Attendance Policy and Procedures
(including children absent from education)

Name	Attendance Policy and Procedures (including children absent from education)
Regulatory or legal requirement addressed by policy	• Children Missing in Education. • Working together to improve school attendance • KCSIE 2026 • Safeguarding policy
Policies referred to	Expulsion, Removal and Review and Policy Safeguarding and Child Protection Policy Anti-bullying Policy Remote Learning Policy
Approved by	Board of Governors
Policy owned by	Senior Deputy Head
Date Effective From	September 2026
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Published on website	Yes

This Attendance Policy will be reviewed and updated annually or more frequently when there are changes in legislation and/or government guidance.

The School's Attendance Champion: DSL and Senior Deputy Head

The School's Attendance Officers

LONDON PARK SCHOOLS CLAPHAM MAYFAIR SIXTH HYBRID | Dukes EDUCATION

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Attendance Matters

We have the highest expectations across all areas of School life, including attendance. We value positive relationships between both staff and students and want all students to feel they belong here and are valued. We work with our students to ensure that they have the highest possible attendance at School. We believe that this is the best way for them to succeed and to get the most out of all we have to offer. Indeed, there is a clear link between academic outcomes and School attendance. We want all students to achieve excellent outcomes to give themselves the very best chance in life.

There are many non-school days per year for holidays, shopping and appointments. Thus, there is no need, except in extreme circumstances, to miss a day's education. If a student misses one session in a week (remember, there are two sessions per day) their attendance is 95%.

It is vital we work together to teach our students the value of attending school each and every day. However, we do appreciate that at times students may not be able to attend School. We ask our parents and carers to follow the processes below. They support our safeguarding procedures.

Should a parent have a concern about their child's attendance, then we ask that they contact us to discuss this. We believe in strong partnerships across all parts of School life. This includes attending School. It is also important to us that students arrive to School on time; the School building will open at 8:15am and students should arrive in form rooms to register no later than 8:25am. Lessons will commence at 8:25am sharp.

This policy applies for **all** students at London Park School Mayfair, London Park School Sixth and London Park School Hybrid. Where students are taught online, their attendance at lessons and form time will be monitored by their tutors and teachers in the same way as day students. Absence procedures also apply to all students.

Key Contacts

Miss Hannah Sheehy (Senior Deputy Head & DSL) School Attendance Champion	h.sheehy@londonparkschools.com 02074917393
Mr Rob Alexander (Head of Hybrid, DDSL) Hybrid School Attendance Champion	r.alexander@londonparkschools.com 02074917393
Mr Marko Kuzenovic – Receptionist/Attendance Officer Mayfair & Hybrid	office@londonparkschools.com 02074917393

Reporting an absence

- Parents/carers should telephone 020 7491 7393 or email the School Reception between 8:15am and 8:25am
    - office.mayfair@londonparkSchools.com **(LPS Mayfair / Hybrid @LPS)**
    - office.sixth@londonparkSchools.com **(LPS Sixth)**

  if their child is to be absent from School on that day and every subsequent day until the child returns to School, we will mark absence due to illness as authorised unless the School has a genuine concern

about the authenticity of the illness. Parents/carers must contact the School between 8.15am and 8.25am on each school day their child is absent.

If a period of 5 School days has passed, or the authenticity of the illness is in doubt, the School may ask the student'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.

Attending an Appointment

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

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the School at least 24 hours in advance of the appointment. Parents/carers must email the student's Form Tutor and the relevant office:

- office.mayfair@londonparkSchools.com **(LPS Mayfair / Hybrid @LPS)**
- office.sixth@londonparkSchools.com **(LPS Sixth)**

Any student leaving the premises during the School day must sign out at Reception.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the School can authorise.

Known Absence

A leave of absence is granted at the Head's discretion. The Head will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'.

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

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the School will seek advice from the parents' religious body to confirm whether the day is set apart
- Study Leave
- Flexi-Schooling requests

Support

We take absence very seriously. We are committed to supporting any child who is finding it difficult to attend School regularly. We will target support for any student whose attendance falls below 95%.

Punctuality

The school day starts at 8.25am and we expect your child to be in School or in the case of **Hybrid** students, logged-on to their computer. Registers close at 8.35am and arrival after that time will mean the child is late. Lateness means they miss out on important routines which help get their day off to a positive start. Late arriving students also disrupt lessons during the day for others.

How we manage lateness to School and lessons: Students arriving late to School or lessons will lose their off-site privilege and/or be subject to a late detention.

Sponsored Students

Good attendance is part of the conditions of stay for sponsored students studying in the UK. It is the responsibility of the School to ensure accurate attendance monitoring and prompt follow-up. We may cease sponsorship of students who fail to meet the attendance requirements or those who miss ten consecutive contact points without authorisation.

Students missing **five** contact points without authorisation will be subject to a Pastoral Review with our DSL and Deputy Head, Pastoral, Ms Sheehy and the Dukes Student Immigration Manager. This meeting will put in place a plan to support the student improving attendance or allow the School to increase support and monitoring of the situation.

