Attendance For Learning Policy

Date effective	September 2025
Review Cycle	Annually
Review Date	September 2026
Date of Approval by Governors	July 2025
Committee approved by	Foxford Local Governing Body
Author	Sian Harris

Date	Notes

Policy Aims

The aim of this policy is to encourage all Foxford School students to attend school every day (190 days per year) and to be able to take full advantage of the opportunities available. Regular and punctual attendance at school is a legal requirement and it is also essential for students to maximise their chances of success. As a school we will do all that we can to ensure and actively promote maximum attendance levels for all students. We will also ensure that attendance barriers are identified and addressed in a timely manner. Evidence shows a strong correlation between excellent school attendance and student outcomes.

At Foxford School, we will actively challenge students who consistently arrive late for the school day which disrupts access to valuable teaching time.

Parents and Carers are responsible for their child's attendance and punctuality. We recognise that parents and carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance and punctuality.

Through this Policy we aim to:

- Improve students' achievement by ensuring high levels of attendance and punctuality
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by Foxford School
- Raise awareness of parents, carers, and students of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Work in partnership with students, parents, carers, staff, and the Local Authority so that all students realise their potential, unhindered by unnecessary absence
- Promote a positive and welcoming atmosphere in which students feel safe, secure, and valued, and encourage in students a sense of their own responsibility
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance
- Ensure that awareness of attendance is embedded within the curriculum, teaching and learning and behaviour for learning.

Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the legislation setting out the legal powers and duties that govern school attendance:

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

Expectations

Foxford School will:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every student has access to full-time education to which they are entitled; and act early to address patterns of absence**.**

Parents will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives punctually and prepared for the school day.
- Ensure that they contact the school daily of absence or if known in advance whenever their child is unable to attend.
- Contact the School promptly whenever any problem occurs that may keep their child away from attending.
- Notify the School of any home circumstances that might affect the behaviour and learning of their child.
- Notify the School immediately of any changes to contact details.
- Attend meetings as requested.
- Provide medical evidence for absence as requested (this may be in the form of a date stamped compliment slip confirming the visit, prescription or medicine bottle or hospital letter);
- Not arrange any term time leave absence.
- Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

All students will:

- Attend school every day
- Attend punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher or form tutor any problems that may affect their school attendance.

In addition, the school will:

- Work towards ensuring that all students feel supported and valued as a member of our school community.
- Encourage parents/carers to be actively involved in ensuring and promoting their child's attendance.
- Ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance and take the registers accurately and timely.
- Regularly share attendance and punctuality information with parents and students.
- Ensure regular monitoring evaluation of the attendance policy and procedures by the school Leadership Team and the School Governors.
- Include attendance and punctuality in the School Improvement Plan.
- The school is responsible for recording student attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students who are on the school's admission roll. In addition, lesson registers are taken each lesson.

Statutory and legal requirements

The Policy fully adheres to statutory and legal requirements regarding attendance and the registration of students.

- The Education Act and The Education (Pupil Registration) (England) Regulations 2006.

- Department of Education (DfE) document 'Working together to improve school attendance – published May 2022, updated August 2024', this includes guidance on keeping pupil registers, the correct use of attendance and absence codes including guidance for those students who attend alternative provision, guidance on the school day and school year. Specific guidance set out in
- DfE guidance' 'Children Missing Education: statutory guidance for local authorities, August 2024.
- The Education Act 1995 sections 434(1)(3)(4) & (6).
- School attendance (pupil registration) regs 2024 which state the reasons a child can be legally deleted from the School roll.
- DfE (September 2025) Keeping children safe in education
- DfE (December 2023) Working Together to Safeguard Children
- OFSTED Report: Securing good attendance and tackling persistent absence
- DfE Guidance: School behaviour and attendance: parental responsibility measures
- DfE Guidance: School Attendance (2022)
- DfE Guidance: Mental health issues affecting a pupil's attendance: guidance for schools

Registration

The attendance register must be taken at the start of the first session of each school day (no later than 9:20am) and once during the second session (1:15pm).

On each occasion the school must record whether every student is:

▪ Present

▪ Attending an approved educational activity

▪ Absent; or,

▪ Unable to attend due to exceptional circumstances.

