an authorised absence.

#### Unauthorised absence

- 3.4. An absence is classified as unauthorised when an Individual is away from our School without the permission of both the School and a Parent/Carer/Guardian.
- 3.5. Therefore, the absence is unauthorised if an Individual is away from Location without good reason, even with the support of a Parent/Carer/Guardian. The School keeps accurate attendance records on file for a minimum period of five years.

### 4. Legislation

- 4.1. Complies with Part 3, paragraph 17 of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

### 5. Applies to:

- 5.1. the whole School inclusive of activities outside of the normal School hours;
- 5.2. all staff (teaching and support staff), the proprietor and volunteers working in the School.

### 6. Availability:

- 6.1. This policy is made available to Parents/Carers/Guardians, carers, staff and pupils from the School office.

### 7. Introduction

- 7.1. We expect all Individuals on roll to attend every day, when the School is in session, as long as they are fit and healthy enough to do so.
- 7.2. We do all we can to encourage the Individuals to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our School a happy and rewarding experience for all Individuals.
- 7.3. The Proprietors are responsible for making sure the School keeps Admission and Attendance registers in accordance with the regulatory requirements. For all day pupils of compulsory school age our attendance register records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised. The Proprietors also ensure that a compliant admissions register is also kept.

- 7.4.** The school calendar and dates when the school is open are issued to parents/carers at the end of each academic year and can be obtained from reception. Emergency closures for such things as extreme weather will also be communicated via phone call to parents/carers.

#### The Role of the Parent/Guardians/Carers

- 7.5.** Parents/Carers/Guardians have the legal responsibility for ensuring that Individuals of compulsory school age 5 to 18 receive a suitable education, either by regular attendance or otherwise.

#### Our Responsibilities

- 7.6.** We are required to maintain two registers:
- An admission Register - known as Admissions register.
  - An attendance Register.

#### The Admission Register

- 7.7.** This gives particular information about Individuals who are currently registered as attending this school. For the purposes of day to day management, the admission register will be contained on the senior drive, although selected information will be printed and placed in the staff office, to facilitate ease of access of information. The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of [www.opsi.gov.uk](http://www.opsi.gov.uk). For each pupil, the admission register will contain:

- Name in full
- Sex
- Name and address of every person known to the Governor to be a Parents/Carer of the pupil (and an indication of the Parent/Carer/Guardian with whom the pupil normally resides)
- At least one telephone number at which the Parent/Carer/Guardian can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- An indication of boarding/care order or day attendance (external placements)

#### Attendance Register

- 7.8.** We are required to ensure that the attendance register for all Individuals on the Register is taken twice a day – once at the start of the morning session and once during the afternoon session. We value attendance; Individuals who complete 100% attendance each term will be celebrated during the end of term celebration assembly and awarded with a 100% attendance badge. Each Individual must be marked on the register in one of the following categories:

- **Present**
- **Engaged** in an approved educational activity away from the school site (approved by the Headteacher and supervised by a person approved by the Headteacher, including sporting activities, educational visits or residential trips)
- **Absent**
- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it)
- Taking **authorised absence** (granted leave of absence by the head teacher or a person acting on their behalf, unable to attend by reason of sickness or unavoidable cause, observing a day exclusively set apart for religious observance by the religious body to which the Parent/Carer/Guardian belongs)
- Taking **unauthorised absence** (if no reason is established when the register is taken, the entry may be corrected later when the reason is established).

- 7.9.** Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If an Individual is absent, the register must say whether or not the absence has been authorised by the school. Parents/Carers/Guardians cannot authorise absence – it is the school or college that decides how to classify absences. Authorised absence is where the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification of absence (e.g. illness). All other absences are treated as unauthorised. Authorised absences include: medical or dental appointments, days of religious observance, visit's to future schools, exclusion, family bereavement and special occasions (e.g. weddings). All requests for absence must be made in writing to the Headteacher Jenni Lees, giving the school plenty of time to consider the request.
- 7.10.** Attendance is monitored and logged on class registers and behaviour watch. If an individual is absent without explanation by 09.15 am, staff will contact the Parents/Carers/Guardians to find out the reason why the learner is absent. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence. Discussions with parent/carers/guardians and reintegration meetings will be supported if needed.
- 7.11.** Under education law, Parents/Carers/Guardians may request absence for their Individuals from school for family holiday. It is for schools to determine whether or not they agree to a family holiday during term time. Schools may authorise absence for the purpose to a maximum of 10 school days in any school year. Our School feels that family holidays should be taken when the school is not in session, unless there are exceptional circumstances.
- 7.12.** When a young person is on alternative provision, School will be in regular contact to check on attendance. Parents/carers must report absence to the alternative provision via phone call before 9.15am and also report the absence to school.

