Attendance Policy

Contents

Appendix

Mission Statement

'To educate young people to meet the challenges of life courageously, to use their talents to the full and to live the values of Christ's Gospel'

Senior attendance champion (including EYFS provision	*Ms T Wilk:* *twilks@thorntoncollege.com* *07740 000093 (term time)*

1: Aims

The school aspires to high levels of attendance from all students. Good attendance is essential for all students to get the most out of their school experience, including their attainment, well-being and wider life chances.

The aims of this policy are as follows:
to develop and maintain a whole school culture that promotes the benefits of good attendance;

to ensure, so far as possible, that every student in the school is able to benefit from and make their full contribution to the life of the school;
to prioritise and where possible improve attendance and punctuality across the school, reduce absence and set out the school's approach to the management of absence / non-attendance;

to recognise the linkages between attendance / absence and student wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
to help to promote a whole school culture of safety, equality and protection.

2: Scope and application

This policy applies to the whole school including the Early Years Foundation Stage [**EYFS**].

This policy is designed to address the specific statutory obligations on the school to record attendance and absence

3: Regulatory framework

This policy has been prepared to meet the school's responsibilities under:

Education (Independent School Standards) Regulations 2014;

National minimum standards for boarding schools (Department for Education (**DfE**), September 2022);

EYFS statutory framework for group and school-based providers (DfE, January 2024);]

Education and Skills Act 2008;

Children Act 1989;

Childcare Act 2006;

Sponsorship Duties (UKVI, July 2023);

The School Attendance (Student Registration) (England) Regulations 2024;

Equality Act 2010;

Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

This policy has regard to the following guidance and advice:

Working together to improve school attendance (DfE, applies from 19 August 2024);

Summary table of responsibilities for school attendance (DfE, applies from 19 August 2024);

a.1.1   Toolkit for schools: communicating with families to support attendance (DfE, August 2024);

 (Office of the Children's Commissioner, July 2024);

'Is my child too ill for school?' guidance (NHS, April 2024);

Keeping children safe in education (DfE, September 2025);[3]

Children missing education (DfE, August 2024);

Supporting students with medical conditions at school (DfE, August 2017);

Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

Mental health and behaviour in schools (DfE, November 2018);

Mental health issues affecting a student's attendance: guidance for schools (DfE, February 2023);

Support for students where a mental health issue is affecting attendance (DfE, February 2023);

Remote education guidance (DfE, updated August 2024); and

 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015)].

The following School policies, procedures and resource materials are relevant to this policy:

> Safeguarding and child protection policy and procedures;]
> [• Risk assessment policy for student welfare;]
> [• Missing child policy and procedures (ISBA Doc 31)]
> [• Policy on special educational needs and learning difficulties;]
> [• Disability policy;]
> [• Behaviour and discipline policy;]
> [• School rules;]
> [• Parent Contract; and].

4: Publication and availability

This policy is published on the school website.

This policy will be sent to Parents when students join the School and Parents will be reminded of it at the beginning of the school year and when the policy is updated.

This policy is available in hard copy on request.

A copy of the policy is available for inspection from reception during the school day.

This policy can be made available in large print or other accessible format if required.

5: Definitions and interpretation

Where the following words or phrases are used in this policy:

- references to **attendance** include references to attendance for all or part of the timetabled school day.

- references to the **Proprietor** are references to the Trustees.

- references to a **Parent** means:

  o all natural parents, whether they are married or not;

  o any person who has parental responsibility for a student; and

  o any person who has day to day responsibility for a student (i.e. lives with and looks after a student).

- **References to a student includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-**

time education suitable for people over compulsory school age is being provided. The importance of good attendances

- **SAC means the School's attendance champion**

6: Responsibility statement and allocation of tasks

The Proprietor has overall responsibility for all matters which are the subject of this policy.

The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC - TWS	As required, and at least termly
Monitoring the implementation of the policy	SAC - TWS	As required, and at least termly
Analysing attendance and absence data	SAC - TWS	As required, and at least termly
Seeking input from interested groups (such as students, staff, Parents) to consider improvements to the School's processes under the policy	SAC - TWS	As required, and at least annually
Formal annual review	Proprietor	Annually

7: The importance of good attendance.

