

Attendance Policy and Procedures

Name	Attendance Policy and Procedures
Purpose	Provide a consistent approach to behaviour management and outline expectations
Regulatory or legal requirement addressed by policy	• Children Missing in Education. • Working together to improve school attendance • KCSIE • Safeguarding policy
Policies referred to	Expulsion, Removal and Review and Policy > Safeguarding and Child Protection Policy > Anti-bullying Policy > Appendix D
Approved by	Head & Safeguarding Governor
Policy owned by	Max Gaulton – Assistant Head Pastoral & DSL
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This Attendance Policy will be reviewed and updated annually or more frequently when there are changes in legislation and/or government guidance.

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Summary – Attendance at a Glance

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 90%.

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 site will open at 8:00am. Tutor time/PSHE will commence at 8:30am.

Key Contacts

Mr Max Gaulton (Assistant Head Pastoral & DSL) School Attendance Champion	m.gaulton@londonparkschools.com 02081610305
Denise Waldron – School receptionist	office.clapham@londonparkschools.com 02081610305

Reporting an absence

Parents/carers submit absences through My School Portal between 8:00am and 8:30am if their child is to be absent from School on that day and every subsequent day until the child returns to School.

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 complete the absence form on My School Portal which is sent automatically to their tutor and to the school administrator.

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

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 90%.

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 School Clapham is a successful School, 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*/guardians 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.

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.

This policy sets out our School's position on attendance and details the procedures that all parents 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.

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 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 into education to access full-time 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 to 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 Assistant Head Pastoral

The Assistant Head Pastoral:

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

Tutors

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 or email and check My School Portal from parents about absence and record it on the School system. School Reception staff will also check the AM and PM registration and identify any missing pupils.

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.

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.

4. Attending the School (and Lateness)

Our students must arrive and be in their tutor room by 08.30 on each school day.

Our morning session register is taken between 08.30 and 08.45, but remains open until 09.00

Our afternoon session register is taken between 14.00 and 14.15, but opens at 13.45

Students are marked present if they are in School when the register is taken.

- Code / : Present at school in morning session
- Code \ : Present at school in afternoon session

If a student leaves the School premises after registration, they are still counted as present for statistical purposes.

A student who arrives late, but before the register has closed, will be marked as present but late, which counts as present for statistical purposes.

- Code L: Late arrival before the register is closed
 - This code is also generated by the 'minutes late' option on iSams.

A student who arrives after the register has closed, will be marked as Late, which is an unauthorised absence code for statistical purposes.

- Code U: Arrived in school after registration closed

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.

However, if the student is late arriving due to a valid reason such as an unavoidable appointment, the absence will be authorised and coded accordingly.

See DfE guidance [Working together to improve School attendance \(applies from 19 August 2024\)](https://www.gov.uk/guidance/working-together-to-improve-school-attendance) (publishing.service.gov.uk)

How we manage lateness to School and lessons: Students arriving late to School or lessons will be subject to a late detention, and escalations through the Behaviour Management system is continued repeated behaviour occurs. Support will be offered through a report card and meetings with parents/guardians as required.

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

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 a 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 circumstances

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 on My School Portal.

The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks and no less than 48 hours** before the absence. **Although such absences may not be authorised, it is better that we know your child is safe, rather than think they are 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 endeavour 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 with 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 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.

Mental Health and Wellbeing

Parents who have concerns about their child's mental well-being 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 an 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 at School after registration closed

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 submit an absence via My School Portal or 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, 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 found on iSAMS
- The Assistant Head Pastoral analyses attendance weekly and responds 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 Assistant Head Pastoral 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)

Please see the LPSC Children Missing Education policy for full details.

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 mark 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 is displayed to parents via the parent portal.

18. Recording Information on Attendance and Reasons for Absence

All absences should be recorded through My School Portal, which includes the reason for the absence, by parents. School staff will update the iSams registers with the relevant code.

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. Children with Additional Needs

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

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

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

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

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

Where barriers are outside of the School's control, the School will work with Parents and students to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a student 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 student will have to miss 15 consecutive school days or more for illness or the student'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.

