

Policy and Procedure on

Attendance

Cambian New Elizabethan School

Policy Author / Reviewer	Marcus Eden
Approval Date	September 2021
Review Date	September 2025
Next Review Date	September 2026
Version No	6
Policy Level	Education
Staff Groups Affected	All Staff

Contents

1. Monitoring and Review	1
2. Terminology.....	2
3. Definitions	3
4. Legislation	3
5. Applies to:.....	3
6. Availability:	3
7. Introduction.....	3
8. Standard Forms, Relevant Documents, Letters & References	6
9. Appendix 1 – School Attendance Register Codes	6

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
Representative, Proprietor- Cambian Group
September 2025



Carrie Mcconomy
Headteacher
September 2025

2. Terminology

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

‘Establishment’ or ‘Location’	this is a generic term which means the Children’s Home/school/college. Cambian New Elizabethan School is a school
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Cambian New Elizabethan School we have students attending between the ages of 7-19.
Service Head	This is the senior person with overall responsibility for the school. At Cambian New Elizabethan School this is the Headteacher who is Carrie Mcconomy.
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian New Elizabethan School this is OFSTED.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	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 Location for a legitimate reason and the Location has received notification from a parent. For example, if an Individual has been unwell, the parent/carer/guardian emails, writes a note or telephones the Location to explain the absence.
- 3.2 Only the Location can make an absence authorised. Parents do not have this authority.
- 3.3 Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes an Individual out of Location to go shopping during Location 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 Location without the permission of both the Location and a parent.
- 3.5 Therefore, the absence is unauthorised if an Individual is away from Location without good reason, even with the support of a parent. The Location 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 Location inclusive of activities outside of the normal Location hours;
- 5.2 all staff (teaching and support staff), the proprietor, governors and volunteers working in the Location.

6. Availability

- 6.1 This policy is made available to parents/guardians, carers, staff and pupils from the School office and on the school website.

7. Introduction

- 7.1 We expect all Individuals on roll to attend every day as agreed with any adaptations made to a personalised timetable, when the Location 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 Location a happy and rewarding experience for all Individuals.
- 7.3 The Proprietors are responsible for making sure the Location 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 can be accessed from the home page of our website. Alternatively, our term dates and Calendar of Events can be obtained from the Cambian New Elizabethan School office.
- 7.5 Emergency closures for such things as extreme weather will also be communicated via email/EPraise and phone calls from Location staff.

The Role of the Parents/Guardians/ Carers

- 7.6 Parents/guardians/carers have the legal responsibility for ensuring that Individuals of compulsory school age receive a suitable education, either by regular attendance or otherwise.

Our Responsibilities

- 7.7 We are required to maintain two registers:
- An admission Register
 - An attendance Register.

Admission Register

- 7.8 This gives particular information about Individuals who are currently registered as attending this location. For the purposes of day to day management, the admission register will be contained on the school network although selected information may be printed and placed in key locations such as the staff room, school office and the Headteacher's 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. For each pupil, the admission register will contain:

- Name in full
- Sex
- Name and address of every person known to the Governors to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides)
- At least one telephone number at which the parent 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

Attendance Register

7.9 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. This is recorded on the 'EduSpot School Pod' database. Each Individual must be marked on the register in one of the following categories:

- Present/Attending the school
- 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 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).

7.10 Form tutors 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/guardians/carers cannot authorise absence – it is the school or college that decides how to classify absences).

7.11 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 head teacher, giving the school plenty of time to consider the request.

7.12 If an individual is absent without explanation when the register is called, Location staff will normally attempt to contact the parents/guardians/carers the same day whenever possible. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence. Under education law, parents/guardians/carers may request absence for their Individuals from school for family holiday. The head teacher has the discretionary power to authorise this holiday request only if it is made in advance and is in exceptional circumstances. Schools may authorise absence for the purpose to a maximum of 10 school days in any school year.

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 or persons designated 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, 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 consecutive 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.
- When the Individual returns to school, a note, email or telephone call to the school office from a parent 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. Cambian New Elizabethan school will then be in contact straight away with the parent or guardian, in order to check on the safety of the Individual.

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 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, 'lates' or unauthorised absences for holidays are followed up as quickly as possible.

Repeated Unauthorised Absences

7.17 The school will contact the parent of any Individual who has an unauthorised absence. If an Individual has a repeated number of unauthorised absences, the parents may be asked to visit the school and discuss the problem.

8. Standard Forms, Relevant Documents, Letters & References

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

Appendix 1 – School Attendance Register Codes

	ATTENDING THE SCHOOL
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
	ATTENDING A PLACE OTHER THAN SCHOOL
B	Attending any other approved educational activity
K	Attending education provision arranged by the local authority
P	Participating in a sporting activity
V	Attending an educational visit or trip
W	Attending work experience
	AUTHORISED ABSENCES
C	Leave of absence for exceptional circumstance
C1	Participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Suspended or permanently excluded
I	Illness (not medical or dental appointment)
J1	Attending an interview for employment or for admission to another educational institution
M	Medical/Dental appointments
R	Religious observance
S	Study leave
T	Parent travelling for occupational purpose
	UNAUTHORISED ABSENCE
G	Family holiday (NOT agreed)
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
	ADMINISTRATIVE
D	Dual registered at another school
Q	Unable to attend the school because of a lack of access arrangements
X	Non-compulsory school age not required to attend school
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not on admission register
#	Planned school closure – induction days; half-terms; bank holidays; non-educational days etc)