Should a student miss **ten** contact points without authorisation, the School will review the situation. There is a strong possibility that the School will cease sponsorship and report the absence to the UKVI at this stage. In such cases, UKVI are likely to curtail the student's permission to stay in the UK and the student will have to return to their home country.

If a sponsored student is absent from School for a significant period of time for any reason, a Pastoral Review with the Dukes Student Immigration Manager will take place every two weeks from the first day of absence. The School will cease sponsorship if, as a result of the review process, it is concluded that it is unlikely that the student will be able to complete the course of study described on their CAS within the period of their permission to enter/stay in the UK. If the absence from School exceeds 60 days, the presumption is that sponsorship will be withdrawn at that time. This is unless there are exceptional circumstances such as serious illness or injury **and** providing ongoing bi-weekly Pastoral Reviews do not conclude that the student is unlikely to be able to complete their course of study within the period of their permission to enter/stay, otherwise sponsorship will cease.

Part A - Policy

1. Introduction

This Attendance Policy outlines the culture and approach to supporting good attendance at our School. The second part of the document outlines the more detailed procedures, roles and responsibilities related to student attendance that operate at our School. Through all that we do to manage attendance, we are committed to creating a positive learning environment, supporting student achievement, and complying with legal requirements.

London Park Schools are successful Schools, and all students play their part in making them so. We aim for an environment which enables and encourages all members of the community to be proud to belong and to achieve their best. For our students to gain the greatest benefit from their education it is vital that they attend regularly and should be at School, on time, every day the School is open unless the reason for the absence is unavoidable. It is very important therefore that parents[1] make sure that children attend regularly, and this policy sets out how together we will achieve this.

Regular attendance at School is of critical importance to a child's education. Evidence tells us that the students with the highest attainment at the end of Key Stage 3 (Years 7, 8 and 9) and Key Stage 4 (Years 10 and 11)have higher rates of attendance over the key stage compared to those with the lowest attainment. Any absence affects the pattern of a student's Schooling and regular absence will seriously affect their learning. Any student's absence disrupts the learning of others in the same teaching groups by disrupting classroom routines. **Ensuring your child's regular attendance is your legal responsibility**.

The principles of a 'support first approach' are adopted and we seek to:

Support first approach (as set out in DFE Guidance)	
Expect	Aspire to high standards of attendance from all students and parents and build a culture where all can, and want to, be in School and ready to learn by prioritising attendance improvement across the School.
Monitor	Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
Listen and understand	When a pattern is spotted, discuss with students and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.
Formalise support	Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances, this may include formalising support through an attendance contract or education supervision order.

[1] *The definition of a parent can be found in the Education Act 1996, and this applies to all the legislation to which this guidance relates. In addition to the child's birth parents, references to parents in this guidance include any person who has parental responsibility (which includes the local authority where it has a care*

order in respect of the child) and any person (for example, a foster carer) who has care of the child. To reflect this, this guidance uses 'parent' to refer to both parents and carers.

Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e., lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

2. Aims

Our aim is to create a school environment where children feel they belong and want to come to School. We believe our School is a great place to learn, and that being in School day in, day out, is in the best interests of all our students. However, we recognise that there will be times when there may be barriers that prevent children from attending School. In these instances, we will act early to understand the issue, provide support and work with the child and their family to get them back to regular attendance as quickly as possible.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards School and a sense of belonging. To this end, we strive to make our School a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community.
- Raise our students' awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidelines to parents, students and staff.
- Work in partnership with parents, including regularly informing them about their child's absence and attendance levels.
- Support students back into School following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.
- Celebrate and reward good attendance and punctuality.

This policy sets out our school's position on attendance and details the procedures that all parents[2] must follow to report their child's absence from School and to remind them of their legal duty, to ensure their child attends School regularly.

This policy will be applied fairly and consistently, considering the individual needs of our students and their families who have specific barriers to attendance. Therefore, in the development of our policy we have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

We want our students to go to School every day unless they are not well enough to attend. We believe that children who attend School regularly are more likely to feel settled in School, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our students to enjoy School, grow up to become emotionally resilient, confident and competent adults who can realise their full potential. Regular attendance and punctuality are essential in the workplace and children who are used to attending School on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school, therefore if an absence is not authorised by the School, the student's attendance is deemed to be irregular.

We will do all we can to encourage our students to attend. We will also make available the best provision we can for any student who needs additional support in School or who is prevented from attending School, due to a medical condition.

Please see DfE guidance documents 'Supporting students at School with medical conditions - December 2015', 'Ensuring a good education for children who cannot attend School because of health needs- January 2013' and Mental health issues affecting a student's attendance: guidance for Schools - GOV.UK (www.gov.uk) – or ask the School for printed copies.

3. Safeguarding and Attendance

We will monitor trends and patterns of absence for all students as part of our standard procedures. However, we are aware that sudden or gradual changes in a student's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education we will investigate and report any suspected safeguarding cases to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any student who is absent from School when the School cannot establish their whereabouts and is concerned for the student's welfare.

