



## LGS STONEYGATE

### **ATTENDANCE POLICY AND PROCEDURES**

*This is one of the policies concerned with pastoral care.*

*This policy has regard to the DfE document 'Working together to improve attendance (August 2024)' and applies to all pupils of compulsory school age and, where applicable, to children in the EYFS. [Working together to improve school attendance \(applies from 19 August 2024\)](https://publishing.service.gov.uk) ([publishing.service.gov.uk](https://publishing.service.gov.uk))*

#### **1.Statement of Policy**

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation. Further information can be found on [www.gov.uk](https://www.gov.uk) and searching 'Keeping Children Safe In Education' (KCSIE).

Our school has a responsibility to maintain accurate and regular registers to allow the efficient identification of pupils who are absent. In accordance with "The Education (Pupil Registration) (England) Regulations 2006", the school takes a register twice daily with absences being followed up at the earliest opportunity. Registers are kept for three years. Every effort is made to support and encourage those pupils who for any reason avoid school, but persistent unauthorised absences will be reported to the LEA.

Good attendance across the year is expected to be at least 95%. Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

#### **Aims**

- Set out the attendance and punctuality expectations of the school
- Set out the responsibilities of the parents
- Maintain daily attendance registers

- Monitor levels of attendance and punctuality, spot patterns, listen and understand reasons for absence
- Provide support, advice and guidance to families
- Work with the Local Authority to help families improve attendance

### **Responsibilities of the Trustees**

- Recognise and promote the importance of school attendance and punctuality
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance and punctuality data, discussing and challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it the most
- Ensure school staff receive adequate training on attendance
- Share effective practice on the management and improvement of attendance and punctuality across schools.

### **Expectations of the School**

- Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have.
- LGS-Stoneygate expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- Fulfil their legal responsibility in the completion of pupil registers
- Ensure good level of Attendance (95+%)
- Ensure good level of Punctuality (95+%)
- Monitor attendance within the school, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high-quality education.

### **Responsibility of Parents**

- Parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. This starts at the beginning of the term after that in which the child becomes five.
- Ensure good level of Attendance (95+%).
- Ensure good level of Punctuality (95+%).
- Contact the school on the first day of any absence to explain the reason for the absence. Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence.
- Parents must write/email to the school offering a reason for any absence and provide medical evidence where possible.

- Parents must NOT expect any leave of absence to be granted for the purpose of a holiday.
- Parents need to see themselves as partners with the school in the education of their children.
- Parents should ensure that their children arrive at school on time.
- Parents should ensure that their children are in the correct, clean uniform.
- Parents should ensure that their children are in a condition to learn, i.e., had enough sleep, regular meals, clean etc.
- Parents should ensure that their children have a respect for education and for those who deliver it.
- Parents should ensure that their children observe the school's rules and codes of conduct.

## 2. MORNING REGISTRATION

For all day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during the afternoon session.

### **An electronic registration system is used at LGS-Stoneygate**

- It is important that all pupils are punctual. All pupils should be present in their classroom by 8.30am. If a student arrives after 08:40 they will be marked as L (*Arrived after the register has started but before it has closed*).
- The class teacher will call the register and enter marks on SIMS.
- All codes are listed on SIMS. The only codes to be used by teaching staff are N (*reason for absence not yet established*) this must be followed up by the attendance team, and I, (present during registration). All other codes will be added by the attendance team.
- The class teacher will complete the register by 8.40am. These registers are taken electronically, with each tutor having a unique login.
- Registration is recorded by means of an e-register on SIMS. In the event of the computer system not working a paper register will be taken on a form list and passed to the attendance team. Spare paper copies of form lists can be obtained from the school office/deputy head's office.
- If a pupil is absent without known cause, the attendance team will telephone parents to ascertain the reason.
- The attendance team print off a hard copy of absences after each registration period (am & pm) and place it in the fire evacuation bag.
- If a pupil is absent from school without prior permission, the absence is noted and the parents are contacted. Their register will then be marked as O (*absent in other or unknown circumstances*) until a reason is ascertained for their absence.
- If a pupil arrives after 08:40am (or later) they must report to the School Office to sign in where they are entered into the register as U (late after register has closed).
- If a pupil is late on several occasions the Deputy Head Pastoral will be informed and next steps agreed. • The register codes are set out in Appendix 1 together with explanatory notes.

### 3. AFTERNOON REGISTRATION

**Pupils must be in their classrooms by 13:10pm (Reception to Year 6), 13:40pm (Years 7 to 11)**

- A member of the office staff checks all registers have been completed.
- As well as being a legal requirement and a necessary safety procedure in case of fire, it is essential that pupils attend registration so that they receive letters, notices, information and messages.