'[Attendance] is essential for students to get the most out of their school experience, including their attainment, wellbeing and wider life chances.' Working Together to Improve Attendance (19th August 2020) (DfE)

The school recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the school's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life; the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs

support, supporting students with medical conditions and / or disabilities, mental health issues and safeguarding wellbeing; of students;

- the importance of setting high expectations for the attendance and punctuality of all students and communicating these regularly and effectively to students and parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8: School responsibilities

The school acknowledges that attendance is the essential foundation to securing positive outcomes for all student and that everyone has a responsibility to take proactive steps to manage and improve attendance across the school community.

The school will consistently promote the benefits of good attendance, setting high expectations for every student and consistently communicating those expectations to students and parents.

Where there are challenges to attendance, the school will work effectively and respectfully with students, their families and, where appropriate, local authorities to address them.

The school will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the school's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The school has robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify students at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9: Staff responsibilities

The SAC

The Proprietor has appointed T Wilks, the Deputy Head Teacher (whole school) as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

The SAC's responsibilities are:

1. to set a clear vision for improving attendance in school;
2. to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
3. to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
4. to have oversight of and analyse attendance data; and
5. to communicate clear messages on the importance of attendance to students and Parents.

Staff with specific responsibilities for attendance[1]:
The staff identified in Appendix 1of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality.

All staff should:

- know the importance of good attendance and are consistent in their communication with students and parents about it.
- have been appropriately trained in their role.
- have a formal routine for registers being taken accurately each morning and afternoon;

The school receptionist should:

- seek explanations of absences required from students on the day of absence;
- make enquiries about unexplained absences, including those within the school day

Heads of Year and the Assistant Head – Head of Prep should;

- look out for trends or patterns in a student's attendance and inform the Deputy Head of any specific concerns. The Deputy Head is deemed to be the Senior Attendance Champion;
- deal with lateness to lessons consistently and promptly;
- follow appropriate sanctions for students who arrive late to a lesson in line with the school's behaviour and discipline policies; and discuss non-attendance and / or lateness with students and parents and emphasise the importance of punctuality and attendance.

10 School arrangements

1.1 The school accurately completes admission and attendance registers and has effective day to day processes in place to follow-up absence. These registers are kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 1-3.

11 Monitoring attendance

- The school undertakes regular data analysis to identify and provide additional support to students or student cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. Such analysis includes:
- monitoring and analysing half-termly attendance patterns and trends and providing support in a targeted way to students and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with parents and students and to leaders (including the special educational needs coordinator and Designated Safeguarding Lead who is also the Senior Attendance Champion);
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and providing data and reports to the Governors.

12 Student responsibilities

School attendance is important to student attainment, wellbeing and development. The school therefore has high expectations of students as to their attendance and has systems in place to manage poor attendance.

Students should be aware that:

1. they are expected to be present in-person for the duration of each school day;
2. they are expected to arrive on time and attend all timetabled lessons;
3. they should not leave a lesson or the school site without permission or otherwise in accordance with school rules;
4. they should engage with the school's arrangements for recording and managing attendance as set out in this policy;
5. any unexplained absence will be followed up;
6. persistent lateness or non-attendance will result in action being taken by the school. This may take the form of:
   6.1 offers of support to seek to identify and address any barriers to attendance;
   6.2 communication with parents;
   6.3 reporting to other agencies such as children's social care; and
   6.4 sanctions against them or their parents in line with the school's behaviour policies.

If students are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they may speak to any member of staff, although the school encourages them to speak to their Form Tutor or Head of Year or Assistant Head – Head of Prep in the Prep school. Students are entitled to expect this information to be managed sensitively.

13 Additional needs

The school recognises some students may find it harder than others to attend school and will work with those students and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place. The school will make reasonable adjustments where a student has a disability that puts them at a substantial disadvantage, in comparison with students without a disability, in relation to school attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for students with special educational needs and disabilities e.g., ensuring the provision outlined in a student's education, health and care plan (or IEP) is accessed.

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

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

The school will make a sickness return to the local authority if a student is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the student will have to miss 15 consecutive school days or more for illness or the student's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

14 Parent / carer responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This means students must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The school will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

Expectations the School places on Parents can be found in Appendix 1 of this policy

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably

Expectations the School places on Parents can be found in Appendix 1 of this policy

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15 Training

The school ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the school's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to students who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support students and student cohorts overcome commonly seen barriers to attendance.
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The School maintains written records of all staff training.