The school must follow up on any absences to:

▪ Ascertain the reason

▪ Ensure the proper safeguarding action is taken

▪ Identify whether the absence is approved or not; and

▪ Identify the correct code (**Appendix 1**) to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census (Arbor).

Morning registration occurs each morning and begins at 8.50am, students should be in school for their line up at 8:45am, they will then be walked to their Period 1 lesson which starts at 8:50. Staff need to complete registers by 8.55am, allowing for students to get settled and completing their Do Now. Students not in their Period 1 class by 8.55am in the morning receive a late mark and a late detention with their Year Leader.

Subject teachers are responsible for ensuring an accurate register is taken during every lesson in the first 10 minutes of a lesson, including line ups. Where Arbor registers are unavailable paper registers must be taken and sent to reception for recording.

Students will be reminded about the importance of punctuality and lateness will result in sanctions being set.

First day contact between parents and school will be made via email by reception and followed up with a phone call from the Year Leader where necessary.

Staff are supplied with clear guidance on what is authorised and unauthorised absence following DfE guidelines. (see Appendix 4)

Any emerging attendance concern/problem within a Year Group will be discussed and action planned within the weekly Tutor Group briefing and fortnightly SSS meetings. Here further action is decided upon involving both internal support and involvement of external agencies.

Persistent Absenteeism

- A student becomes a 'persistent absentee' (PA) when their attendance falls below 90% at any time during their school life. Absence at this level is detrimental to a child's education.
- All students whose attendance have fallen to 85% or are at risk of moving towards the PA will be monitored rigorously through the pastoral systems.
- Support and action towards all PA students are automatically reviewed daily in Tutor group meetings and on at least a weekly basis with Student Support.
- Daily contact with parents / carers will be made to encourage attendance and to review possible barriers to attendance.

Support and re-integrating students on long term absence

Year Leaders will advise Faculty Leaders about students with long term absence and medical conditions and will co-ordinate requests for work to be set for completion at home. Faculty Leaders will respond promptly to these requests, organise setting work, leaving it for collection and the marking of returned work.

Students who have been absent long term and who need to catch up on schoolwork will spend a negotiated amount of time working in THRIVE completing work set by Faculty Leaders. This time and re-integration support will be managed by the Year Leader in liaison with the Attendance Officer. Some students returning after a long-term absence will be considered for an alternative curriculum involving fewer subjects and some study time in the support centre until they are able to integrate fully into the mainstream curriculum. Students who are school phobic or who have undergone recent crisis will be supported by Student Support where appropriate.

Deletions from the Register

In accordance with the Education (Student Registration) (England) Regulations 2006, students will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred, and procedures have been completed.
- The death of a student.
- A student has transferred between schools.
- A student is withdrawn to be educated outside the school system.
- Failures to return from an extended holiday after both the school and the local authority have tried to locate the student.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- 20 days of continuous unauthorised absence have occurred, and both the local authority and school have tried to locate the student.
- A student has left the school, but it is not known where he/she has gone after both the school and the local authority have tried to locate the student.

Children Missing in Education

Foxford School has a duty to inform the Local Authority of any student who is going to be deleted from the admission register, who fails to attend school regularly, or has been absent for a period of 10 school days or more.

This duty does not apply when a student's name is removed from the admission register at standard transition points – when the student has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made. A referral to the Local Authority Multi Agency Safeguarding Hub (MASH) may be considered if there are any safeguarding concerns when a child is missing.

Leave of Absence (Holidays in term time)

Amendments to the Education (Student Registration) (England) Regulations 2006 remove reference to 'Family Holidays' and extended leave as well as the statutory threshold of ten school days.

There is no automatic right to any holiday in term time.

The Headteacher may not grant any leave of absence unless there are exceptional circumstances.

The Headteacher should determine the number of school days a child can be away from school if the leave is granted. Such permission is granted in accordance with arrangements made by the governing body of the school.

Leave of absence must be requested from the Assistant Headteacher (Attendance) and agreed to by the Headteacher in advance of any absence. If approved, the absence is registered as authorised and if not approved but still taken, as unauthorised.