### 4. Reporting Absences

Parents need to notify the school office of their child's absence either in writing (If the absence is planned), by email at [absence@lgs-stoneygate.org.uk](mailto:absence@lgs-stoneygate.org.uk) , or by telephone **on 0116-259-2282** at the beginning of the first day of absence. The school should be informed of the reason for the absence and, if possible, the expected date of the child's return to school. The school will always contact the parent on the first day of an unexplained absence in order to obtain a reason for a child's absence.

The school has more than one emergency contact number for each pupil. If no contact can be made, the school will then attempt to contact the child's parents using the other contact numbers provided for the child. If the child is known to any other service such as Children's Social Care or Family Support, then the school will contact them for relevant information. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the school's electronic register.

The school always sends parents the term dates over a year in advance in order that holidays can be arranged in school holidays without disrupting the children's education (see website: [LGS Stoneygate - Term Dates \(lgs-stoneygate.org.uk\)](http://LGSStoneygate-TermDates.lgs-stoneygate.org.uk)). Please note that it is the school's policy usually not to allow holiday to be taken during term.

### 5. Unexplained absence

If a pupil is present in the morning but absent at afternoon registration, without prior knowledge the absence is noted, and the case is followed up as quickly as possible. However, if a pupil is absent all day, without notification from parents, parents will be contacted to ascertain a reason for the absence. Parents are asked to contact the school as soon as possible if their child is absent. In individual cases, contact will be made with parents at an earlier time if there is any cause for concern.

### 6. Notification for absence

For absence requests of over half a day, written notification must be requested from the Head and will only be authorised in exceptional circumstances. **It is expected that family holidays will not be arranged in term-time.** In such cases, the Head is unable to authorise holidays

during term time as detailed in 'Working Together to improve Attendance (August 2024) and below.

## **7. Authorised absence**

Authorised absence is whether the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Head is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, i.e., interviews, school trips, sporting events, music examinations, work experience etc.
- The child is unable to attend through exceptional circumstances (unavailability of transport provided by school or local authority, where the home is not within walking distance).
- The child is observing a religious festival.
- The child has an agreed medical appointment, and the school has been notified in advance.
- The child is too ill to come to school and parents have given specific symptoms.
- There are specific circumstances, usually agreed in advance by the Head, where a child is unable to attend the school, i.e. parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Head has the discretion to authorise).
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- Leave for Exceptional circumstances can be granted at the discretion of the Head. Each application will be considered individually considering the specific facts and circumstances and relevant background context behind the request. If granted, the Head will determine the length of time the pupil can be away from school.

## **8. Unauthorised absence**

All other absences must be treated as unauthorised and referred to the Head. The appropriate code will be used in the register.

## **9. Absence from lessons**

Specialist subject staff should do a check of pupils at the beginning of a lesson. Absences should be reported to the admissions team to be investigated.

## **10. Music lessons**

Although lessons are timetabled on a rotating system, if an instrumental teacher only attends school for half a day, the pupil may miss a particular lesson with regularity. The pupil should obtain permission before the lesson.

If the frequency of music lessons is giving concern, the class teacher, Head of Music, and Deputy Head Academic should all be consulted to consider alternatives. The pupil should never be put under stress because of the problems caused by the clash of music lessons and academic lessons.

Pupils are expected to catch up on any work missed and complete homework. In the case of a test or assessment, lessons can often be rearranged.

## **11. Games fixtures**

School matches are sometimes arranged during school hours and are coded on the register as P (*Sporting activity with prior agreement from school*). A paper register will be completed by the teacher leading the fixture and given to the attendance team prior to the students leaving site.

Fixtures will usually be listed on the school web-based calendar and made known by the PE staff to parents via the SOCs. Conversely, removing a pupil from a games lesson or fixture is not acceptable without prior consultation with the PE teacher.

Calendared fixtures take priority. The pupil should not be subjected to stress because of divided loyalties. The Head agrees on the fixtures to be played during the year. If there is concern about the number of fixtures the Head should be consulted.

## **12. Co-Curricular Clubs, Prep and Bus Registers**

Separate registers are taken by the class teacher to determine which children will be attending after school clubs and prep. All staff are responsible for keeping a register for pupils attending co-curricular clubs.

## **13. Illness**

If a pupil feels ill during a lesson, they should go to a First Aider. They will be accompanied there by a member of staff or a student. If a pupil does not arrive at a lesson because they are with the First Aider, information should be sought from the first aid room or office. The teacher should check this with the First Aider or notify the school office at the earliest opportunity.