#### Failure to Attend School

- 7.13.** If there is concern about an Individual's absence, the teacher will contact the office and this will immediately be followed up by the Headteacher. If an Individual fails to regularly attend school then the Parent/Carer/Guardian is guilty of an offence (Educational Act 1966). Initially, the school will try to resolve any problems, but in the case of continued absence the school will contact the Local Authority (LA) and it is likely that the Education Welfare Officer will work closely with the Parents/Carers, pupil and school to resolve issues and develop strategies to improve attendance. The school is required to inform the LA if a pupil fails to attend regularly. Independent schools have a legal duty to report certain attendance issues to their local authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the local authority (LA) in which the pupil lives.

#### Absence

- 7.14.** If an Individual is absent
- When an Individual is absent unexpectedly, the class teacher will record the absence in the register and will inform the school office. If learners are not in by 9.15am calls will be made home to find out the reason for absence.
  - When the Individual returns to school, a note, email or telephone call to the school office from a Parent/Carer or guardian should explain the absence. Notes are kept in the school office.
  - A note, email or telephone call may be sent/made to the school office prior to the day of absence e.g. if an Individual has a medical appointment.
  - If there is any doubt about the whereabouts of an Individual, the class teacher should take immediate action by notifying the school office. School will then be in contact straight away with the Parent/Carer/Guardian, in order to check on the safety of the Individual.
  - If an individual is absent after 10am (morning lessons) then an individual may be asked by the Headteacher to return to school for afternoon sessions due to the impact to the planned lessons and class learning. This means that an individual will be refused to enter morning lessons due to their lateness and this will be recorded as unauthorised absence.

- If an individual is absent after 2pm (afternoon lessons) then an individual may be asked by the Headteacher to return home due to the impact to the planned lessons and class learning. This means that an individual will be refused to enter afternoon lessons due to their lateness and this will be recorded as unauthorised absence.

### Requests for leave of absence

- 7.15.** We believe that Individuals need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are exceptional circumstances under which a Parent/Carer/Guardian may legitimately request leave of absence for an Individual to attend a specific event.

### Long-term Absence

- 7.16.** When Individuals have an illness that means they will be away from our school for over five days, the school will do all it can to send material home so that they can keep up with their school work. Any ongoing absences, 'late's' or unauthorised absences for holidays are followed up as quickly as possible.

### Repeated Unauthorised Absences

- 7.17.** The school will contact the Parent/Carer/Guardian of any Individual who has an unauthorised absence. If an Individual has a repeated number of unauthorised absences, the Parents/Carers will be asked to visit the school and discuss the problem.

- 7.18.** The Head Teacher will arrange for a reintegration meeting with the Parents/Carers and young person to discuss barriers to attending and actions for school, parents/carers and YPs will be agreed to address these barriers.

- 7.19.** If the reintegration meeting is successful a YP reintegration plan will be put in place - this can be in the form of the following -

- Flexible/ reduced timetable
- Alternative provision sourced
- Additional support put in place to support barriers to learning
- Mediation
- Learning based incentives

- 7.20.** If the reintegration meeting is unsuccessful and the YP continues to not attend, further support will be offered to the home in the form of -

- Work sent home to support more positive involvement in completing education
- Teachers to frequently visit the home to try and reengage and encourage attendance at school
- Further reintegration meetings arranged to re-approach the issue of non-attendance and how we can reduce this
- Liaison with social workers and virtual schools to ensure a multi-agency approach to addressing barriers to consistent school attendance.
- Liaison with NEET alternative provisions (age dependent) to try and engage YP in more positive ideas around barriers to attendance.

## 8. Standard Forms, Relevant Documents, Letters & References

- 8.1. Equality and Diversity Policy
- 8.2. Special Educational Needs and Disability Act (SENDA)
- 8.3. Admissions Policy
- 8.4. Inclusion Policy
- 8.5. [School Attendance Guidance - for maintained schools, academies, independent schools and local authorities](#)

## 9. Appendix I – School Attendance Register Codes

CODE	MEANING
/	Present (AM)
\	Present (PM)
B	Off-site educational activity (education is supervised and safeguarded)
P	Participating in supervised sporting activity
V	Educational visit or trip
W	Work experience
	<b>AUTHORISED ABSENCES</b>
C	Leave of absence authorised by school
E	Excluded
H	Family holiday (agreed)
I	Illness
M	Medical/Dental appointments
R	Religious observance
S	Study leave
T	Traveller absence
	<b>UNAUTHORISED</b>
G	Family holiday (NOT agreed)
N	Reason for absence not yet provided
O	Unauthorised absence
U	Late (after registers closed) after 9.15am
	<b>ADMINISTRATIVE</b>
X	Not required to be in school
Y	Enforced closure
Z	Pupil not on roll
#	Planned school closure – induction days; half-terms; bank holidays; non-educational days etc)