Attendance Policy
Trust Policy & Procedures

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Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

Vision

- *'Better together: transforming communities as every learner thrives and succeeds'*

Mission

- *'We bring together church and community schools in a partnership that nurtures excellence, champions equity and helps everyone thrive.'*

Excellence

Delivering exceptional education through expert teaching, ambitious curriculum, strong leadership and effective school improvement.

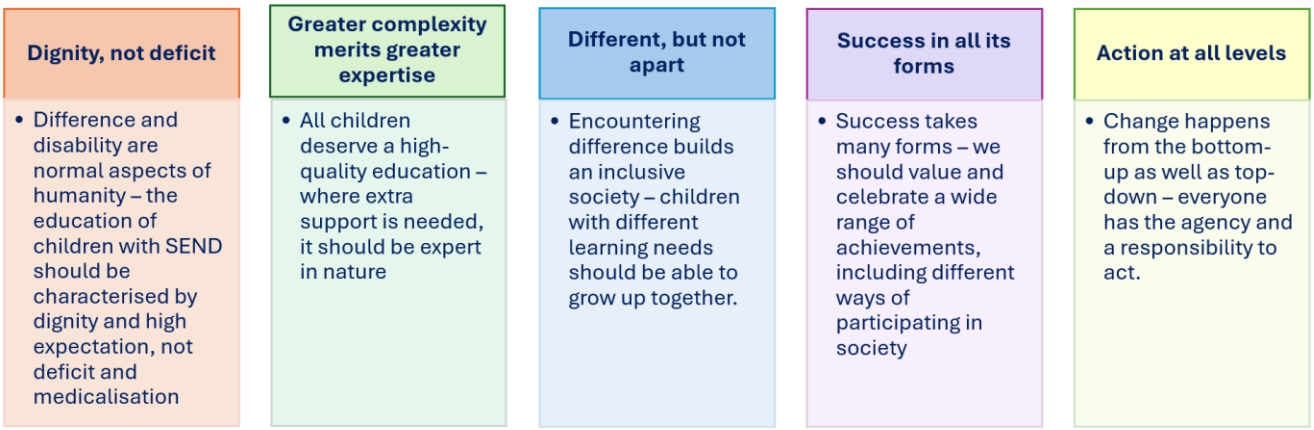
Equity

Ensuring every learner can succeed through inclusion, opportunity and the removal of barriers.

Everyone

Creating communities where people belong, thrive and serve.

Introduction / Policy Statement



The Board of Trustees of Learning Partners Academy Trust (the "trust") focus on developing a climate for learning where pupils make rapid progress, enjoy learning and believe anything is possible. Our schools embed a culture where pupils and learners arrive on time and attend every day, are active in their learning, independent and resilient to challenge and change which is shared and supported by our parent body. Glebelands School aims to create an environment that allows learning to flourish, where pupils feel safe and they are acknowledged for excellent attendance and positive behaviour. The 2024 DFE 'Working Together to Improve School Attendance' Guidance emphasises a 'Support First' ethos, and recognises that 'the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families... It is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.' By attending school every day and on time, pupils can realise their full potential. We want our pupils to be safe, happy and successful. Research based evidence strongly links pupil attendance and pupil progress. Statistics released in a report from the UK government which analysed links between absence and attainment at KS2 and KS4 learners, suggest that Primary aged learners with no absences are twice as likely to achieve the expected standard in reading, writing and maths at KS2 compared to those who were persistently absent. For secondary learners, those with no absences in KS4 are over two times as likely to achieve 5+ GCSE grades 9-5. Parents/carers, the Headteacher, School Staff, Governors, other professionals and agencies will work together to ensure that all pupils are encouraged and supported to develop good attendance habits. We will always take a "support first" approach.

2. Key Definitions

Absence:
Not attending school when expected, for any reason, or the arrival at school after the register has closed.

Authorised absence:
An absence that school has approved, such as sickness, medical or dental appointments, religious or cultural observances or family emergency.

Unauthorised absence:
An absence without school approval, often due to an invalid reason, truancy, lack of explanation or medical documentation, arriving at school after the register has closed or holidays in term-time which have not been agreed.

Persistent absence (PA):
Missing 10 percent (attendance being below 90%) or more of schooling across the year for any reason.