The DSL will meet daily with the Attendance officer, and the Head to discuss attendance concerns early and take action as appropriate.

4. Legislation and Guidance

This policy meets the requirements of the government guidance 2024 Working together to improve School attendance (applies from 19 August 2024) (publishing.service.gov.uk) from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on School Attendance Parental Responsibility Measures. These documents are drawn from legislation setting out the legal powers and duties that govern School attendance including:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The School Attendance (Student Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Information about Individual Students) (England) (Amendment) Regulations 2024
- The Education (Penalty Notices) (England) (Amendments) Regulations 2024

5. Using data to support improvements in attendance

Any absence affects the pattern of a child's Schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a student as a 'persistent absentee' when they miss 10% or more Schooling across the School year, for whatever reason. For students who miss more than 50% of possible sessions they are defined as 'severely absent'.

The School will ensure that data, including the DfE's View Your Education Data platform, is routinely monitored to identify emerging attendance issues and will seek to prevent any student becoming persistently or severely absent. This will include: identifying the individual needs of students; working closely with families and wider support services to remove barriers to attendance; and where a formalised approach in conjunction with the local authority is required in line with the DfE guidance Working Together to Improve School Attendance.

6. Understanding Barriers to Attendance

In relation to understanding barriers to attendance, we will ensure all students and parents are treated with dignity and staff will model respectful relationships to build a positive understanding between home and School that can be the foundation of good attendance. In communicating with parents, we will highlight the link between attendance and attainment and wider wellbeing and enhance their understanding of what good attendance looks like. Where a student or family needs support with attendance we will identify who is best placed to work with them to address issues.

We will support students and parents by working together to address any in-School barriers to attendance. Where barriers are outside of the School's control, all partners should work together to support students and parents to access any support they may need voluntarily.

Where absence intensifies, so should the support provided, which will require the School to work in tandem with the local authority and other relevant partners.

Some students face greater barriers to attendance than their peers. These can include students who suffer from long-term medical conditions or who have special educational needs and disabilities. In working with parents to improve attendance, we are mindful of the barriers these students face and will put additional support in place where necessary to help them access their full-time education.

Reduced timetables will only be used in exceptional circumstances, for a limited period and to support students to reintegrate back into education to access fulltime provision.

The School is committed to share information and work collaboratively with other Schools in the area, local authorities and other partners when absence is at risk of becoming persistent or severe.

7. Staff Training on Attendance

Improving attendance requires knowledge of guidance and regulations but also expertise in working with families to remove barriers to attendance and safeguard students. Just as those barriers are regularly evolving,

so too is the training that School staff require to address them. The School, therefore, will facilitate training for all staff to understand

- the importance of good attendance and that absence is almost always a symptom of wider circumstances,
- the law and requirements of Schools including on the keeping of registers
- the School/trust strategies and procedures for tracking, following up and improving attendance,
- the processes for working with other partners to provide more intensive support to students who need it.

For staff with specialist attendance responsibilities, they will receive training to include

- the necessary skills to interpret and analyse attendance data,
- and any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.

Part B - What the Law Says and Our Procedures

1. Roles and Responsibilities

Where any child we expect to attend School does not attend, or stops attending, the School will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling and emailing
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

The Governing Body
The Governing Body is responsible for monitoring attendance figures for the whole School, and it also holds the headteacher to account for the implementation of this policy.

The Headteacher
The headteacher is responsible for ensuring this policy is implemented consistently across the School, and for monitoring School-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual students.

The Senior Deputy Head

The Senior Deputy Head:

- Monitors attendance data across the School and at an individual student level
- Reports concerns about attendance to the Head
- Arranges calls and meetings with parents to discuss attendance issues

Form Tutors
Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the School office.

Reception Team
School Reception staff are expected to take calls from parents about absence and record it on the School system.

2. Contents of the School roll

The School roll must contain specific personal details of every student in the School along with the date of admission or re-admission to the School, information regarding parents and carers, and details of the School last attended. The School will enter students on the admission register at the beginning of the first day on which the School has agreed with, or been notified by the parent, that the student will attend.

A student's name can only lawfully be deleted from the School roll if a reason set out in regulation 9 of the **School Attendance (Student Registration) (England) Regulations 2024.**

It is vital that the admission register is kept up to date, it is a legal document. Therefore, we encourage parents to inform the School of any changes whenever they occur and ensure the admission register is amended as soon as possible. This applies to equally to the Hybrid School.

3. Contents of Attendance Register

The law makes it clear that Schools must take the attendance register at the start of the morning session of each School day and once during the afternoon session. On each occasion the register is taken, the appropriate attendance and absence code must be entered for every student. Please refer to **Working Together To Improve School Attendance** for the code descriptors and also **Appendix 2** of this document. The School must record whether each student is:

- Attending, or
- Absent

Effective and timely use and sharing of register data is critical to safeguard children, improve attendance and is supported using our electronic Management Information System to record attendance information. Our registers will be preserved for 6 years from the date after the last entry was made. This applies to equally to the Hybrid School.

