YARM SCHOOL

Yarm Senior School Pupil Attendance, Absence and Admissions Policy

Yarm School is committed to ensuring its pupils reach their potential in all that they do, and we recognise the vital importance of regular and punctual attendance in achieving this aim.

The importance of good attendance

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, where 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 a pupil's holistic development
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- that attendance is never 'solved' and is a continuous process requiring revision and review of processes and strategies;
- and children missing education can act as a vital warning sign to a range of safeguarding issues.

This policy has been prepared to meet the School's statutory obligations and responsibilities to record attendance and absence under:

- Education (Independent School Standards) Regulations 2014;
- Education and Skills Act 2008;
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and
- 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 Attendance (July 2026)
- Summary table of responsibilities for school attendance (August 2024)
- Keeping Children Safe in Education 2026
- Children Missing in Education, September 2025

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

- Child Protection and Safeguarding policy
- Supporting Pupil Emotional Wellbeing & Mental Health
- Learning Support (SEND) Policy - Senior
- Disciplinary Policy - Senior
- Disability Access Policy & SENDA Plan

The School's Responsibilities and Commitment

The School recognises that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community. Where there are challenges to attendance, the School will work effectively and respectfully with pupils, 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.

The School will have robust systems in place, including both morning and afternoon registration as well as lesson by lesson registration, to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils 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. This analysis will also pay particular attention to specific cohorts who may face unique barriers to attendance, such as young carers, pupils with a social worker, looked-after children, those with Special Educational Needs and Disabilities (SEND) or long-term medical conditions.

The School ensures that all staff know the importance of good attendance and are consistent in their communication with pupils and parents about it, providing appropriate training and professional development for staff consistent with their roles and responsibilities.

The Senior Deputy Head is the School's Senior Attendance Champion and has overall responsibility for the implementation of pupil registration and the monitoring of pupil attendance.

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 and the School is committed to working with parents to ensure this expectation is fulfilled and to identifying and acting upon any problems which may impede this as swiftly and constructively as possible. This policy sets out the expectations the School places on parents in this regard and repeated failure by a parent to ensure a child's attendance or to engage with the School constructively about it could amount to a breach of contract.

Information sharing and confidentiality

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 is legally required to share information from the attendance registers with the local authority. 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 School's procedures

Attendance and registration

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers will be kept electronically on the Schools MIS and a back-up copy of the register is made at least once a month in the form of an electronic download.

The normal times of attendance are Monday to Friday 8.35am until 4.00pm, although many pupils are frequently in school before and after those timings in order to take part in the School's extensive

co-curricular programme or because they have been dropped off early or are awaiting collection. It is expected that pupils will attend school on a full time basis unless otherwise agreed with the School.

As a school, we have a legal requirement under the Education Regulations 1991 to register all pupils in the morning and afternoon of each school day, at 8.35am and 1.35pm. If a pupil arrives at school after the morning registration period (after 8.40am) they are required to sign in at the School Office before going to lessons, to ensure we have a complete list of all pupils on site in case of an emergency. Equally, if pupils miss afternoon registration, they are expected to sign in at the School Office before going to lessons.

Pupils are expected to arrive punctually at morning and afternoon registration and lateness is monitored by the Tutor and the Head of Year. Pupils' attendance at and punctuality in arriving to academic lessons is also closely monitored by teachers, Tutors and Heads of Year.

Should a pupil be found to frequently arrive late to registration or to academic lessons, the School will seek to identify the cause and support the pupil in this, where appropriate. Should there be no reasonable cause for frequent lateness, the pupil can expect a lunchtime detention to be issued and parents to be contacted. Should the situation not improve, sanctions will be escalated appropriately. The School expects parental support in this.

Absence (authorised and unauthorised)
A summary of who to contact for pupil absence is available below in Appendix A.

Absence due to illness
The School expects parents to inform Reception before 8.15am if their son/daughter is going to be absent because of illness or other unavoidable cause. This can be by telephone (01642 786023 - for your convenience there is an answerphone facility available before 8.00am for you to leave a message) or by email (admin@yarmschool.org).

If a pupil is taken ill during the School day or requires medical attention, they should report to the School Office where they will be assessed if necessary. The First Aider in the School Office will then contact parents as appropriate. Pupils must not telephone home themselves to ask to be collected as the School needs to take an informed view of the best course of action in any given circumstance.

Leave of Absence (for dental, medical and other such appointments)
Requests for these types of absence should be addressed to the pupil's Tutor and copied to the Head of Year and to admin@yarmschool.org. Every effort must be made by parents to avoid organising appointments during school hours, but the School accepts that this is not always possible.