Severe absence (SA):
Missing 50 percent (attendance being below 50%) or more of schooling across the year for any reason.

Truancy:
Deliberate unauthorised absence of a pupil of compulsory school age from education without a reason.

3. Aims

The trust is committed to providing a quality education for all our pupils and ensuring that learners and their families understand the importance of punctuality and full attendance at school. Trust schools primary aim is to establish a whole school culture that values good attendance, Glebelands School is committed to meeting above national average level of attendance for whole school averages as well as pupil groups. Schools are also striving for ongoing improvement in attendance regarding school attendance by:

- Promoting excellent attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Promoting and supporting punctuality to school and lessons
- Fostering a culture of community and belonging, making school a place where pupils want to be
- Building an inclusive and supportive environment and connecting children to their peers within a safe environment.

Glebelands School will also expect parents to perform their legal duty to ensure their pupil of compulsory school age attends regularly and will promote and support attendance. As per

convention 28 of the Convention of the Rights of the Child, all children should have access to education.

4. The importance of Good Attendance

Every pupil of compulsory school age has a legal right to receive a full-time, effective education that is appropriate to their age, ability, aptitude, and any special educational needs they may have. Regular school attendance plays a vital role in helping pupils achieve their full potential, supporting their academic progress, wellbeing, and future opportunities.

We recognise that some pupils may face challenges that make attending school more difficult. In these circumstances, the school is committed to working closely with pupils and their families to identify and overcome barriers to attendance. By building positive, trusting relationships and providing appropriate support, we aim to help every pupil attend school regularly and thrive. Improving attendance is a shared responsibility and cannot be addressed in isolation. Effective attendance support is closely linked to the school's work on curriculum delivery, behaviour, anti-bullying measures, special educational needs provision, pastoral care, mental health and wellbeing, and the effective use of resources. Through a coordinated and supportive approach, we strive to ensure that all pupils can access the education they deserve. **Attendance is everyone's business and everyday counts.**

5. Legislation and guidance

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

• Education Act 1996
(https://www.legislation.gov.uk/id/ukpga/1996/56)

• Equality Act 2010
(https://www.legislation.gov.uk/ukpga/2010/15/contents)

• School Attendance (Pupil Registration) (England) Regulations 2024
(www.legislation.gov.uk/)

• DfE (2024) 'Working together to improve school attendance' (https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

• DfE (2024) 'Summary Table of Responsibilities for school attendance'
(https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

• DfE (2024) 'Children Missing Education
(www.gov.uk/government/publications/children-missing-education)

• DfE (2024) 'Keeping children safe in education (KCSIE) 2025' (amended)
(www.gov.uk/government/publications/keeping-children-safe-in-education--2)

• DfE (2024) 'Sharing daily pupil attendance data'
(www.gov.uk/guidance/share-your-daily-school-attendance-data)

6. **Roles and responsibilities –**

Glebelands School Attendance Staffing Structure:

Attendance Officers – day to day attendance systems including off site attendance provision, ensuring data is robust

- School leaders- welcome learners into school each morning, ensure staff attendance is high and lateness is avoided to set a good example to pupils and show that the same rules apply to everyone in school

Form Tutor/Class teacher – creating a welcoming and inclusive classroom environment and promotes punctuality and attendance benefits. daily warm welcome, promotion of strong attendance, celebrating improved attendance, noticing/identifying patterns, liaising with parents and supporting pupils returning to school following absence

School Attendance Lead Catherine McAulay – using data to monitor and support early action for pupils at risk of poor attendance, extending the work of the class teacher/form tutor where patterns emerge and leading the partnership between school and home. Working closely with our school Inclusion and Safeguarding Officer and Surrey Attendance Advice Officer (SAAO), escalating action and monitoring impact, discussing enforcement options. Leading staff training to ensure that all staff understand the importance of good attendance, possible barriers to this and the process to support good attendance

Year Group Attendance Leads and Safeguarding Officer – rigorous monitoring of data, working with Heads of Year and Assistant Headteacher where pupil attendance is poor

Headteacher – authorising any requests for absence, noticing patterns, liaising with the Assistant Headteacher and Surrey SAAO, regularly scrutinising data, ensuring all on roll/off roll processes are compliant and thoroughly tracked meeting safeguarding requirements.