16 Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The school, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a student (e.g., health services where there are medical conditions or the police where there are extra-familiar harms).

Where appropriate the schools will attend regular targeting support meetings.

The school is legally required to share information from the registers with the local authority. As a minimum this includes:

- New student and deletion returns;
- Attendance returns;
- Sickness returns.

The law allows local authority officers access to the attendance and admission registers to carry out their functions under the Education Acts to support joint working between the school and the local authorities. These officers are also permitted to take digital or physical extracts of the school's registers.

The school must provide specific student information on request to the Secretary of State. The School meets this requirement by having an electronic management information system (ISAMS) containing the required information that can be accessed by the DfE. The School also uses this tool to monitor student level attendance and understand trends in attendance patterns.

Where appropriate, the school will inform a student's social worker and/or youth offending team worker if there are unexplained absences.

17 Record keeping and confidentiality

All records created in accordance with this policy are managed in accordance with the school's policies that apply to the retention and destruction of records.

The information created in connection with this policy may contain personal data. The school's use of this personal data will be in accordance with data protection law. The school has published privacy notices on its website which explain how the school will use personal data.

<p style="text-align: center;">**Appendix 1**</p>

School arrangements

Managing attendance

The school monitors, records and shares data about student attendance and as part of its duty to safeguard and protect students and promote attendance. It accurately completes admission and attendance registers. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

The school expects all students to be present at school for the whole of the school day, usually from registration at 8.40am to close at 4.00pm.

2   **The role of Parents / carers**

The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity;
- notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- Parents of day students should ensure their child attends School by 8:30am for morning registration at 8:40am;
- Parents of boarding students should ensure their child returns to their boarding accommodation by 6:00pm on Sunday before the beginning of the school week
- The school will regularly inform parents about their daughter's absence and attendance levels through MySchoolPortal and through contact from form tutors and Heads of Year or Assistant Head, Head of Prep in the Prep school.

The role of the school

- To manage and improve attendance effectively, the school endeavours to
- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, students and parents understand.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify students or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a student's absence is at risk of becoming persistent or severe.
- Be particularly mindful of students absent from school due to mental or physical ill health or their special educational needs and/or disabilities and provide them with additional support.

Registration and attendance checks

Registration

Morning registration is at 8:40am. The registers will remain open for 20 minutes after the start of morning registration.
Afternoon registration will be at 1:50pm at the start of Period 7..
Once the morning and afternoon registers close, a student will be recorded as absent if not present in the classroom/lesson.
If a student is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).
If a student arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.
The school uses ISAMS to track and record attendance.

Reporting absence

If students are ill and unable to attend school, parents / guardians are requested to contact the school before 8.40am on the first morning of absence, giving an indication of the possible duration of the absence. This should be done either using mailto:office@thorntoncollege.com or accessing 'My School Portal' where a 'Sickness Absence Form' can be found in the section 'Parent Forms' or alternatively there is a form called 'Longer Term Sickness Absence.' If this is not possible then parents should call the school on 01280 812610. (The school has an answering machine until 7:45am; thereafter Reception will take your call.) My School Portal Sickness Forms are forwarded directly to Form Tutors.

Where a student is ill, the school should be notified of the nature of the illness.

If no contact is made, the Form Tutor will insert an N in the register and the Administration team will contact home that morning to confirm the reason for absence. Heads of Year in the Senior School and Form teachers in Prep School review attendance in the first instance and will also contact home should there be a concern or a pattern of absence identified.

If a student is absent for reasons other than ill health, this must be communicated to the school on each separate occasion. Parents / guardians should complete the 'Absence Form' located in 'My School Portal' in the section 'Parent Forms;' completed forms are automatically sent through the portal to Form Tutors directly and / or the Head Teacher, dependent on the nature of the request for absence. Form Tutors may forward requests for entire day absences to the Head Teacher for authorisation but can authorise shorter absences such as dentist or medical appointments. In these circumstances it is not necessary to then telephone the school on the day of absence

If a student is required to leave school without notification and for reasons other than illness, an explanation must be provided by the parent or guardian, and the absence must be authorised by the Head Teacher.

All students, who leave the school during the school day must sign out at front reception. Should a student return that day, she must sign in.

Arrangements for reporting subsequent absence

Absence will be recorded on the Attendance Register.