Requests for single days off for important family occasions
Such requests are always given fair consideration, but should be submitted **with as much notice as possible.** Any such requests for absence should be addressed to the Head of Middle School if the pupil is in First-Fifth Year, and to the Head of Sixth Form for a Sixth Form student, but the Headmaster must be asked if the reason is unusual or the time off required exceeds one day.

Whenever a pupil's request for Leave of Absence is granted, it is on the understanding that they take responsibility for copying up any work missed, and permission is more likely to be forthcoming if the pupil's work is up to standard.

Requests for permission for absence from School for a proposed holiday
Term dates are published well in advance to allow parents to plan accordingly. Although it is appreciated that parents with certain occupations may find it challenging to take their holidays out of

term every year, the disruption to the educational progress of their son/daughter, as well as the impact on teachers and other pupils, is out of all proportion to the time away and should be taken into account.

Parents are therefore expected to do everything possible to avoid term-time holidays and should be aware that permission for them is unlikely to be granted. Requests for such absences should be addressed to the Headmaster**.** The School's Governors are clear that the Headmaster may not authorise term time holidays and will support him in this decision.

Every half day absence from school must be classified by the School, not the parents, as either authorised or unauthorised; information about the cause of each absence is therefore always required. Time taken without permission or without the courtesy of advance notification will be recorded as an unauthorised absence. Where such absence is of frequent occurrence, or is deemed to negatively impact a pupil's progress, the School reserves the right to require withdrawal of the pupil from the School.

Unexplained absences

Should a pupil be absent from school with no reason given by parents, the School Office will follow clear procedures to ascertain the whereabouts of the pupil and the reason for their absence as quickly as possible. The School Office will check the late log to ensure the pupil has not signed in outside of the registration timings, as well as check their classes to ensure they have not arrived. Should the child's absence remain unexplained, the School Office will contact parents, to ascertain whether their son/daughter is at home unwell. If a pupil is found to be missing, the Senior Deputy Head will immediately be informed and, with parents, if the School is able to contact them, the police will be contacted for advice on any next steps. Parents can therefore be confident that their son/daughter has arrived safely at school.

Absence and academic work

During absences from school due to occasional or acute illness, work will not generally be provided for the pupil to complete at home. If a pupil is not well enough to attend school, they should rest at home until they are recovered. In the event of a longer period of absence, due to illness or an ongoing medical condition, parents should contact the pupil's Head of Year in the first instance to discuss how they can best be supported.

Persistent and severe absence

The School recognises that for some pupils and in some contexts, regular attendance at school may pose challenges for a variety of reasons. The School expects to be informed by parents about any problem which might affect a pupil's attendance or behaviour, and commits to working with the pupil and meeting with their parents to address such issues, putting in place internal support where needed, as well as contacting external agencies, such as the local authority Attendance Team, where appropriate. Furthermore, the School will identify and provide support for 'severely absent' pupils, which the government defines as any pupil whose attendance falls below the 50% threshold.

The School also recognises that children being absent from school, particularly repeatedly and/or for prolonged periods, and children missing education, can act as a vital warning sign of a range of safeguarding possibilities. It is important the School's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. Should a pupil's absence become a safeguarding concern, the School's safeguarding procedures will be set in motion, as per our Child Protection and Safeguarding Policy.

Reporting responsibilities

As noted above, the School will always seek to ascertain the reason behind a pupil's absence. The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority. The School must also notify the local authority when there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil'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.

Admission register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will: maintain an admission register of all pupils (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 pupil who is going to be added to or deleted from the School's admission register at non-standard transition points. The admission register will be kept electronically on the School's MIS and a back-up copy of the register is made at least once a month in the form of an electronic download.

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 pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended. A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School will provide it with the following information:

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

Policy created by ACGK, November 2022
Reviewed: September 2023 (ACGK)
Reviewed: July 2026 (ACGK)

Date of Next Review: July 2027 (ACGK)

Appendix A - Who to contact to request pupil absence

Reason	Who to contact
Absence due to illness	School Office (01642 786023 or admin@yarmschool.org) by 8.15am
Leave of Absence (for dental, medical and other such appointments)	Tutor / Head of Year / School Office (admin@yarmschool.org)
Requests for single days off for important family occasions	Head of Middle School (1st-5th Year) Head of Sixth Form
Requests for permission for absence from School for a proposed holiday, or absence of more than one day	Headmaster (head@yarmschool.org)