Governors and Trustees -Trustees and Local Governing Bodies will receive attendance reports, challenge attendance outcomes, monitor trends and ensure statutory responsibilities are fulfilled.

Parent/Carer Expectations:

Parents/carers are expected to:

- Ensure that their child attends school every day that the school is open, unless there is a genuine reason for absence.
- Ensure that their child arrives on time and is prepared for learning.
- Notify the school as soon as possible on the first day of any absence and provide a reason for the absence.
- Provide appropriate medical evidence when requested by the school.
- Arrange medical, dental, and other appointments outside school hours whenever possible.

- Work collaboratively with the school to address any attendance concerns and attend meetings when requested.
- Avoid taking family holidays during term time, as these will not normally be authorised except in exceptional circumstances.
- Parents who are considering Elective Home Education should discuss this with the school before making a decision. The school will follow Local Authority procedures when notified that a parent wishes to educate their child otherwise than at school.
- Routine medical and dental appointments should be arranged outside school hours wherever possible. Where appointments must take place during the school day, pupils should attend school before and/or after the appointment whenever possible.

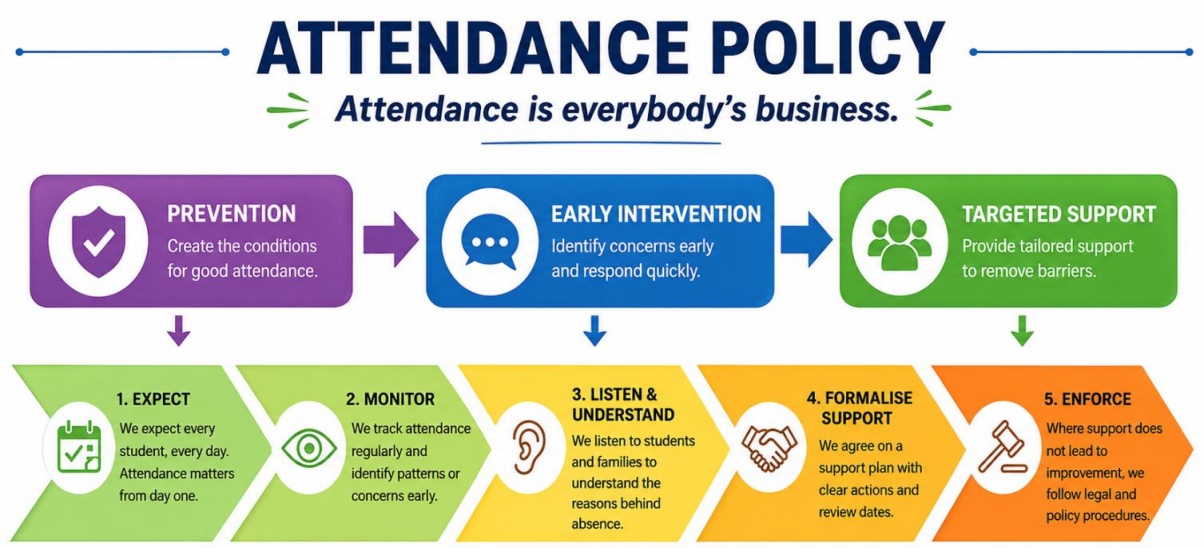
Pupil Expectations:
Pupils are expected to:

- Attend school every day unless they are genuinely unwell or have an authorised absence.
- Arrive at school and lessons punctually.
- Take responsibility for their learning by attending all scheduled lessons and activities.
- Inform a member of staff if they are experiencing any issues that may affect their attendance.
- Make every effort to catch up on missed work following an absence.
- Demonstrate a positive attitude towards attendance and recognise its importance in supporting academic achievement, wellbeing, and future opportunities.
- The school expects all pupils to achieve attendance of at least 96% and aims for whole-school attendance to remain above the national average. Attendance below 95% is monitored closely. Attendance below 90% is classified as Persistent Absence.

The school will work in partnership with families to promote excellent attendance and provide support where barriers to attendance are identified. High attendance is celebrated and encouraged as a key factor in achieving success.