Managing absence

In the first instance, the emphasis of the school is to support both students and parents by building strong relationships with families, listening to them, understanding the barriers to attendance and working with families to remove them. We recognise attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes, and strategies. The policy should be applied fairly and consistently but in doing so the school should always consider the individual needs of students and their families who have specific barriers to attendance.

On very rare occasions where a student needs encouragement to attend school regularly, any problems are best resolved between the school, parents, and the student. If problems cannot be resolved this way, the school will contact the Education Welfare Officer from the relevant Local Authority. He or she will also try to resolve difficulties by agreement but, if other ways of trying to improve a student's attendance have failed, these officers can use court proceedings to prosecute students or to seek an Education Supervision Order on the student. Parents may wish to contact the Education Welfare Officer themselves for advice. They are independent of the school. Their telephone number is available by contacting the appropriate Local Education Authority. The school reserves the right to withdraw a student's place in the case of students who fail to attend (as per regulation 8(1)(I) of The Education (Student Registration) (England) Regulations 2006.

A Staged Approach to Monitoring Attendance
In the first instance, the school will -
- Monitor attendance and when it falls below 90% progress to the first stage of support.
- Support students and parents by working together to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, all partners will work together to support students and parents to access any support they may need voluntarily. As a minimum, this should include meeting with students and parents at risk of persistent or severe absence to understand barriers to being in school and agreeing actions or interventions to address them. This may include referrals to services and organisations that can provide support. These actions should be regularly discussed and reviewed together with students and families.
- Where absence intensifies, so should the support provided, which will require the school to work in tandem with the local authority and other relevant partners:
- If the needs and barriers are individual to the student this may include such strategies as provision of mentoring, an education, health and care plan or alternative provision.
- Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.
- Where engagement in support is proving challenging, school will hold more formal conversations with the parents (and students where they are old enough to understand). This is likely to be led by the school's senior attendance champion and Head of Year and may include the school's point of contact in the local authority School Attendance Support Team. These meetings should clearly explain the consequences of persistent and severe absence to the student and family and the potential need for legal intervention in future but should also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.
- Where voluntary support has not been effective and/or has not been engaged with the school will work with the local authority to:
- Put formal support in place in the form of an attendance contract or an education supervision order.
- Issue a Notice to Improve and/or penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).

- Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

The above will be implemented in the following way -

The Heads of Year in Senior School, and the Assistant Head in charge of the Prep School will monitor attendance on a half termly basis. They will look for trends in attendance and of anyone who is causing a concern and needs support to attend school. The following stages will be followed for those whose attendance is deemed a concern. This will usually be when attendance falls below 90%.

Stage 1

The attendance records are examined by the Heads of Year and the Assistant Head in charge of the Prep School. Those below 90% are discussed with the form teacher to establish why they have been absent. Parents will be contacted by Form Teachers. The communication will be supportive and carried out in the first instance by the Form Teacher. The school will treat all students and parents with dignity and staff will model respectful relationships to build a positive relationship between home and school that can be the foundation of good attendance. In communicating with parents, the school will discuss the link between attendance and attainment and wider wellbeing, and challenge parents' views where they have misconceptions about what 'good' attendance looks like. This will be recorded on CPOMS. Such students should be monitored on a half termly basis.

Stage 2

If the level of attendance of a student does not improve, then the Head of Year or the Assistant Head - Head of Prep will contact parents. This will be a supportive communication exploring any barriers to school attendance and discussing what the school can do to support the student. A written communication will be sent home which will detail the advantages of attending school, breaking down the absence into the different types and offering support. Where barriers are outside of the school's control, all partners should work together to support students and parents to access any support they may need voluntarily. This will be recorded on CPOMS.

Stage 3

If the level of attendance is still causing a concern, then parents will be invited into school for a meeting with the Head of Year (or the Assistant Head – Head of Prep) and the Deputy Head. At the meeting, the importance of attendance will be emphasised, and further ways of support will be explored including a parent contract. The meeting will be recorded on CPOMS.

Stage 4

Where absence intensifies, or the level of attendance does not improve, so will the support provided, which will require the school to work in tandem with the local authority, including the Educational Welfare Officer (EWO) and other relevant partners. Where engagement in support is proving challenging, the school will hold more formal conversations with the parents. Some students face greater barriers to attendance than their peers. These can include students who suffer from long term medical conditions or who have special educational needs or who have disabilities. In working with their parents to improve attendance, the school will be mindful of the barriers these students face and put additional support in place where necessary. Students with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. In all cases, the school will be sensitive and avoid stigmatising students and parents and will talk to students and parents and understand how they feel and what they think would help improve their attendance to develop individual approaches that meet an individual 's specific needs. This will be recorded on CPOMS.

