



Salvatorian  
College

# ATTENDANCE POLICY

"For where two or three are gathered in my name, there am I among them."

John 15:12

Updated	Reviewed by	Approved date	Next review due
05/06/2024	PWEASI Committee	10/06/2024	Autumn Term 2024
28/09/2022	Full Governing Board	01/12/2022	Autumn Term 2023
28/02/2025			

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## INTRODUCTION

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The Governors are focused on ensuring that student attendance at Salvatorian College school remains consistently as 'very good' and is at least commensurate with government expectations. We recognise that improving attendance involves a widerange of stakeholders and is not solely the preserve of a single member of staff, or function within the school. It involves a concerted effort across all teaching and non-teaching staff in school, the local governing body, the local authority, and other partners. **Notwithstanding, we have appointed a Senior Attendance Officer, a key member of the Senior Leadership Team, responsible for driving initiatives to improve student attendance and punctuality. They oversee attendance strategies, analyse data to address trends, and ensure compliance with legal and safeguarding requirements. Additionally, they work closely with staff, parents, and external agencies to promote a culture of high attendance and engagement.**

The barriers to accessing education are wide and complex, and are often specific to individual pupils and families. We believe the foundation of securing good attendance is that school is a calm, orderly, safe, providing a supportive environment where all pupils feel safe with an environment conducive to learning. However, some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners have to work with pupils and parents to remove any barriers to attendance. This involves building strong and trusting relationships and working together to put the right support in place.

Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will reflect the school's behaviour policy and strategies, how it deals with bullying, the quality and effectiveness of special educational needs support, the pastoral it provides to support wellbeing, and effective use of resources, including pupil premium.

We aim that our ethos and strategies will:

- promote and reward good attendance;
- work to reduce absence, including persistent and severe absence;
- ensure every pupil is provided with access to the full-time education to which they are entitled;
- move quickly to address unsatisfactory patterns of absence;
- **Build** strong relationships with families to ensure pupils have the support in place to attend school e.g. attendance plans, input to SEND/EHCP documents etc
- **Involve data sharing with the Department for Education in accordance with the Education (Information about Individual Pupils) (England) (Amendments) Regulations 2024 and also with government agencies such as but not necessarily limited to social workers/youth offending team workers/local authority SEND teams.**

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## 1. LEGISLATION AND GUIDANCE

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This policy meets the requirements of the Working together to improve school attendance **2024** from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting 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
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

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## 2. ROLES AND RESPONSIBILITIES

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## 2.1 The Governing Body

The governing body is responsible for:

- ensuring school leaders fulfil expectations and statutory duties;
- reviewing regularly and challenging attendance data;
- monitoring attendance data for the whole school;
- appointing a link governor for attendance;
- holding the Head of School accountable for the implementation of this policy.

## 2.2 The Head of School / Headteacher

The Head of School / Headteacher is responsible for:

- implementation of this policy at the school;
- making sure staff receive adequate training on attendance;
- ensuring the monitoring of school-level absence data and reporting it to governors;
- supporting staff with monitoring the attendance of individual pupils;
- monitoring the impact of any implemented attendance strategies; and
- issuing fixed-penalty notices, where necessary.

## 2.3 The Designated Senior Leader responsible for

attendanceThe Designated Senior Leader is

responsible for:

- attendance across the school;
- offering a clear vision with targets and strategies for attendance improvement;
- evaluating and monitoring expectations and processes;
- having an oversight of data analysis;
- devising specific strategies to address areas of poor attendance identified through data;
- arranging calls and meetings with parents (with Heads of Year and other pastoral staff) to discuss attendance issues;
- delivering targeted intervention and support to pupils and families.

The school Attendance Officer is responsible for day-to-day engagement with parents regarding their child's attendance.

The Designated Senior Leader responsible for attendance is Mr A Coker and can be contacted via the school office or the [attendance@salvatorian.harrow.sch.uk](mailto:attendance@salvatorian.harrow.sch.uk) email address.

## 2.3 Class Teachers and Form Tutors

Class Teachers / Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office in a timely fashion.

The Attendance Officer is Miss S Nathan and can be contacted via the school office or the [attendance@salvatorian.harrow.sch.uk](mailto:attendance@salvatorian.harrow.sch.uk) email address.

## 2.4 School Office Staff / the Attendance Officer:

The school Attendance Officer is responsible for day-to-day engagement with parents regarding their child's attendance:

- maintain accurate attendance records in the school's pupil MIS based on submissions

- to the attendance line and [attendnace@salvatorian.harrow.sch.uk](mailto:attendnace@salvatorian.harrow.sch.uk) mailbox; and
- transfer calls from parents to the Heads of Year in order to provide them with more detailed support on attendance.