7. Strategy

Glebelands School uses the following strategy stages to support strong attendance for every pupil:



EXPECT - have high aspiration for pupil attendance supported by an inclusive ethos
MONITOR - have regular reviews/meetings to monitor pupil attendance for both individuals and groups
LISTEN and UNDERSTAND - work with parents and pupils to support improved attendance.
FACILITATE SUPPORT - remove barriers and add support for pupils to thrive at school, in partnership with early help systems offered at school
FORMALISE SUPPORT- work closely with the trust inclusion team/ Surrey Attendance Advice Officer (SAAO) and/or multi-agency teams to provide professional support or interventions.
ENFORCE – escalate action where no other avenue remains.

8. Attendance Register

We work hard to support parents/carers in their legal duty to ensure that their children attend regularly and punctually. By law, schools are required to keep an attendance register and all pupils on roll must be placed on this register. Glebelands School will keep every entry on the attendance register for 6 years after the date on which the entry was made. Glebelands School provides parents/carers with regular information about their child's attendance via Bromcom and in regular progress reports,
Registers will be taken at the start of the day, the end of the day and the beginning of every lesson (secondary schools only) and pupils will be marked:

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

Any amendment to the attendance register will include the original entry and the amended entry (Including who made the amendment and the date)

Registration:
Gates Open at 8:30am.
The school day begins at **8:45am**, and all pupils are expected to be on site before this time. Pupils arriving after registration has commenced but before **8:55am** should report to their tutor and provide a reason for their late arrival
Pupils arriving at or after **8:56am** must report directly to the Reception and then Student Services to sign in and provide a reason for their lateness.

Register:
The morning registration will be taken at **8:45am** and will remain open for 30 minutes when formal lessons begin. Pupils who arrive before **9:15 am** will be recorded as **Late (L code – Late before the close of register)**. Any pupil arriving at or after **9.15am** will be recorded as **U (U code – Late after the close of register**) which constitutes an unauthorised absence for the morning session. A U code records the pupil as absent for 50% of the school day.

The PM register will be taken at **during afternoon registration** and will follow the same procedure and the AM register. Pupils arriving **significantly late** (30 minutes after the register opens) will be marked U. A U code records the pupil as absent for 50% of the school day.
Pupils' attendance is based 380 sessions over the school year; this comprises of AM and PM registration.
(DfE attendance codes can be found in appendix 1)

Initial Absence Procedures:

If a pupil is absent from AM registration and the school has not received notification from a parent/carer, an **Absence Alert Call** will be triggered. This takes the form of communication to/with the parent/carer informing them that their child has not been registered in school and requesting that they contact the school as soon as possible to provide a reason for the absence. Vulnerable pupils are prioritised in the checking process.

Parents/carers are expected to notify the school on each day of absence prior to 8.30am, This can be done via the school's designated reporting system 01483 542408 or absence@glebelands.surrey.sch.uk The Attendance Officers will mark these pupils as absent using an appropriate code and record the reason.

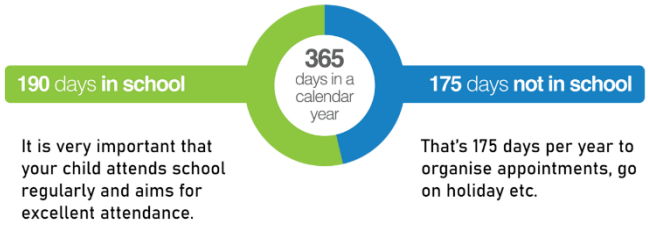
Where no reason for absence is provided, the school will make reasonable efforts to contact parents/carers to establish the pupil's whereabouts and wellbeing. This may include additional telephone calls, emails, or other forms of communication. If the school is unable to make contact and has concerns about a pupil's safety or welfare, appropriate safeguarding procedures will be followed. Where the school has been unable to establish the reason for a pupil's absence, a home visit may be undertaken as part of the school's safeguarding responsibilities.

All absences will be recorded and classified as authorised or unauthorised in accordance with government guidance and school procedures. Parents/carers should provide any requested evidence to support an absence, particularly where there are concerns about attendance levels or repeated absences.

The school expects parents/carers to respond promptly to absence notifications to help ensure the safety and welfare of all pupils.