4. Attending the School (and Lateness)

Students are marked present (/ \) if they are in School when the register is taken. If a student leaves the School premises after registration they are still counted as present for statistical purposes.
It is the duty of parents to ensure that children attend School on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.
Our students must arrive by 8.25am on each School day.
Our morning register is taken at 8.25 am and will be kept open until 8.34am
A student who arrives late but before the register has closed will be marked as late (**L**) – which counts as present.
If a student arrives after the register has closed, they will be marked with the unauthorised absence code "Late after registers close" (U), which is an unauthorised absence mark.
However, if the student is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly. See DfE guidance Working together to improve School attendance (applies from 19 August 2024) (publishing.service.gov.uk)

5. Attending a place other than the School

Students are marked as attending a place other than the School if they are present for the assigned session. These codes include:

- Code K Attending education provision arranged by the local authority
- Code V: Attending an educational visit or trip
- Code P: Participating in a sporting activity
- Code W: Attending work experience
- Code B: Attending any other approved education activity
- Code D: Dual registered at another setting
- Code C2: Educated on a part time timetable (Hybrid School)

Our School retains responsibilities for the safeguarding and welfare of students attending an approved educational activity. Our School must be satisfied that appropriate measures have been taken to safeguard the student. Our School should ensure that we have in place arrangements whereby providers notify the School of any absence. Our School must record the student's absence using the relevant absence code.

If a student is attending an alternative education provider such as another School or Student Referral Unit for part or all of their education, our School will make arrangements for the student to be dual registered at the other setting and mark our registers accordingly.

If a student is attending an alternative education provider arranged by the School, which is not a School or Student Referral Unit, for part or all their education, we will mark the sessions which the student attends the alternative setting as code B (any other approved educational activity).

The School expects the alternative provision (AP) to notify us of any absences by individual students, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary**.** Attendance updates will be provided on regular basis. Any attendance concerns will be followed up by us, in conjunction with the Alternative Provision (AP).

6. Absent – Leave of absence

A leave of absence means that the School has given approval in advance for a student of compulsory School age to be away from the School. These codes are classified for statistical purposes as 'authorised absence' which means the student's absence is with permission granted by the School. These codes include:

- Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Leave of absence for the purpose of attending a medical or dental appointment
- Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Leave of absence for the purpose of studying for a public examination
- Non-compulsory School age student not required to attend School
- Leave of absence for a compulsory School age student subject to a part-time timetable
- Leave of absence for exceptional circumstance

6.1. Leave of Absence Requests – 'Exceptional Circumstances'

The law does not grant parents the automatic right to take their child out of School during term time.

Only exceptional circumstances warrant an authorised leave of absence. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. The School will consider each application individually, considering the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The School will not grant leave of absence unless there are exceptional circumstances. The School must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the School will determine the number of days the student can be away from School. A leave of absence is granted entirely at the School's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend School normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the School.

The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage, we will follow the necessary protocols.

6.2 Medical/Dental Appointments

Parents should try to make appointments outside School hours wherever possible. Where appointments during School time are unavoidable, the student should only be out of School for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's Schooling for an appointment, unless necessary, in which case the School will need an explanation as to why this is.

No student will be allowed to leave the School site to attend a medical appointment during the School day without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the School with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

6.3 Part-time timetables - Leave of absence for a compulsory School age student subject to a part-time timetable

Students are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our School is unable to provide a student with a full-time education due to the student's needs, we will work with the student, parent and other agencies where appropriate, to come to a mutually

convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the student's return to full-time provision as soon as possible.

7. **Absent –** other authorised reasons

Absent due to other authorised reasons means that the School has given approval in advance for a student of compulsory School age to be away from the School or has accepted an explanation offered afterwards as justification for absence. These codes are classified for statistical purposes as 'authorised absence'. These codes include:

- Parent travelling for occupational purposes
- Religious observance
- Illness (not medical or dental appointment)
- Suspended or permanently excluded and no alternative provision made

7.1. **Mobile student** - Parent travelling for occupational purposes

The School will authorise the absence of a mobile student of no fixed abode who is unable to attend School because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The School will discuss cases individually with Traveller parents as necessary. Parents should let the School know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend School elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that School and this School, which is their 'main' School.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at School and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend School regularly.

7.2. Religious Observance

Our School acknowledges the multi-faith nature of the School community and recognises that on some occasions, religious festivals may fall outside of School holidays or weekends.

In accordance with the law, the School will authorise **one day's absence** for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be necessary, they should be requested in advance using the leave of absence in term-time process. Additional days taken without exceptional circumstances will be recorded in the register as unauthorised absence. If necessary, the School will seek advice from the parents' religious body, to confirm whether the day is set apart.

7.3. Illness

In most cases, absences for illness which are reported by following the School's absence reporting procedures will be authorised. That is unless the School has a genuine concern about the authenticity of the illness.

The School follows Department for Education guidance 'Working together to improve School attendance (applies from 19 August 2024) (publishing.service.gov.uk)' 2024[3] which states that if the authenticity of the illness is in doubt, the School may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

Where a parent cannot provide any written evidence, we will endeavor to have a conversation with the parent and student, if appropriate, which may itself serve as the necessary evidence to record the absence.

