



Attendance Policy

POLICY STATEMENT

For a pupil to reach their full educational potential a high level of school attendance is essential.

It is the College's duty to consistently strive to achieve a goal of 100% attendance for all pupils of compulsory school age. All pupils on the School Roll are expected to attend registration, lessons and co-curricular commitments.

Every opportunity will be used to convey to pupils and their parents/guardians the importance of regular and punctual attendance, and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be.

For the pupils to take full advantage of the educational opportunities offered it is vital they attend every day the College is open unless the reason for the absence is unavoidable.

Good attendance is important because:

- statistics show a direct link between underachievement and attendance below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, higher education, employment or training

To ensure the safety and welfare of the College's pupils it is important that procedures are in place and their whereabouts are known.

The College endeavours to work with families to make sure that any problems or circumstances which are or may lead to poor attendance are given the right attention and dealt with in a timely manner.

SCOPE

This is a cross-College policy. It applies to pupils and to those responsible for pupils across the College.

AIMS AND OBJECTIVES

The Attendance Policy aims to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure the attendance of pupils at school and in lessons is recorded
- Ensure early intervention to address patterns of absence



- Ensure there is appropriate communication between parents and the College in the case of absence

LEGISLATION AND GUIDANCE

- Children Act 1989
- Education Act 1996
- Anti-Social Behaviour Act 2003
- Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (amended 2013)
- The Education (Penalty Notices) (England) Regulations 2007,(amended 2013)
- Children Missing Education (DfE, September 2016)
- [Working together to improve school attendance: guidance for maintained schools, academies, independent schools and local authorities \(applies from September 2022\)](#)
- Keeping Children Safe in Education (2023)

ROLES AND RESPONSIBILITIES

(Upper School only) Responsibilities of College Marshal:

- The Marshal keeps records of Exeats, and he should be informed by the HoMs of any requests for short/long Exeats
- Track authorised and unauthorised absences
- Assist in the chasing of unauthorised absences

In the event that the Marshal is absent HoMs, and House staff, will be informed and the individual House will be responsible for reviewing absences that day. The Deputy Head Pastoral will act as the escalation point.

(Upper School and Prep School only) Responsibilities of HoM and House staff:

- Ensure that all pupils are registered accurately
- Communicate absences to the relevant personnel (Marshal in the Upper School, the Office in the Prep School, and Tier 4 Admissions Office when relevant)
- Assist in the follow up of unauthorised absences
- (Upper School only) Collating pupils' mobile phones numbers and ensuring they are available to House Staff and Deputy Heads, if requested

Responsibilities of classroom teachers:

- Ensure that all pupils are registered accurately
- Promote and reward good attendance with pupils at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a pupil's absence
- Support pupils with absence to engage with their learning once they are back in College

(Upper School and Prep School only) Responsibilities of Sports Coaches and Activity Organisers:



- (Upper School) E-mail HoMs, the matrons and the Marshal of any absence at the first opportunity. If the computer system fails staff should report absentees by telephone.
- (Prep School) E-mail the Prep School Office to inform them of any absence at the first opportunity. If the computer system fails staff should report absentees by telephone.
- It is the responsibility of staff who take pupils off site to ensure that the relevant documentation has been completed and communicated before the time of departure – see the Educational Visits Policy (this does not apply to routine games sessions at Beggar's Bush)

Responsibilities of pupils:

- Attend every day unless ill or have an authorised absence
- Arrive in school on time
- Attend all registrations and lessons on time (or communicate in advance if this is not possible)
- (Prep School) Take responsibility for informing the Prep School office when arriving late as a result of an unexpected absence
- (Upper School only) Take responsibility for informing a member of their House staff or Marshal when arriving late as a result of an unexpected absence
- (Upper School only) When leaving or returning to the Houses pupils must obtain the appropriate permissions and sign in and out of the House using the signing in/out system and process in their House

Responsibilities of parents/guardians:

- Inform the College (HoM for Upper and Prep, Pre-Prep office for Pre-Prep), by telephone or email, if a pupil is likely to be late prior to morning registration
- Inform the College (HoM for Upper and Prep, Pre-Prep office for Pre-Prep), by telephone or email, on the first day of absence prior to morning registration. Make clear how long this is expected to be for and communicate any additional days in a similar manner
- Discuss with the relevant person any planned absences well in advance (HoM in the Upper School and Prep School, Head of Pre-Prep)
- Support the College with their pupil in aiming for 100% attendance each year
- Avoid taking the pupil out of College for non-urgent appointments
- Only request leave of absence if it is for an exceptional circumstance

RELATED COLLEGE POLICIES

- Missing Pupil Policy
- School Rules – sections on Permissions, Bounds, Exeats
- Exeat Policy (Upper School only)
- Educational Visits Policy
- Supervision of Pupils (Upper and Preparatory)
- Safeguarding and Protecting Children Policy



MONITOR AND REVIEW

This policy will be reviewed annually and at other times in the intervening period as necessary.