Lateness/Punctuality/Truancy:
When a pupil arrives late or misses learning, they miss important events like early work, assemblies, teacher instructions and introductions to the day/lesson; this can seriously disadvantage pupils.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost.





9. **Requests for Exceptional Absence**

Parents/carers may request exceptional absence; these applications are considered case by case by the Headteacher and leave is granted entirely at the Headteacher's discretion.
Parents/carers may be required to provide additional evidence to support a leave of absence request.
Glebelands School will consider the individual facts and circumstances of the case. The absence should be for the shortest time possible – if an absence is agreed the Headteacher will decide how many days of absence will be authorised. If the pupil is absent for more days than were authorised by the school, the remaining days absent will be recorded as unauthorised absence.

Absence for religious observance will be authorised in accordance with statutory guidance. Parents/carers should notify the school in advance wherever possible.

10. **Monitoring and analysing absence**

The School Attendance Lead will monitor and analyse attendance data to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy and authorised and unauthorised absence for:

- The whole school cohort
- Individual pupils
- Individual year groups
- Year groups preparing for exams
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds
- Other groups of pupils, e.g. pupils with EAL, SEND, LAC, young carers, summer born pupils, pupils who have a social worker and pupils eligible for FSM
- Pupils at risk of PA or SA.

The School Attendance Lead will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The School Attendance Lead will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.
The governing board will regularly review attendance data, including examinations of recent and historic trends and will support the Leadership Team in setting goals and prioritising areas of focus for attendance support based on this data.

11. Legal intervention

Glebelands School will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the School Attendance Lead will consider:
• Holding a formal meeting with parents/carers and the school's point of contact in the School Attendance Advice Service Support Team.
• Working with the LA to put a parenting contract or an education supervision order in place.
• Engaging children's social care where there are safeguarding concerns.
Where the above measures are not effective, the headteacher will consider issuing a fixed penalty notice in line with the LA's code of conduct.
Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort (Appendix B).

Glebelands School will always seek to work in partnership with parents/carers to improve attendance and remove barriers to education. Support and intervention will be considered before any enforcement action is taken.
However, in line with national guidance and Surrey County Council's Code of Conduct, the school may request that the Local Authority issue a Penalty Notice where a pupil has accrued unauthorised absence and support has not led to sufficient improvement.

Penalty Notices may be considered in circumstances including:

- Unauthorised leave of absence during term time.
- Persistent unauthorised absence.
- Unauthorised lateness after the close of registration.

- Failure to engage with attendance support and intervention offered by the school.
- A pupil accumulating 10 or more sessions of unauthorised absence within a rolling 10-school-week period.

The decision to issue a Penalty Notice rests with the Local Authority and will be made in accordance with current legislation and local procedures.

The school will ensure that parents/carers are informed when attendance concerns reach a level where legal intervention may be considered and will continue to offer support to improve attendance wherever possible.

Details of Penalty Notice charges are set by the Government and may change. Parents/carers should refer to Surrey County Council's website for the most up-to-date information.

12. Attendance intervention and support

Glebelands School is committed to promoting excellent attendance for all pupils and recognises that some children and young people may face additional barriers to regular attendance due to Special Educational Needs and Disabilities (SEND), medical conditions, mental health needs, or other vulnerabilities.

We understand that attendance difficulties may be a symptom of an unmet need and will seek to identify and address any barriers that prevent a pupil from attending school regularly. Where attendance concerns arise, the school will work proactively with pupils, parents/carers, and relevant professionals to understand the underlying factors affecting attendance and to provide appropriate support. The school recognises that anxiety, emotional wellbeing and mental health difficulties can significantly impact attendance. Where these factors are identified, attendance support will form part of a wider pastoral and wellbeing response.

Where a pupil has an Education, Health and Care Plan (EHCP), identified SEND, a long-term medical condition, or mental health needs, attendance concerns will be considered in the context of their individual circumstances. The school will take a supportive and person-centred approach, ensuring that attendance expectations remain ambitious while recognising the need for reasonable adjustments and targeted support.