We will not ask for medical evidence unnecessarily. In some instances, the School may ask the parent to obtain a letter from a GP, or the School may seek parental permission to contact the student's GP directly to help support the needs of the individual student.

If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a student has a high level and/or frequency of absence, the School may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the School will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the School by the parent on the first day of absence may not be authorised.

If a child is absent for more than one day, the parent should contact the School each day to provide an update on the child's condition, unless otherwise agreed by the School.

On the child's return to School, a note should be provided by the parent, confirming the reason for their child's absence. (Delete if you do not want to include this requirement.)

All schools are legally required to file a 'sickness return' with the Local Authority if a child misses 15 days of school due to illness cumulatively in one school year.

Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact our School's Designated Safeguarding Lead for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

Students taken ill during the School day

If a student needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of School staff. In such circumstances, no student will be allowed to leave the School site without parental confirmation.

7.4. Suspensions (Exclusions)

In this policy, the word 'suspension' is used to refer to what legislation calls an exclusion for a fixed period. Suspensions and permanent exclusions are both types of exclusion, and where this policy uses the word 'exclusion' this includes both suspensions (fixed-period exclusions) and permanent exclusions.

If the School decides to send a student home due to their behaviour, this will be recorded as an exclusion. The School will follow the current DfE's statutory guidance on suspensions and permanent exclusions.

Any exclusion **must** be agreed by the Headteacher.

The School will notify the parent of the exclusion in writing. If the student is a Child in Care, the School will notify the student's carer, social worker and the Virtual School. In other instances, where a student is open to Children's Social Care for any reason, the School will also inform their allocated social worker.

No student will be allowed to leave the School site without parental confirmation.

8. Absent – unable to attend School because of unavoidable cause

In accordance with DfE School attendance guidance, our School will record students as 'Unable to attend School because of unavoidable cause' in the following circumstances (such circumstances are not recorded as absences and are not counted as possible attendances):

- Unable to attend because of a lack of access arrangements
- Unable to attend due to transport normally provided not being available
- Unable to attend due to widespread disruption to travel
- Unable to attend due to part of the School premises being closed
- Unable to attend due to the whole School site being unexpectedly closed
- Unable to attend as student is in criminal justice detention
- Unable to attend in accordance with public health guidance or law
- Unable to attend because of any other unavoidable cause

9. Absent - unauthorised absence

Unauthorised absence is where a School is not satisfied with the reasons given for the absence or no reason for absence was provided.

Absence will be unauthorised if a student is absent from School without the permission of the School. Whilst parents can provide explanations for absences, it is the School's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Students who arrive at School too late to get a mark
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the School)

- In the case of term time leave - if a student is kept away from School longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions. The unauthorised absence codes include:

- Holiday not granted by the School
- Reason for absence not yet established
- Absent in other or unknown circumstances
- Arrived in School after registration closed

Unauthorised absence for a continuous period of 10 school days or more:

All schools must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

10. Administrative codes

Where necessary and applicable, our School will use the defined administrative codes. These codes are not collected for statistical purposes and are:

- Prospective student not on admissions register
- Planned whole School closure

11. First Day of Absence Response

A student's parent/carer is expected to call the School in the morning and each day thereafter if their child is going to be absent due to ill health (see section 4.3)

If a student is absent is absent, the School will contact the parent/carer of the student to discuss the reasons for this.

- The School uses iSAMS to register and monitor attendance
- A daily attendance report is sent each morning to all staff
- A weekly attendance report is sent to the Deputy Heads and Heads of Section this report is analysed and responded to as appropriate
- Form Tutors monitor daily attendance and reasons for absence in registration.

12. Support for Poor School Attendance (other than unauthorised term time leave)

Sometimes students can be reluctant to attend School. We encourage parents and students to be open and honest with us about the reason for the student's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a School, we need to

understand the reasons why a student is reluctant to attend to be able to support students and parents in the best way.

When we have concerns about the attendance of a student, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Where there are no genuine reasons for the absences, parents may be asked to meet with the Senior Deputy Head to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract.

If our School has safeguarding concerns about a student who is absent, we will share information with other agencies as we deem necessary.

15. Children Missing Education (CME)

Our School will add and delete students from roll in line with the law. A student's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Student Registration) (England) Regulations 2024. The School will make CME and Student Tracking referrals as appropriate. The School will seek advice from the local authority representative responsible for children missing education if unsure about any individual cases. Further information relating to the school's policy and procedures for pupils missing education can be found in appendix D.

16. Following up Unexplained Absences

Where no contact has been made with the School, the School will contact parents by email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence, we will make the absence as unauthorised. If we are concerned about a student's absence and are unable to contact the parent/s, we may contact the student's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the student's whereabouts.

17. Reporting to Parents

Attendance will be reported regularly to parents via School reports and the parent portal.