Penalty Notices: Penalty notices will be considered when:

- A student is absent from school for the purpose of a holiday in term time and the absence has not been authorised.
- A student has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

Amendments have been made to the 2007 penalty notices regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent/carer who fails to ensure that their child's regular attendance at school.

The penalty is £60 for those who pay within 21 days and £120 for those who pay within 28 days. Parents/Carers who do not pay a fine within 28 days may be prosecuted.

This brings attendance penalty notices into line with other types of penalty notices.

The procedure for issuing Penalty Notices is in accordance with the Local Authority's Penalty Notice Protocol.

Categorising absence

There are two types of absence:

- Authorised (where the school approves student absence e.g., absence due to sickness, religious observance, funerals);
- Unauthorised (where the school will not approve absence e.g., holidays during term time, taking children out without permission i.e., birthdays, parents or siblings attending medical appointments).

Only the school, and not parents/carers, can decide whether or not to authorise an absence even if you send in a note or leave a message. This is written down in the Education Registration Regulations 2006. We will let you know if we are not authorising your child's absence.

Parents are responsible under the Education Act 1995 for ensuring their child's full and regular attendance at school while they are of compulsory school age. We can ask the Local Authority to take legal action if we have not authorised your child's absence from the school. Legal action can include prosecution, the issue of a fixed penalty notice, or an application of for an Education Supervision Order in the Family Court. If the

Local Authority agrees to a prosecution the maximum fine is £2500 and / or 3 months imprisonment.
We will always offer you opportunities to talk to us and will try to help resolve things without going to court, but we will ask for legal action when this is necessary. Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. In this situation it is essential that the parents do not give in to pressure and allow students to stay away from school. This gives the impression that attendance does not matter and usually makes things worse. The school works to support parents / carers to ensure that the child returns to school.

Illness

Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness.

Medical / Dental Appointments

Parents/carers are advised, where possible, to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for as much of the day as is possible. Parents/carers should show the appointment card to school to confirm the appointment.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or personalised timetable agreed as part of a reintegration package.

Religious Observance

Foxford Community School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside holiday periods or weekends. Consideration will be given to authorising absence or special leave for religious observance. Parents/carers are requested to give advance notice to Foxford Community School if they intend their child to be absent.

It is reasonable that no more than one day be designated for any individual occasion of religious observance or festival. Any further absence will be categorised as unauthorised. In such cases the school may request that a Penalty Notice is issued.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e., 200 half days) in a year. This is only when the family is engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

Traveller children will be recorded as attending an approved educational activity or dual registered when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer-based distance learning that is time evidenced.

Attendance Protocols

Absence procedure for Foxford Community School

If a child is absent from school, the following will be initiated by the Attendance Team:

A text service is activated for all students who are not in school after close of register at 9.15 am.

This may be followed up with a phone call from their tutor, Attendance team or Year leader to verify the reasons for absence and whether additional support is needed to support the students return to school.

Expected absence procedure for parent/carer

A parent/carer has a legal responsibility to ensure that their child attends school regularly. Failure to do so could result in legal action being taken.

If a child is unavoidably absent from school, parents/carers are expected to:

Contact school by telephone call or text before close of register at 9.15 am on the first day of absence, identifying the exact reason for absence (not just 'ill' or 'unwell') and the expected date of return.
A telephone call will be required in all circumstances.

Late arrival at school

At Foxford Community School all students are expected to arrive on time for every day of the school year.

The school day begins at precisely 8.45am and we advise all parents/carers to ensure their child is on the school site prior to this. All students arriving after this time will be expected to report to the main reception office where their arrival will be recorded as late in the register.

The school register will officially close at 9.45 am. All students arriving at or after this time will be marked as having an unauthorised absence for the morning session.

A student who arrives late, or after the close of registration, will be asked to provide an explanation for their lateness, and, where necessary, parents/carers will be contacted in respect of the late arrival. Repeated arrival after the close of registration will result in a referral to the school's Attendance and Welfare team and may also result in a request for a Penalty Notice or legal proceedings to be considered.