Pupils should never be on their own if they are unwell. They should not be allowed to go to the cloakroom (unless necessary) or to sit in the school playground. Another pupil may take them to the First Aider but must return to the lesson immediately.

The First Aider informs the class teacher of pupils who miss lessons. If a pupil is too ill to remain at school, the First Aider should advise the office staff as necessary, and the First Aider will contact the parent or guardian of the child.

The First Aid Policy is relevant to illness and accident.

## **14. Child Missing from Education**

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation.

**14.1 LGS Stoneygate is required** to inform the Local Authority of any pupil who is going to be deleted from their admission register where the child:

- Has been taken out of school by parents and is being educated outside the school system, e.g., home educated
- Has ceased to attend school and no longer live within reasonable travelling distance
- Has a medical condition certified by the school medical officer/school nurse that the child is unlikely to be in a fit state of health to attend school
- Has been permanently excluded

LGS Stoneygate is required to inform the Local Authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more.

### **14.2 PROCEDURE TO FOLLOW IF A CHILD IS MISSING FROM EDUCATION**

The attendance team will alert the Senior Leadership Team if a pupil has been unexpectedly off for 3 consecutive days and a courtesy call will be made home to enquire of the pupil's wellbeing.

- The Headteacher and/or the Deputy Head Pastoral will speak to members of staff to establish reasons for absence.
- The Headteacher or the Deputy Head Pastoral will phone the parents/guardians in the order of importance listed on SIMS.
- The Headteacher or Deputy Head Pastoral will write to the parents/guardians outlining the entitlement of every child to education.
- The Headteacher will use their discretion about whether to contact the LSCB.
- The incident will be logged on the School's Safeguarding log, CPOMS.
- If the child has been absent for longer than ten days, the Headteacher or Deputy Head Pastoral will inform the Local Authority.

## **15. The Attendance Team**

Deputy Head (Pastoral) Mr Karl Robinson leads the Attendance team.

**The responsibilities of the attendance team are as follow:**

- To ensure the AM/PM registers are complete
- To contact parents regarding absences
- To promote good attendance and punctuality
- To report to the Head any emerging patterns of absence, when a pupil is absent without a good reason and if a pupil's attendance or punctuality falls below 95% (persistent absence) or below 50% (severely absent).

- To work with the parents of the pupil and discuss the reasons or barriers for their low attendance or low punctuality and how their attendance or punctuality can improve, with support from the school if necessary.
- To liaise with the Local Authority to support families and pupils whose attendance does not improve after the steps above or continues to remain below 95% and below 50%.

### **Identifying pupils at risk of poor attendance**

The Attendance team will use attendance and punctuality data rigorously to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern.

### **Early intervention for pupils with poor attendance and punctuality**

The Attendance team will intervene as early as possible and agree with families an action plan for pupils with high levels of absence and/or poor levels of punctuality, and those demonstrating growing disengagement with the school.

### **Targeted management of persistently and severely absent pupils**

The Attendance team will put additional support in place, where necessary, working with families and partners, and agree a joint approach with local authorities for all severely absent pupils.

### **Legal intervention to improve Attendance and Punctuality**

The school will prioritise providing support first before attendance legal intervention. As absence is so often a symptom of wider issues a family is facing, the school will always work together with families, partners and local authorities to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis. The school and local authorities will work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. The school and local authorities will decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Education supervision orders, which is made through a Family or High Court, giving the Local Authority a more formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education;
- Attendance Prosecution, if all other voluntary or formal support has failed or support is deemed inappropriate in the individual circumstances of the case, as a last resort the Local Authority can prosecute the parent(s) in the Magistrates Court, which could lead to a fine or prison sentence.

- Parenting orders, which can be imposed by the Court following conviction for nonattendance, which can include a requirement for parent(s) to attend counselling or guidance sessions for up to 3 months.

Further details can be found in 'Working Together to improve Attendance (August 2024)'. If any of the above are used the Head and local authorities will make it clear that it is the most appropriate intervention to change parental behaviour and in making the decision to use an intervention, will have regard to their safeguarding duties as set out in 'Keeping Children Safe in Education'. Further information can be found on [www.gov.uk](http://www.gov.uk) and searching 'Keeping Children Safe In Education' (KCSIE)

## **16.The Admissions Register (the 'School roll')**

The school maintains the Admissions Register electronically on SIMS and the names of all pupils (both compulsory and non-compulsory school age) are entered on the Admissions Register.