18. Recording Information on Attendance and Reasons for Absence

All absences are recorded by the attendance officer electronically using iSams. The record kept in the 'out of school' log will detail who the attendance officer has spoken to regarding the absence, the reason that has been given, and if any follow-up is required.

19. Policy Monitoring Arrangements

This policy will be reviewed annually, or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the governing body.

20. Hybrid

The hybrid School attendance rules follow day School policy exactly. However, as hybrid students learn remotely for 80% of the week, a contract exists to ensure that parents take full responsibility for the supervision of their child at home during remote learning periods.

Hybrid students should log in to their tutor session by 8:25am to register. They should then be present in their first online lesson by 8:35am.

As laid out in the remote learning policy, teachers report unexpected absences immediately at the start of any given lesson to the head of hybrid. Contact home is then made immediately to investigate, and a home visit can be carried out should staff have concerns about the welfare of a student. This is the responsibility of the head of hybrid. If any child has a pattern of persistent absence that breaches thresholds laid out in "working together to improve School attendance" the School acknowledges its statutory requirements to report such cases directly to the LA. This will be carried out by the DSL.

21. Children with Additional Needs

21.1 The School recognises some pupils may find it harder than others to attend School, and will work with those pupils 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.

21.2 The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

21.3 It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with SEND e.g. ensuring the provision outlined in a pupils Education, Health and Care Plan (***EHCP***) is accessed.

21.4 Where a pupil has an EHCP, the School will communicate with the local authority where the pupil's attendance falls or the school becomes aware of barriers to attendance that relate to the pupil's needs.

21.5 Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance

21.6 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.

21.7 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 (a ***Sickness Return***) and there are reasonable grounds to believe that the pupil will have to miss 15

(cumulative) 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.

Addendum for Sixth Form Students

1. Introduction

This addendum forms part of the LPS Mayfair and Sixth & Hybrid Attendance Policy and sets out specific arrangements for sixth form students. It recognises that students in Years 12 and 13 are beyond compulsory school age, but the school continues to hold safeguarding responsibilities when students are on site or participating in learning activities.

2. Rationale

The sixth form operates under a flexible model of attendance, including Flexi Sixth and day students, to support independence, preparation for higher education, and wellbeing. This addendum ensures that:

- Attendance practices are consistent with the **School Attendance (Pupil Registration) (England) Regulations 2024**.
- The school meets requirements set out in **Working Together to Improve School Attendance (DfE, 2024)** and remains inspection-ready under the **Independent School Standards (ISI)** framework.
- Safeguarding responsibilities are clearly defined and understood by staff, parents, and students.

3. Actioned Safeguarding Agreement

- All sixth form students and parents sign an **annual attendance and safeguarding agreement**, refreshed each academic year to reflect updated timetables.
- The agreement clarifies expectations for late starts, early finishes, and times when students are on site but not in lessons.
- In line with GDPR, the school retains parent and student mobile phone numbers to ensure contact can be made in the event of fire or emergency.
- For examples of the parents and students' agreements please see the Director of Sixth.

4. Attendance Details

Register Coding

- **C2** – Signifies student attending online; camera must remain switched on throughout the lesson.
    - If a student fails to attend online, the teacher informs the School Administrator immediately.
    - School Administrator will make contact with parents via text, phone call, or email to establish a reason for the absence.
- **/** – Signifies student present in person, in the classroom.
- **X** – Signifies a student is *not expected to attend* because of a scheduled late start or early finish.
    - Students may only receive this privilege with parental permission, satisfactory academic progress, and strong attendance monitoring.

On-Site Expectations

- When a student is on site but not in a timetabled lesson, they must **sign in at Reception**.
- During this time, the school holds full safeguarding responsibility.
- Parents and students are informed that unsupervised presence on site outside agreed times is not permitted.

5. Use of Code X

In accordance with **Working Together to Improve School Attendance (2024), paras 332–337**:

- *Code X* is used for sixth form students where their timetable does not require them to attend school at a particular session.
- This is not recorded as a possible attendance for statistical purposes.
- Where a student is timetabled to attend but is absent, the correct absence code must be used, not Code X.
- The times and dates when the pupil is expected to attend are formally agreed with parents (or with the pupil themselves if over 18).

6. Privileges of Late Start and Early Finish

- All Year 12 and 13 students have the privilege of late starts and early finishes where permitted.
- This arrangement is subject to:
    - Annual written agreement with parents and students. For copies of this agreement please contact the Director of Sixth.
    - Ongoing review of attendance and academic progress.
    - Withdrawal of privilege if attendance or progress falls below expected standards.

7. Monitoring and Review

Daily monitoring of sixth form attendance is carried out by The School's Attendance Officers

- Oversight and accountability rest with **Nathan Mountford, Director of Sixth Form**.
- Attendance records are reviewed regularly to identify patterns, ensure safeguarding, and maintain compliance with ISI and statutory frameworks.

8. Applicability of Addendum

This addendum only pertains to Sixth Form students enrolled at LPS Sixth and applies solely for the purpose of their study and attendance. All other absences, including illness and other forms of leave, are governed by the main LPS Mayfair Attendance Policy.