Appendix 1: DfE's Attendance Codes, Descriptions and Meanings

CODE	DESCRIPTION	MEANING	FOR STATISTICAL PURPOSES
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Educated off site (NOT Dual registration)	Approved Education Activity	Counted as physically present
C	Other Authorised Circumstances (not covered by another appropriate	Authorised absence	
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances	
E	Excluded (no alternative provision made)	Authorised absence	
F	Extended family holiday (agreed)	Authorised absence	
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence	
H	Family holiday (agreed)	Authorised absence	
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	
J	Interview	Approved Education Activity	Counted as physically present
L	Late (before registers closed)	Present	
M	Medical/Dental appointments	Authorised absence	
N	No reason yet provided for absence	Unauthorised absence	
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	
P	Approved sporting activity	Approved Education Activity	Counted as physically present
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Traveller absence	Authorised absence	
U	Late (after registers closed)	Unauthorised absence	
V	Educational visit or trip	Approved Education Activity	Counted as physically present
W	Work experience	Approved Education Activity	Counted as physically present
X	Non-compulsory school age absence	Not counted in possible attendances	
Y	Enforced closure	Not counted in possible attendances	
Z	Pupil not yet on roll	Not counted in possible attendances	
#	School closed to pupils	Not counted in possible attendances	

Appendix 2: Foxford Attendance Procedure

Staged Approach	Descriptor	Threshold	Actual Learning Days	Learning Days Lost	Learning Hours Lost
<u>Celebrate and Reward</u> We recognise and celebrate learners who attend school every day on time. We thank parents for their support and commitment to ensuring high attendance for their child.	Excellent	100%	190	0	0
		99%	188	2	10
	Very Good	98%	186	4	20
	Good	97%	184	6	30
		96%	182	8	40
		95%	181	9	45
Stage 1: Attendance Nudge Attendance is lower than our aspirational target. Attendance will be monitored by Form Tutors where improvements are expected.	Needs to improve	94%	179	11	55
		93%	177	13	65
Stage 2: Engage Student is at risk of being persistently absent from school. Year Leaders will support and monitor the student's attendance. Targets will be set and liaison with parents/carers to ensure attendance improvements are made. External agencies may be involved to support.	Action Needed	92%	175	15	75
		91%	173	17	85
Stage 3: Attendance Contract 1 Student is now persistently absent. The SLT link for the year group will meet parents/carers to discuss concerns. An attendance contract will be drawn up support improvements in attendance and monitored for 4 weeks. External agencies may be involved to support.	Cause for Concern	90%	171	19	95
		89%	169	21	105
		88%	167	23	115
		87%	165	25	125
		86%	163	27	135
Stage 4: Attendance Contract 2 Where little/no improvement has been made over the 4 weeks (without genuine reason for absence); parents/carers will be invited to attend an attendance panel meeting with the Attendance Officer, Assistant Headteacher (Attendance) and Governor (where appropriate). Support and challenge to improve attendance will be agreed in Contract 2 and an attendance target set. A final warning letter will be sent outlining the next steps should attendance not improve.	Serious Cause for Concern	85%	162	28	140
		84%	160	30	150
		83%	158	32	160
		82%	156	34	170
		81%	154	36	180
Stage 5: Referral to Local Authority/Possible Prosecution Where little/no improvement has been made over the 4 weeks (without genuine reason for absence). A review meeting will be conducted where Attendance Contract 2 will be reviewed. Where action is necessary, parents/carers will be informed of the referral to the Local Authority for prosecution. The LA will continue to monitor attendance and absence.	Extreme Cause for Concern	80% and below	152	38	190