Stage 5

Where the attendance of a student does not improve, the school will consult further the Local Authority, which may decide on further processes such as Attendance Contracts, Education Supervision Orders and Parenting Orders.

Stage 6
Where a student is persistently absent and all attempts to improve attendance have been unsuccessful then the school will have no choice but to remove the student's name from the admissions register. (Regulation 8(1)(l) of the Education (Student Registration) (England) Regulations 2006. In accordance with regulation 12(6) the school will notify the local authority in these circumstances.

Authorised absences

Authorised absence means that the school has either given approval in advance for a student to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Applications for an authorised leave of absence

Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Headteacher at lshaw@thorntoncollege.com The school will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the student's past attendance record and the relevant background context behind the request. Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when the form tutor should be informed. If a leave of absence is granted, it is for the Head Teacher to determine the length of the time the student is or was permitted to be away from School. It will be recorded as an authorised absence.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which Parents and students belong. Parents are expected to make a request for this type of leave of absence in advance.

Please note that we ask parents **not** to make holiday arrangements that require their daughters to miss days during term-time. Holiday leave in term time will not be granted unless circumstances are exceptional. Our terms are short and intensive, and a relatively lengthy period of holiday is available. If your daughter needs to be away from school in exceptional circumstances, a letter or email requesting permission should be sent to the Head Teacher of Thornton College. Apart from illness, no student should be away from school without prior permission from the Headteacher.

Reporting duties

The School is legally required to share information from their registers with the local authority. As a minimum this includes:

New Student and Deletion returns: notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times.

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

Sickness returns: providing the local authority with the full name and address of all students of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

In the event that a student holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the student misses ten consecutive expected contact points.

Each time the School's attendance register is completed it is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

Action will also be taken in accordance with the Missing child policy and safeguarding and child protection policy if any absence of a student from the School gives rise to a concern about their welfare.

Appendix 2

Staff with specific responsibilities for attendance

Senior Attendance Champion:

Ms T Wilks, twilks@thorntoncollege.com

Attendance Champions:

Mrs R Loughnane: rloughnane@thorntoncollege.com (term time)

Mrs L Sablon (Assistant Head, Head of Prep),Lsablon@thorntoncollege.com

Mrs R Coates (Head of Sixth Form), rcoates@thorntoncollege.com

Mrs S Ferreira-Thornton (Head of Years 10 and 11), sferreirathornton@thorntoncollege.com

Mrs S Murphy (Head of Year 9), Smurphy@thorntoncollege.com

Miss J Holley (Head of Year 8),Jholley@thorntoncollege.com

Mrs L Readman (Head of Year 7), Lreadman@thorntoncollege.com

Admissions Register

In accordance with the requirements of the School Attendance (Student Registration) (England) Regulations 2024 the School will:

maintain an admission register of all students (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and

inform the local authority of any student who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every student in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended (and in the case of boarding schools whether each student of compulsory school age is a boarder or day student).

A student's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Student Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the student's name must be deleted.

Where the School notifies the local authority that the student's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the student;
- the address of the student;
- the full name and address of any parent   the student normally lives with;
- at least one telephone number of any parent with whom the student lives or can be contacted in an emergency;
- the student's future address, the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;
- name of the student's other or future school and student's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the student's name is to be deleted from the admission register.

Attendance register

The school records and monitors the attendance of all students (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Student Registration) (England) (Regulations) 2024

The school uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The school will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with students and parents to resolve any issues before they become entrenched.

The school is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

On each occasion it will be recorded whether every student is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

The circumstances in which a student may be recorded as attending a place, other than the school, can include:

Attending educational provision arranged by a local authority;

For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;

Attending a place for an approved educational activity that is a sporting activity;

Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the student's education;

Attending a place for any other approved educational activity. All schools can grant a leave of absence when a student needs to be absent from school with permission for the following reasons -

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)

- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the student normally lives with.

- Study leave: for public examinations, as agreed in advance with a parent the student normally lives with.