## 2.5 Parents/carers:

Parents/carers are expected to:

- make sure their child attends school on time;
- call the school to report their child's absence in a timely way on the day of the absence and each subsequent day of absence), and advise when they are expected to return;
- provide the school with more than one emergency contact number for their child; and to
- ensure that, where possible, appointments for their child are made outside of the schoolday.

## 2.6 Pupils:

Pupils are expected to:

- attend school and timetable sessions every day on time;
- attend every timetabled session on time.

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## 3. RECORDING ATTENDANCE

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### 3.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the morning session of each school day and also during the afternoon session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register by the attendance office will include:

- the original entry;
- the amended entry;
- the reason for the amendment;
- the date on which the amendment was made; and,
- the name and position of the person who made the amendment.

See Appendix 1 for the Department for Education attendance

codes. We will also record:

- whether the absence is authorized, or not;
- the nature of the activity if a pupil is attending an approved educational activity;
- the nature of circumstances where a pupil is unable to attend due to exceptional circumstances;

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.50 am on each school day.

The register for the first session will be taken at 9.10 am and will be kept open until 9.30 am. The register for the second session will be taken at 2.10 pm and will be kept open until 2.30 pm.

### 3.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence or as soon as practically possible by calling the school office.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### 3.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Requests for leave of absence should be made in writing and submitted to the Senior Leader in charge of Attendance/Head of Year/Form Tutor.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 4 outlines which term-time absences the school can authorise.

### 3.4 Lateness and

punctuality A pupil who

arrives late:

- before the register has closed will be marked as late, using the appropriate code;
- after 8.50 am will be marked as absent, using the appropriate code.

Lateness is not generally acceptable and will involve pupils in sanctions which may be escalated.

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### 3.6 Following up unexplained absence

Where any pupils we expect to attend school does not attend, or stops attending, without reason, the school will:

- call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. (If the school cannot reach any of the pupil's emergency contacts, the school may take other appropriate steps eg informing the Safer Schools Officer);

- identify whether the absence is approved or not;
- identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session;
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- **Consider involving outside agencies.** Our school works in conjunction with the London Borough of Harrow to promote regular attendance and address concerns when necessary. In line with the national framework, penalty notices may be issued for unauthorised absences where appropriate. Penalty notices are issued as part of a range of interventions designed to improve attendance and ensure pupils access their right to education. These may include fines or other legal sanctions per the London Borough of Barnet's Code of Conduct for Penalty Notices and statutory guidance under the Education Act 1996 (see below 4b). Parents and carers are encouraged to work collaboratively with the school to avoid reaching the point where legal interventions become necessary.

If absence continues, the school will consider involving an education welfare officer

### 3.7 Reporting to parents / carers

The school will regularly inform parents about their child's attendance and absence levels on grid  
grades sent home and at Parent Consultation evenings.

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## 4. Authorised and unauthorised absence

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### 4.1 Approval for term-time absence

The Headteacher/Head of School will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher/Head of School's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted in writing as soon as it is anticipated and, where possible, at least one week before the absence. The Headteacher/Head of School may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

## 4.2 Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. The threshold for a fixed-penalty notice (FPN) for school absences is 10 sessions of unauthorised absence in a 10-week period. This can include any combination of unauthorised absences.

If issued with a fine, or penalty notice, each parent must pay £80 per child within 21 days or £160 per child to be paid within 28 days. If a second fine is issued in three years, the fine will be £160. The payment must be made directly to the local authority.

Two penalty notices per child per parent may be issued within a rolling three-year period.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. If the decision is to prosecute this can result in a further fine (to a maximum of £2500), a court order or a jail sentence for a maximum of three months.

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## 5. Strategies for promoting attendance

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The school operates a termly bronze, silver and gold award for those that achieve excellent attendance.

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## 6. Attendance monitoring

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The Attendance Officer and Head of Behaviour/Senior Leader in charge of attendance will ensure that attendance and absence data is monitored half-termly, termly and yearly across the school and at an individual pupil level to identify individual pupils, groups or cohorts that require support with their attendance.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing body.

### 6.1 Analysing

attendance      The

school will:

Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.



## 6.2 Using data to improve

attendanceThe school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

## 6.3 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- use attendance data to find patterns and trends of persistent and severe absence;
- hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school; and,
- provide access to wider support services to remove the barriers to attendance.

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### 1. Monitoring arrangements

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This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years. At every review, the policy will be approved by the full governing board.

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### 2. Links with other policies

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This policy links to the following policies:

- Child protection and safeguarding policies
- Behaviour policy

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### 3. Links with other policies

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#### Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school

D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day