### **Expected first day of attendance**

The school enters pupils' names on the admissions register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.

### **Pupil information**

The school records the personal details of every pupil at the school in the admission register. The register includes the following information for every pupil:

- Full name
- Name the pupil uses at school
- Gender
- Address
- The full name and address of each of the pupil's parents
- Which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. *The DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil*
- Day, month and year of birth
- Day, month and year of the pupil's starting day at the school • Name and address of the last school the pupil attended, if any.

### **Pupils with a new address and/or school**

Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school ensures that the admission register contains:

- The address
- The full name of each parent the pupil will normally live with
- The date when the pupil will start normally living there.

Where a person with control of a pupil's attendance has told the school that the pupil is or will be attending another school, the school ensures that the admissions register contains:

- The name of the other school
- The date when the pupil began or will begin attending that school.

This also applies where the school itself is requiring the pupil to attend another school, for example to receive education intended to improve their behaviour (off site direction).

### **Maintaining the Admissions Register**

It is vital that the admissions register is kept up to date. The school encourages parents to inform them of any changes whenever they occur and ensures the admissions register is amended as soon as possible.

### **Deletion of names from the Admissions Register**

A pupil's name can only be deleted from the admissions register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will make a return to the local authority when a pupil's name is deleted from the admissions register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave the school at the end of Year 11), unless the local authority has requested such information.

Where a school notifies the local authority that a pupil's name is deleted from the admissions register, as set out in regulation 13(4) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will provide the local authority with the following information about the pupil from the admissions register:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with

- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason set out in regulation 9(1) or (3) of the School Attendance (Pupil Registration) (England) Regulations 2024, under which the pupil's name has been deleted from the admissions register.

A school will not retrospectively delete a pupil's name from the admissions register or attendance register. The admissions register and attendance register is an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance is recorded up until the date that the pupil's name is deleted from the admissions register.

Detailed reasons for deleting the name of a pupil of compulsory school age are available in The DfE's 'Working Together to Improve Attendance (August 2024)'.

### **Maintaining and amending registers**

The school uses the electronic management information system SIMS to keep the attendance and admissions registers to improve accuracy, speed up the process of sharing and analysing information, and make returns to the Local Authority and DfE easier.

The school will preserve every entry in the attendance or admission register for 6 years from the date the data was entered. Where amendments are made, all schools must ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

Reviewed on:                    October 2025

Review date:                    October 2026

Head: Mrs Christina McCullough

Chairman of Trustees: Mr Steven Gasztowicz

## Appendix 1: School Attendance Codes

| <b>Present Codes</b>       |  |
|----------------------------|--|
| / \                        | present during registration  |
| B                          | educated off site and taster days and do not fit K, V, P or W codes                  |
| K                          | attending provision arranged by the local authority                                  |
| L                          | arrived after the register has started but before it has closed                      |
| P                          | Sporting activity with prior agreement from school                                   |
| V                          | educational visit or trip  |
| W                          | work experience  |
| <b>Absent Codes</b>        |  |
| <b>Authorised Absences</b> |  |
| C                          | exceptional circumstances  |
| C1                         | in a regulated performance/undertaking regulated employment abroad                   |
| C2                         | absent due to part-time timetable  |
| D                          | dual registered  |
| E                          | suspended or permanently excluded  |
| I                          | illness (not medical or dental appointments)   |
| J1                         | job/school/college interview   |
| M                          | medical or dental appointment  |
| Q                          | unable to attend because of a lack of access arrangements                            |
| R                          | religious observance (only 1 day allowed, any more coded as C if agreed)             |
| S                          | study leave  |
| T                          | parent travelling for occupational purposes  |
| X                          | non-compulsory school age pupil not required to attend school                        |
| Y1                         | unable to attend due to transport provided not being available                       |
| Y2                         | unable to attend due to widespread transport disruption                              |
| Y3                         | unable to attend due to part of the school premises being closed                     |
| Y4                         | unable to attend due to whole school closure   |
| Y5                         | unable to attend as pupil is in criminal justice detention                           |
| Y6                         | unable to attend in accordance with public health guidance or law                    |
| Y7                         | unable to attend due to other avoidable cause (must affect the pupil NOT the parent) |

| <b>Unauthorised Absence</b> |  |
|-----------------------------|--|
| G                           | holiday (not agreed)   |
| N                           | reason for absence not yet established (must be corrected within 5 days)       |
| O                           | absent in other or unknown circumstances                                       |
| U                           | late after register has closed   |
| Z                           | pupil not yet on register  |
| #                           | planned whole school closure (e.g., holidays, insets and polling station days) |