Appendix A – Five Foundations of Effective Practice

- **Foundation 1**: *The School has a fully embedded ethos in which excellent School attendance is expected, developed and nurtured. The escalated approach to supporting attendance is built on foundations of belonging and connectedness.*
- **Foundation 2:** *The approach to improving attendance is built on clear policies, systems and processes. This ensures continuous and sustainable improvement drives attendance practice. The attendance policy is understood by all stakeholders and allows the School to set, and maintain, high expectations to improve the culture of attendance.*
- **Foundation 3:** *The School prioritises developing a team of attendance experts, with a shared vision and core purpose. The Senior Deputy Head delivers bespoke training to support all staff to fully understand their role in improving attendance. External partnerships support attendance improvements through a multi-disciplinary approach for identified children and families.*
- **Foundation 4:** *Data information and analysis direct resources proactively towards key demographic groups and identified individuals. The expert use of data analysis informs decision making at all levels. The attendance process ensures the DHP understands the reason for attendance concerns, these barriers can then be successfully supported and removed.*
- **Foundation 5:** *Connecting and belonging drives the School approach to supporting attendance. All staff are supported to understand 'deeper roots' regarding poor attendance concerns. The School has developed, and embedded, an effective rewards system to further drive attendance improvements and celebrate success*

Please ask the School for a printed copy of Working Together to Improve School Attendance if required

Appendix B

Step by step response to absence: LPS Mayfair, Sixth & Hybrid

Step 1 - Teacher takes the register:

- **Timeframe:** By **8.35 (AM) or by 12:20 (PM)**
- **Action:**
  - Teacher marks the student as **absent** on the iSAMS register if they have not arrived by 8:35am or 12:20pm
  - Use appropriate attendance code (e.g. **"N"** – Reason for absence not yet provided).

Step 2 - Reception staff to check for known reason:

- **Action:**
  - Review any prior notifications from parents/carers (calls, emails, written notes).
  - Check with pastoral or admin staff for **pre-agreed absences** (e.g. medical appointments, authorised leave).

Step 3 – Reception staff to initiate first day calling procedure:

- **Deadline: No later than 9:00am or 12:45pm**
- **Procedure:**
  - Attempt to contact the parent/carer via **phone, text, or email**.
  - Use **multiple contact numbers** if no initial response (DfE safeguarding recommendation).
  - **Record all contact attempts and outcomes** on the system.
  - **Update the register** with the correct code once the reason is confirmed.

Step 4 – Escalate if no contact established:

- **Deadline: No later than 09:15am or 1pm**
- **Action:**
  - Escalate the case to the **Designated Safeguarding Lead (DSL)**.
- **DSL Responsibilities:**
  - Attempt to contact **emergency contacts**.
  - Consider a **home visit** if concerns are high or the absence is unexplained.
  - Alert **external agencies** if a **safeguarding risk** is suspected.
  - **Update the register** with the appropriate attendance code once information is obtained.

Step 5 – Safeguarding follow-up by DSL (if applicable)

- **Actions:**
  - If the student is known to **social care**, notify the **allocated social worker**.
  - For persistent absences, consider:
    - Initiating an **Early Help Assessment**.
    - Making a **referral to Children's Services**.
  - Maintain clear and secure **records of all referrals and safeguarding decisions**.

Appendix C

LPS Mayfair, Sixth & Hybrid Missing Pupil Policy and Procedure for (for unauthorised absence during the School Day)

1. Introduction

The welfare of all of our pupils at London Park Schools is our paramount responsibility. A child being absent from education, particularly for prolonged periods and/or on repeat occasions, can act as a vital warning sign to a range of safeguarding issues including abuse or neglect, child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Where staff have concerns that a child is absent from school for prolonged periods and/or on repeat occasions, or missing from school, this policy should be followed.

Every member of our staff who works with children has read at least Part 1 of Keeping Children Safe in Education (***KCSIE***). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care.

2. Information for Parents

The welfare of all pupils at the School is our paramount responsibility. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times in accordance with the School's Safeguarding Policy.

Procedures are in place for registering the pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the School if their child is absent for any reason. The School will always contact the Parent if the child fails to arrive at school without an explanation

3 Non-arrival at School

This procedure is designed to ensure that a pupil who is absent without reason is found and returned to effective supervision as soon as possible. If a pupil:

- has been marked absent for morning registration, and
- no explanatory message has been received by the Attendance Office,

the Attendance Officer will contact both parents/guardians, followed by any designated emergency contacts held on our system. The School will phone or email contacts requesting the reason for their child's absence.

If a Parent/guardian believes their child should be in School, the Attendance Officer will check again whether the pupil is in their timetabled lesson, a music lesson, with one of the School Nurses or if there is some other legitimate reason for their whereabouts and, if there is no explanation, will inform the relevant Form Tutor/

Head of Year immediately. If the Form Tutor/ Head of Year cannot explain the absence, the Attendance Officer will inform the Parent and the DSL who will decide on the next steps (see paragraph 6 below).