- A temporary, time-limited part-time timetable: where the student is of compulsory school age, both the parent who the student normally lives with and school agree the student should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the student will be expected to attend school as part of that timetable.

- Exceptional circumstances: The school can grant a leave of absence for other exceptional circumstances at the Headteacher's discretion. The school will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the student can be away from school.

The school will also allow students to be absent from the school site for certain educational activities or to attend other schools or settings:
- To attend an offsite approved educational activity. (For full details see Code B)
- To attend another school at which the student is registered (dual-registration). (For full details see Code D) •
- To attend a provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan. (For full details see Code K)
- To participate in an approved sporting activity. (For full details see Code P)
- To attend an educational visit or trip arranged by the school. (For full details see Code V)
- To attend work experience. (For full details see Code W)

Recording absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Student Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;

- other authorised reasons;

- unable to attend school because of unavoidable cause;

- unauthorised absence.

Remote education

The school is required to record all absence from in-person lessons.

The school may, in limited circumstances, provide remote education to enable students, who are well enough to learn but unable to attend the school site, to keep pace with their education.

In the limited circumstances when the school decides to use remote education for individual students when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the school, parents or carers, potentially students, and if appropriate a relevant medical professional. If the student has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the student back to school at the earliest opportunity;

- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the student returns to in person education with the required support in place to meet their needs.

Students who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The school will keep a record of, and monitor student's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a student's reintegration to school.

The school will utilise a digital education platform that will be kept up-to-date and keep students safe. Staff will remain trained and confident in its use. **Unauthorised absence**

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the school is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the school or is in excess of the period determined by the Head;

- the reason for absence has not been provided;

- a student is absent from school without authorisation;

- a student has arrived in school after registration has closed and without reasonable explanation.

Notification of removal or addition of student on the register
There is a difference between the admissions register, which is the student database of prospective students or the school roll which includes children currently attending Thornton.

The school will notify the local authority whether they remove or add a student's name to the admissions register at non-standard transitions. The school will refer to the lawful grounds for removing a student, and the information to be reported to the local authority, in line with *School Attendance 2019* and *Children*

Missing Education 2016. If requested, the school will provide information to the local authority for standard transitions.

Where possible and considering the potential safeguarding implications of children missing education, the school will also copy in the local authority where the child is normally resident if this is different to the local authority of the school.

The School will make reasonable enquiries to establish the whereabouts of the student jointly with the local authority, before deleting the student's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (see Annex A of the Students missing education guidance September 2016) the school will not delete the student's name from the register but will delete the student's name from the school roll once they have left the school. The school register we understand as our iSams database – and school roll we understand as who is currently attending the school. Any child that leaves is not deleted from the school register (our database) as their record is moved to the former student section and kept for GDPR compliant archiving.

Thornton College will notify the local authority within five days of adding a student's name to the admission register at a non-standard transition point. The school will send all the registration details to the local authority.

Attendance and Absence Codes

On each occasion the register is taken the appropriate national attendance and absence code will be entered for every student (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time.

Code / \: Present at the school / = morning session \ = afternoon session

Code L: Late arrival before the register is closed

Code K: Attending education provision arranged by the local authority

Code V; Attending an Educational Visit of trip

Code P; Participating in a sporting activity

Code W; Attending work experience

Code B; Attending any approved educational activity

Code D; Dual registered at another school

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code S: Leave of absence for the purpose of studying for a public examination

Code X: Non-compulsory school age student not required to attend school

Code C2: Leave of absence for a compulsory school age student subject to a part-time timetable

Code C: Leave of absence for exceptional circumstance

Code T: Parent travelling for occupational purposes

Code R: Religious observance

Code I: Illness (not medical or dental appointment)

Code E: Suspended or permanently excluded and no alternative provision made

Code Q: Unable to attend the school because of a lack of access arrangements

Code Y1: Unable to attend due to transport normally provided not being available

Code Y2: Unable to attend due to widespread disruption to travel

Code Y3: Unable to attend due to part of the school premises being closed

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as student is in criminal justice detention

Code Y6: Unable to attend in accordance with public health guidance or law

Code Y7: Unable to attend because of any other unavoidable cause

Code G: Holiday not granted by the school

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed

Code Z: Prospective student not on admission register

Code #: Planned whole school closure

For more details pertaining to each code, please refer to Working Together to improve school attendance 19 August 2024 (DfE) pp.76 - 91.