Appendix 3: Foxford Attendance Procedure

Daily Protocol	Responsibility	Eval
1) Staff to take registers before 8.55am. Where electronic registers are not possible, paper copies need to be sent to register	All Staff	SHA
2) Students who are late arrive via student reception where their marks are recorded on ARBOR, detentions set, and pastoral teams alerted by email and ARBOR. Student reception supported by YLs	Reception	YL
3) YLs have the initial conversations with students who are late and set target for next day	YL	
4) First day response text home by 9.15am and reasons for absence recorded on ARBOR	LJA	
5) Phone call to parents for students with 'N' by 9:45am who have not responded to text or called in. Conversations around absence and reasons added to Arbor		
6) Quality Assure daily phone calls taking place and key students prioritise		
7) YL reports 85-90% absentees to LDA, SHA and AGA prioritise home visits		
8) On-going attendance concerns (85% and below) involve LDA, SHA, and AGA to agree FPN and parenting contracts – future absence require doctors note		
9) Attendance is now a standing agenda at the weekly tutor briefing		
10) Pastoral team (YLs, YLs, tutors) monitor ARBOR front page with attendance and punctuality data throughout day and identify issues to be addressed and students expected at late detention		
11) Return to school conversation with tutor		
12) Return to school meeting with YL for vulnerable students / PA students		
13) Long term absence reintegration strategy planned with SHA, LDA and YL		
14) Letters regarding attendance concerns or praise printed and sent by reception on YL request		
15) Lates and call out detentions take place after school in pastoral detention room where mentoring conversation held, and expectations set		

Weekly Protocol	Responsibility	Eval
1) Weekly behaviour and attendance report data to be cascaded through pastoral team	YL	APA/SHE
2) Weekly behaviour and attendance analysis used as part of Fortnightly SSS meeting and subgroups are analysed with actions and impact monitored	YL	SHA/TJO
3) All unauthorised marks are cleared weekly as part of weekly tutor time attendance focus	LDA	AGA/SHA
4) All year groups to have specific attendance target (based on previous year) and compared to National Data.		
5) All YLs have clearly identified attendance group in their PM; targeted groups, including 85% below (PAs) seen at least fortnightly with SSS students when identified at RAP		
6) All tutors have an identified target group of 3-4 named students for whom they set targets and monitor progress (95%-91%) through morning registration and briefings		
7) All tutors have an identified target group of students for whom they set up behaviour reports and monitor progress towards behaviour targets		
8) Tutors are provided with the attendance and punctuality data of their tutor group and of key groups every Monday to be reviewed		
9) Time given to tutors in registration when required to support mentoring/caseload phone calls home for attendance / lates and behaviour concerns / praise		
10) Tutors to email home where punctuality is a concern		
11) Year Leaders to coordinate with reception the punctuality letters to be sent, reception to send home		
12) Targeted parents where attendance is a concern are invited in for attendance meeting		
13) Weekly attendance analysis sheets are used as part of the SSS meetings and subgroups are analysed with actions and impact monitored		
14) Weekly review of attendance increase/decrease against 90% threshold and interventions agreed		
15) Weekly tutor group attendance figures displayed in pastoral area and tutor rooms		

Half-termly- Termly Protocol	Responsibility	Eval
1) All tutors received attendance target which are reviewed and re-set	Tutors	YL
2) All Students' attendance targets are reviewed and re-set half-termly to gain 95- 100%	Tutors	YL
3) Key groups are targeted and set a half termly target and reviewed weekly; rewarded each half term	YL	APA/SHE
4) Attendance has clear profile in Celebration Assemblies	YL	APA/SHE
5) Praise and concern letters sent. Letters are tracked each half term to identify improvement/decline	YL	APA/SHE

Appendix 4: Types of absence

Absences must be limited to cases of real illness, and holidays will not be authorised during school time. However, it is acknowledged that there may be special circumstances where students may be absent from school. In these circumstances, a request should be made to the Year Team, clearly stating the reasons for the proposed absence.

The circumstances of your request will be considered, where the decision is taken to refuse permission, the absence will remain unauthorised should students choose to ignore this.

Absence	Authorised?	Supporting documentation required
Minor ailments (e.g., headache, period pain, cold, stomach-ache, fatigue)	No	N/A
Illness- student is too ill to leave the house	Yes	If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence.
Medical issues e.g., doctor, dental, hospital, opticians, and orthodontist appointments	Yes	Parental confirmation Appointment letter or card
Funerals (Close relative)	Yes	Parental confirmation
Funerals (Non-family)	Discretionary	Parental confirmation
Religious observance	Yes	
Birthdays or similar celebrations	No	
Awaiting deliveries or maintenance work at home (e.g., boiler fixed) on behalf of parent	No	
Taking care of siblings	No	
Holidays	No	
Other i.e., examinations, college interviews, participation in extra-curricular activities, rehearsal for events relating to schools etc.	Discretionary	Parents to email Year Leaders at least one week in advance.