4 Absent during the School Day (or after the end of the School Day)

4.1 **During the School Day -** If a pupil fails to attend afternoon registration or if they are noted to be absent during any lesson without explanation, the teacher will mark them absent on the register which notifies the Attendance Office. The teacher will also email the pastoral@londonparkschools.com email to alert relevant members of SLT and the Pastoral Team. The attendance officer, or a relevant member of the SLT or Pastoral team will conduct a sweep of the building to try and locate the student.

If the student **is not found** on site, the Attendance Officer will call the Parents to inform them of the situation and to check whether the child has an appointment about which the School has not been informed. If the Parent believes there is no reason for the child to have left the site, the Attendance Officer will immediately inform the DSL who will decide on the next steps.

If the pupil **is** located being on site, the Attendance Officer will check whether the pupil is in a music lesson, with the School Nurse, or a counselling appointment, or if there is some other legitimate reason for their absence from the lesson. If there is no explanation, the Attendance Officer will then immediately inform the Form Tutor and the Head of Year who will do what they can depending on their availability to support in finding the pupil. If the pupil's absence still cannot be explained, the Attendance Officer will inform the DSL.

In the case that a hybrid student becomes absent during the school day, the attendance officer and the Head of Hybrid will be notified, and follow up with parents immediately.

4.2 **After the end of the School Day -** If the School is informed that a pupil is missing after the end of the School Day (e.g. if a Parent calls Main Reception as their child has not arrived home as expected), the Receptionist will check the Club registers to see if the pupil is registered as on site and if so inform the Parents. If there is no explanation, the receptionist will then immediately inform the DSL or a Deputy DSL, who will decide on the next steps.

5 Missing on a school trip/sports fixture

If a pupil is found to be missing while on a school trip or at a sports fixture, an immediate head count should be carried out to ensure other pupils are all present. An accompanying member of staff should alert the manager of the venue and/or search the immediate area as appropriate. If the pupil cannot be located then, depending on the age of the pupil and the circumstances in which they are found to be missing, the Trip Leader may need to contact the police immediately. Otherwise, the Trip Leader should notify the DSL who will decide on the next steps.

If the visit is outside school hours, the Group Leader should inform their emergency contact in accordance with the School Trips Policy and the Risk Assessment for that school trip.

6. For Hybrid students, the following procedure is followed:

1. A teacher will notify head of hybrid (and form tutor) that a hybrid student is unexpectedly absent from a lesson. This is done at the start of the lesson (while a register is being taken)
2. The head of hybrid will ring home to check on the well-being of the absent student. Also, an email may be sent if no response is obtained.

3. For independent study sessions hybrid parents have already provided responsibility for the safeguarding of the child.

If absence thresholds exceed those laid out by the government for a hybrid child normal school policy applies to the notification of this fact to the Local Authority.

7. Action by the DSL

The DSL will inform the Head and contact the Crisis Team in accordance with the Crisis and Emergency Procedure. Senior members of staff may be asked to organise a search of the School site. The DSL or the Head will contact the pupil's Parents and depending on the circumstances, the DSL, will act in accordance with the procedures set out in the School's Safeguarding Policy, including informing children's social services, as required and then ultimately the Police if deemed necessary. The DSL will also inform the Chair of Governors.

During the course of the investigation into the absent pupil who is absent without reason, the School, in consultation with the police, will decide what information should be given to other Parents, staff and their pupils and how press enquiries are to be dealt with.

Lines of communication to Parents, governors and press, and the provision of counselling and support, if appropriate, will be dealt with in accordance with the School's Crisis and Emergency Procedures.

8. Once the pupil is found

- The pupil should be spoken to, taken care of and, if necessary, comforted;
- The DSL should speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing;
- The DSL will speak to the Parents to discuss events and give an account of the incident (having discussed this beforehand with the local authority children's social services if necessary);
- The Head will oversee a full investigation (if appropriate involving the local authority children's social services);
- Media queries should be referred to the Head (after discussion with the local authority children's social services if appropriate); and
- The investigation should involve all concerned providing written statements.

9. Records and review

The DSL will ensure that a full report is made of any incident in which a pupil is missing from school or from a school trip/sports fixture without satisfactory permission and documentation, the action taken and, if applicable, the reason given by the pupil for being missing.

For a School Trip, the report should detail the time, place, number of staff and children, when the child was last seen, what appeared to have happened, the purpose of the trip, the length of time that the child was missing, and how they appeared to have gone missing, as well as lessons for the future. The investigation should include all written statements by those concerned.

The School will consider whether actions need to be taken in line with the School's Safeguarding Policy where there are concerns about the welfare of the child. The School will also review its procedures and, if appropriate, these will be adjusted.

Appendix D – National guidance linked to this policy

- Working together to improve school attendance (DfE, 9th July 2026);
- Summary table of responsibilities for school attendance (DfE, 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 2026);
- School behaviour and attendance: parental responsibility measures (DfE, May 2020);
- Children missing education (DfE, September 2025);
- 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, updated August 2024); and
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, September 2024).