Attendance Procedures

THE NURSERY

- In the Nursery, parents electronically sign the child in and out on the Nursery iPads.
- If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Confirmation from the parents and a password to be used by the designated person
- The Nursery will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival
- In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the Nursery about the arrangements as soon as possible. If in any doubt the Nursery will check the person's identity by ringing the child's parent or their emergency contact number.

THE PRE-PREP SCHOOL

- In Reception to Year 3 the person on duty (usually the class teacher) takes an electronic register at the beginning of each day and after lunch break
- A dismissal register is taken for each class detailing if pupils are going home, attending a club/ASC and who is collecting them
- All pupils who arrive late must come via the Pre-Prep office where the register will be updated and they will sign in
- If a pupil is collected from School early they must be signed out in the Pre-Prep office
- If a pupil is found to be missing the Missing Child Procedures must be followed
- If a pupil is not collected at the correct time the Late Collection of Pupil Procedure must be followed, see Appendix A.

THE PREP SCHOOL

The person on duty at the start of the day takes a formal register. Any absences are given to the School Office. The Housemaster/mistress (HoM) may have information and may be contacted to clarify absences.

- HoMs will inform the School Office of any absences are given
- If a pupil arrives late in School, then parents must contact the School Office
- When a pupil leaves the College campus, they must use the signing in/out system in house



- HoMs, or their representative, conduct registration twice per day Monday – Friday (8.20am and 1.15pm)
- If a day/flexi pupil has not arrived for the 8.20am registration parents should be contacted and messages should be left on parents' answer phones if needed
- Lists of absentees will be posted in the Common Room
- Staff are responsible for keeping accurate records of pupils' lessons attendance.
- If a pupil is absent in lessons, check with the School Office by sending two pupils or using the phone
- It is the responsibility of all games coaches and activity organisers to inform the House or the School Office of any absence at first opportunity. If a pupil is absent from the registration at the start of games a check will be made with the absence board, the School Office and/or the house (a matron will be on duty)
- If a pupil is absent from a House, check with pupils. This has no weight but may give an indication. Checks should then be made with the matron and the HoM as soon as possible. If the HoM cannot be found the Deputy Head or Head should be contacted.
- It is the responsibility of staff who take pupils off site to ensure that the relevant documentation has been completed and is up to date at the time of departure – see Educational Visits Policy (this does not apply to routine games sessions at Beggar Bush)
- A pupil will be deemed missing if:
 - i. A pupil hasn't registered at 8.20am
 - ii. A pupil has been absent from lessons in the morning and is also absent from registration at 1.25pm
 - iii. A pupil is absent from 2 or more consecutive lessons
 - iv. A pupil is absent from 1.25pm registration and from an afternoon games/activity session
 - v. A boarding pupil is absent from a 7.15pm registration (this is the responsibility of the HoM)
 - vi. A pupil is absent at their respective bedtime
 - vii. A member of staff contacts the Headmaster/Deputy Head to inform them a pupil is missing
- In the event of any of the above remaining unexplained the College's Missing Pupil Procedure will be followed
- The HOM, in conjunction with house staff, chases up all absences from lessons
- Any prolonged or suspicious absences must be reported to the DSL/Deputy Head Pastoral via CPOMs.

THE UPPER SCHOOL

- HoMs, or their representative, conduct registration twice per day Monday – Friday (8.15am and 1.25pm) and on Saturdays at 8.15am. Registration is recorded on the MIS (management information software). If the computer system fails HoMs, or their representative, should take manual registers and report absentees to the Marshal. Lists of authorised absentees on trips will be circulated via the Upper School Announcements and indicated on the MIS register
- In boarding houses HoMs, or their representative, conduct additional registration at 7.15pm each evening and at 11am, 1pm and 7pm on Sundays