Support may include:

- Early identification of attendance concerns and barriers.
- Regular communication between home and school.
- Individual attendance support plans.
- Reasonable adjustments to the school day, timetable, or learning environment where appropriate.
- Pastoral, wellbeing, or mental health support.
- Liaison with external agencies, including health professionals, Educational Psychologists, SEND services, Early Help, and the Local Authority.
- Reintegration support following periods of illness, medical treatment, or prolonged absence.
- Use in school interventions to address barriers to attendance, for example related to a pupils' additional needs or medical needs

- Issue letters to parents
- Have regular tutor/head of year review.
- Monitor, implement and escalate procedures to support pupils and families
- Attend or lead attendance reviews in line with escalation procedures.
- Engage with the Local Authority Attendance Advice Service

Parents/carers are encouraged to inform the school of any SEND, medical, emotional, or wellbeing concerns that may affect attendance at the earliest opportunity and provide medical evidence where possible. Working in partnership enables the school to provide timely support and reduce barriers to learning.

While the school will provide support wherever possible, parents/carers remain responsible for ensuring that their child attends school regularly. Attendance will be monitored and reviewed, with support strategies adapted as necessary to help pupils successfully engage in education and achieve their full potential.

Part-time timetables will only be used in exceptional circumstances, will have a clear educational rationale, be agreed with parents/carers and reviewed regularly. They will be time-limited and used as part of a planned reintegration process.

Where pupils attend alternative provision, dual registration, vocational placements or other off-site educational activities, the school remains responsible for monitoring attendance and welfare. Attendance information will be obtained daily and followed up where concerns arise.

13. Gypsy, Roma and Traveller (GRT) or Mobile pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. Glebelands School recognises that there are many complex and interwoven factors that may influence the educational attainment of GRT pupils. At our school, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil who is a mobile child and is unable to attend school because:

- Parent/carer(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.
- The pupil has attended at a school as a registered pupil as regularly
- The pupil has attained from the age of six, that he has made at least 200 attendances during the period of 12 months

The law makes no reference to a physical dwelling so a GRT family that lives in a house but travels for their trade or business can have absences authorised through use of the **T code.**

14. Deleting pupils

Glebelands School will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent/carer in advance of the pupil leaving. We will always work with families to gain information about the pupil's next school and/or address

before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.
Glebelands School will follow Surrey County Council's Children Missing Education Policy. When a pupil's whereabouts or school destination is unknown, we will carry out joint enquiries with Surrey County Council School Attendance Service to establish the whereabouts of the child

15. Appendices

Appendix A - **Department for Education (DfE) Attendance Codes**

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity. The B code cannot be used for pupils who are receiving online learning within the home.
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence

C1*	Leave of absence for a regulated performance or regulated employment abroad.	Authorised absence
C2*	Leave of absence for a child on a part-time timetable.	Authorised absence. Part time timetables should only be used as a temporary measure, parental consent is required. The timetable should be frequently reviewed. Unauthorised sessions should be recorded if the child fails to attend expected sessions.
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days more than agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview for employment or admission to another educational institution.	Approved Education Activity
K*	Alternative provision arranged by the Local Authority to ensure Section 19 duties met.	Approved alternative provider.
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
Q*	Unable to attend due to lack of access arrangements	Authorised absence.
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
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Y1*	Normal transport arrangements unavailable	Not counted in possible attendances
Y2*	Unable to attend due to widespread travel disruption	Not counted in possible attendances
Y3*	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4*	Unable to attend due to whole school unexpectedly being closed	Not counted in possible attendances
Y5*	Unable to attend due to being criminally detained.	Not counted in possible attendances
Y6*	Unable to attend in accordance with public health guidance, or law	Not counted in possible attendances
Y7*	Unable to attend because of any other unavoidable cause.	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 B – **Penalty Notices**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a pupil is taken out of school for 10 sessions or more and the 'leave of absence' has not been authorised by the Headteacher, each parent is liable to receive a penalty notice for each child who is absent.

The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents'/carers' failure to engage with supportive measures proposed by the school will be a factor when considering

the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of register without good reason.

Amount Payable Under a Penalty Notices (England)(Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19th August 2024, then the penalty notice will be charged at the rate of £160.00 per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against the parent/carer in the Magistrates Court.

2. If a parent/carer has incurred a penalty notice relating to this child/children since 19th August 2024, the rolling 3-year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If a parent/carer has incurred 2 penalty notices relating to this child/children in the rolling 3-year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under S444 Education Act 1996.