21. Working with local partners

Starters and leavers returns: LPSC notifies the local authority when a pupil's name is added to or deleted from the admission register outside of standard transition times.

Attendance returns: LPSC provides the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (N, O, and/or U).

Sickness returns: LPSC provides the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

Appendix

Appendix A – Department for Education (DfE) **Attendance & Absence Codes**

Attending	
/\	Present at the School / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another School
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory School age student not required to attend School
C2	Leave of absence for a compulsory School age student subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend School because of unavoidable causes	
Q	Unable to attend the School because of a lack of access arrangements
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 student 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
Absent – unauthorised absence	
G	Holiday not granted by the School
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in School after registration closed
Administrative Codes	
Z	Prospective student not on admission register
#	Planned whole School closure

^[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.*

^[2] 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.

^[3] 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:

- Tutors will set an example by having good attendance and arriving on time to registration – and should be in their Tutor Room by 08:25 for the morning session, and 14.00 for the afternoon session.
- Registration begins at 08:30 for the morning session and the register needs to be completed by 08:45. Students who arrive after 08:30 but before 09:00 will be marked as present but late, using the 'minutes late' on iSams by the Tutor. For the afternoon session, the register is taken between 14.00 and 14.15, however opens from 13.45. Students who arrive after 14.15 will be marked **present but late, using the 'minutes late' on iSams** by the Tutor
- Students will only be marked present if seen by the Tutor.
- At 09:00 the administrative staff at reception will check the whole school register on iSAMS for any absences, alongside checking emails that have been sent. All unexplained absences will be noted. Any pupils arriving after 09:00 will register with reception, and marked as Late (U).
- Reception staff will then contact the relevant subject teacher to make sure that the student has not arrived at the lesson without signing in, and update the registers on iSAMS, where relevant.
- At 09:15 administrative staff will email all staff to check for any unauthorised absent students to make sure the student is not at school. After this, the parents, or carers of any student who is not accounted for, will be contacted.
- The same process will occur in the afternoon session from 14.15.
- The Assistant Head Pastoral or other member of SLT will be informed of the name of any absent students Administrative staff at reception should immediately be notified if a student who has been reported as absent by the administrative staff or on iSAMS, is noted as present in class.
- Where there is no response from the parents or carers, the Assistant Head Pastoral or other SLT member, will then take the appropriate action.

Appendix C - Missing Student Policy and Procedure (for unauthorised absence during the School Day)

1. Introduction

The welfare of all of our students at London Park School Clapham 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 students 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 students 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 student who is absent without reason is found and returned to effective supervision as soon as possible. If a student:

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

the reception staff 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 reception staff will check again whether the student is in their timetabled lesson, a music lesson, or if there is some other legitimate reason for their whereabouts and, if there is no explanation, will inform the Assistant head Pastoral (DSL) and parent immediately 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 student 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 SLT. The reception staff, or a relevant member of the SLT will conduct a sweep of the building to try and locate the student.

If the student **is not found** on site, the receptionist 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 receptionist will immediately inform the DSL who will decide on the next steps.

If the student **is** located on site, the receptionist will check whether the student is in a music lesson, with the medical room or a counselling appointment, or if there is some other legitimate reason for their absence from the lesson. If there is no explanation, the receptionist will then immediately inform the SLT and the DSL.

4.2 After the end of the School Day - If the School is informed that a student 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 student 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 student 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 students 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 student cannot be

located then, depending on the age of the student 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. 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 student'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 Safeguarding Governor.

During the course of the investigation into the absent student 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 students 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 student is found

- The student should be spoken to, taken care of and, if necessary, comforted;
- The DSL should speak to the other students 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 student 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 student 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, 19 August 2024);
- [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 2024);
- [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
- [Children missing education](#) (DfE, September 2016);
- [Supporting students 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 student's attendance: guidance for schools](#) (DfE, February 2023);
- [Support for students 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, May 2015).