- In boarding houses HoMs, or their representative, will conduct a full check of pupil whereabouts at the respective bedtimes (“lock up”)
- The HoMs, or their representatives, are responsible for follow up if any pupils are absent from House registration
- Staff are responsible for keeping accurate records of pupils’ lesson attendance and, wherever possible, activities on the MIS. If the computer system fails staff should take manual lesson registers and report absentees to the Marshal and HoMs
- (Note: If a member of staff is unsure about a pupil’s whereabouts they should mark an “N” on the register in the first instance)
- Sports coaches, and staff in charge of any activities that cannot be recorded on the MIS, should email HoMs, the matrons and the Marshal detailing any absence at the first opportunity. If the computer system fails staff should report absentees by telephone
- The Marshal will check attendances regularly and pupils will be deemed missing if:
 - i. A pupil has not registered at 8.15am and is also absent in period 1
 - ii. A pupil has been absent from lessons in the morning and is also absent from registration at 1.25pm
 - iii. A pupil is absent from two or more consecutive lessons
 - iv. A pupil is absent from 1.25pm registration and from an afternoon sport/activity session
 - v. A pupil is absent from a 7.15pm registration (this is the responsibility of the HoM not the Marshal)
 - vi. A pupil is absent at their respective bedtime
 - vii. A member of staff contacts the Marshal stating a pupil is missing
- In the event of any of the above remaining unexplained the College’s Missing Pupil Procedure will be followed
- HoMs receive an automatic electronic list of any unexplained absences at 6.05pm every night. The Marshal will chase up any outstanding marks regularly.
- The HoMs will report findings back to the Marshal to ensure no absences remain unexplained
- Any prolonged absence or suspicious absences that are unexplained or unsatisfactorily explained must be reported to the DSL/Deputy Head Pastoral via CPOMS.

AUTHORISED ABSENCE

A pupil may be absent from College if:

- They have been granted a leave of absence by the College in advance
- They are unable to attend due to sickness or physical impairment.

Authorised leave of absence

Government guidance instructs Headteachers not to authorise leave of absence in term time except in most exceptional circumstances. Requests for leave of absence during term time should be made to the Head Master in writing, outlining the reasons for and dates of the requested leave of absence. Each request will be judged on a case by case basis.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents



should inform the School in advance so a decision can be made whether to authorise the absence or not.

If a pupil does not return from an authorised leave of absence within 14 days of the agreed return date the College has the right to remove the pupil from the school register without parental consent. This would mean the pupil would lose their place at the College. The pupil may also be removed from the school register if the parent decides to remove the pupil from the country for an extended period of time (more than six weeks).

The College also reserves the right to request that parents/carers provide medical evidence if there is suspicion that a pupil is away and leave has not been formally requested by parents. This is due to the high number of unauthorised term time holidays nationally at certain points of the year, i.e. school holidays.

The College will seek advice from the local authority if a pupil fails to return from an extended family holiday during term time and the College and local authority have made reasonable enquiries but cannot locate the pupil. This applies to leaves of absence that are both authorised and unauthorised by the College. As a result, the College may remove the pupil from roll under such circumstances. However, the pupil will remain on roll if the family remain in contact with the College, even though the pupil has not returned to School by the agreed date.

Sickness and physical impairment

If a pupil cannot come to School because of illness, their parent/carer must advise the pupil's HoM (in the Upper and Prep Schools) or the School Secretary (in the Pre-Prep) by telephone on the first day of absence. The College will only authorise a medical absence if the circumstances are unavoidable.

If a period of illness lasts more than a week, or if short term periods of illness occur frequently, the Head of the relevant School may request medical evidence to confirm the pupil is unwell. This may include:

- medical appointment card with one appointment entered
- letter from a medical professional
- doctor's note
- medication prescribed by a doctor
- copy of prescription
- print screen of medical notes
- letters concerning hospital appointments
- any other relevant evidence

If such evidence is not provided the College may determine that the absence is unauthorised.

UNAUTHORISED ABSENCE

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Such circumstances include, but are not limited to:



- A pupil not attending College as it is their birthday or the birthday of a family member;
- A pupil leaving College before the end of term in order to benefit from cheaper travel options;
- A pupil not attending College as the family have gone to the airport to meet a visiting relative;
- A pupil not attending College due to attending a hospital appointment for another family member;
- A pupil not attending College due to the fact the family returned late in the previous evening from a family holiday;
- A pupil not attending College as they are looking after younger siblings;
- A pupil attends a medical appointment in the morning but then fails to return to College for afternoon lessons.

PERSISTENT ABSENTEEISM

The College has a responsibility to reduce the number of pupils whose attendance is below 90% over the school year. Pupils with attendance below 90% fall into the 'Persistent Absentee' category. This is particularly relevant if any of the child's absences are unauthorised.

Under the terms of the Education Act 1996, parents of a child of compulsory school age who fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them, they may be guilty of an offence and can be prosecuted by the local authority. Local authorities also have the power to prosecute parents who fail to comply with a school attendance order.

When a pupil's attendance falls below 90% their attendance will be tracked on a weekly basis. The College will contact parents to discuss the attendance concerns and formalise an Attendance Action Plan to secure an improvement in attendance.

Further guidance on the steps that may be taken by the College to tackle persistent absenteeism may be found in the Department for Education document Working together to improve school attendance: guidance for maintained schools, academies, independent schools and local authorities (applied from September 2022)



RELUCTANCE TO GO TO SCHOOL

Sometimes pupils seem anxious about leaving home to go to School. They may state that they feel unwell or give another reason to not attend. Parents may notice that they are worried from things that they say e.g. that they do not want to do particular subjects, feel that they have friendship or other difficulties at School. In these cases, parents should contact the College as soon as possible to speak to the relevant HoM, Deputy Head Pastoral or Designated Safeguarding Lead.

HOME EDUCATION

Parents have a legal obligation to ensure their child of compulsory school age receives suitable full-time education, which can include home-schooling. If a parent wishes to withdraw a child from the College for this reason, the child will be known as 'Electively Home-Educated'.

Any parent wishing to withdraw their child from the College will be required to confirm this in writing to the relevant Head. The College will forward this letter to the Local Authority. The College will share the Local Authority's information on elective home education with the parents and the child will be removed from the College's Admission register. The Local Authority will then determine whether or not to accept this new arrangement or challenge it.

Children with Special Educational Needs statements (Education, Health and Care Plans) can be home educated. Where the statement sets out special educational provisions that the child should receive at home, the local authority is under a duty to arrange that provision. The local authority must review the child's statement/EHC Plan annually.

SAFEGUARDING

Annex B of Keeping Children Safe in Education (September 2023) outlines that 'All staff should be aware that children going missing, particularly repeatedly, 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 can also be a sign of child 144 criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of their school's or college's unauthorised absence and children missing from education procedures' As per the *Working together to improve school attendance*, this requires all schools to maintain an accurate admissions register and "Schools to inform local authorities of the details of pupils who fail to attend regularly, or have missed school for ten days or more without the absence being recorded as authorised"



Every amendment made to the admissions register and the attendance register will include:

- the original entry;
- the amended entry;
- the reason for the amendment;
- the date on which the amendment was made;
- the name and position of the person who made the amendment.

Every entry in the admissions register and attendance register will be preserved for a period of 3 years after the date on which the entry was made.

The College reserves the right to invite parents into School to discuss any attendance issues that raise potential safeguarding concerns, e.g. – female genital mutilation, sexual exploitation, domestic violence, forced marriage, radicalisation. This may be the case particularly if a parent/carer requests a leave of absence during term time.

In addition, if the College suspects that a pupil may be at potential risk as a result of their absence from School the Safeguarding team reserves the right to refer these concerns to the appropriate external agencies, i.e. – Children’s Social Care (First Response), Police, Education Welfare Service (EWS). The College will inform parents/carers if a referral is to be made. However, this may not be appropriate in every circumstance depending on the nature of the safeguarding concern and a referral may be made without informing the parent/carer.

FEMALE GENITAL MUTILATION (FGM) AWARENESS

FGM is illegal in the UK and a form of child abuse and violence against women. The College has a professional duty to share information and concerns with both the Local Authority and the Police.

In line with the College’s Safeguarding and Protecting Children Policy, staff will explicitly question parents and carers in regards to any absence concerns that may relate to Female Genital Mutilation (FGM), e.g. the pupil is taken out of the country for a prolonged period (of six weeks or more), or the pupil is taking a long holiday to their country of origin or another country where the practice is prevalent.

For further information on FGM please see the Clifton College Safeguarding and Protecting Children Policy.

FORCED MARRIAGE

Forcing a person into a marriage is a crime in England and Wales. As detailed in the Government’s statutory guidance: [The Right to Choose: Multi-agency statutory guidance for dealing with forced marriage](#), absence and persistent or request for extended leave of absence and failure to return from visits to country of origin are all potential warning signs. Staff will raise any concerns they have with the DSL.



EQUAL OPPORTUNITIES STATEMENT

Clifton College maintains an equal opportunities policy in all areas of school life. The aim of this policy is to ensure that no pupil receives less favourable treatment than any other on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The College is committed to making this policy fully effective for all who study and work in the institution.

APPENDIX A: LATE COLLECTION OF PUPIL PROCEDURE (PRE-PREP)

School closes at 4.05pm. After School Care closes at 6pm daily and parents must collect their pupil by this time. If a parent is unavoidably delayed due to circumstances beyond their control, they should make all efforts to phone the School.

If a pupil is not collected by 6pm and a parent has not made contact, the After School Care Supervisor will make every effort to contact the parents via their work, home and emergency contact numbers on their booking form, double-checking these numbers on SIMS if necessary.

If no contact has been made with the parents or emergency contacts by 6.30pm then the After School Care Supervisor will contact the Head of the Pre-Prep. Two members of After School Care staff or the Head will remain on site until the pupil is collected.

If no contact has been made with the parents by 7pm, the After School Care Supervisor or the Head will look after the pupil and continue to attempt to make regular contact with parents/carers. At all times the member of staff will reassure the pupil.



APPENDIX B: ABSENCE AND ATTENDANCE CODES

Present at school / \: Present in school / = am; \ = pm

Code L: Late arrival before the register has closed

Code W: **Approved on-site activity** e.g. music lessons.

Code T: Coach House sessions (Prep) This code is used to denote Prep School pupils attending sessions in Coach House.

NB - as special measures in a pandemic, **AM/PM** codes are also used to indicate whether a student is expected to attend online lessons or not. A student off site or locked down in a boarding house may receive codes **B, 7, 8 or X** as below depending on their circumstances. In lessons themselves, B is used for all online lesson attendance, and W for when they are independently studying if otherwise available for online lessons.

*Attendance codes for when pupils are present at **approved off-site educational activity**:*

Code 8: locked down/quarantine on site and expecting online tuition

Code B: Present at an Approved Off-Site Educational Activity Code B certifies that the education is supervised and measures have been taken to safeguard pupils. This code will NOT be used for any unsupervised educational activity or where a pupil is at home doing school work, but may be used when a student attends a Zoom lesson.

Code D: Dual Registered This code will be used if a pupil is registered at two schools.

Code J: Interview This code will be used when it has been agreed that the pupil can miss school to attend an interview or entrance exam or is transferring to another educational establishment.

Code P: Approved sporting activity This code will be used in times of approved sporting activities in College times, i.e. – training sessions, trials and sporting events and supervised by someone authorised by the school.

Code V: Educational visits and trips Organised and approved by the school.

*Attendance codes for **authorised absences** on the register when pupils are not present in school:*

Code C: Leave of absence authorised by the school Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. (NB. This code will also be used for approved off-site work experience placements).

Code E: Excluded but no alternative provision made This code will be used if no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register.



Code H: Annual holiday authorised by the school Heads will not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and it is granted entirely at the Head's discretion.

Code F: Extended holiday authorised by the school Heads will not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and it is granted entirely at the Head's discretion.

Code I: Illness (not medical or dental appointments) Schools can request medical evidence from parents/carers if they feel the authenticity of an illness is in doubt.

Code M: Medical or dental appointments Parents/Carers are encouraged to arrange appointments out of College hours but the College will authorise if confirmation of the appointment is provided.

Code R: Religious Observation This code is used to cover major religious festivals during term-time. The College will only authorise absence when the day is set apart for religious observance by the religious body to which the parents belong.

Code S: Study leave Study leave should be used sparingly and only granted to pupils during public examinations.

*Attendance codes for **unauthorised absences** on the register when pupils are not present in school:*

Code G: Family holiday not authorised by the school or in excess of agreed period - If a school does not authorise a leave of absence and the parents/carers still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents/carers did not apply for the leave of absence in advance the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence.

Code O: Absent from school without authorisation If the College is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrival in school after registration closed If a pupil arrives after 9.15am without any written or verbal confirmation from parents/carers to explain their lateness, the school will mark the pupil with the U code.



Administrative codes:

Code X: Not required to be in school student who is off site and not able to attend school on site or online due to illness, medical appointment, or testing procedures related to a pandemic.

Code 7: Not required to be in school A student who is on site in a boarding house but not able to attend lessons on site or online due to illness, medical appointment, or testing procedures related to a pandemic.

Code Y: Unable to attend due to exceptional circumstances

Code Z: Pupil not on admission register

Code #: Planned whole or partial closure

Appendix:

Process for improving School [attendance](#)