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Attendance Policy	
Approval:	Governing Body
Head Teacher:	Gary Edmunds
Policy Originator:	Gary Edmunds
Date Approved:	September 2025
Date of Review	September 2026

To be read in conjunction with: Safeguarding, Child Protection and Prevent Policy, Behaviour Management Policy.

This policy is based on the DfE guidance.

1.0 Policy objectives:

Attendance is central to raising standards in education and ensuring all students can fulfil their potential. Missing out on lessons leaves children vulnerable to falling behind in their learning. Children with poor attendance tend to achieve less in school. The aims and objectives of the school’s policy on attendance and punctuality are to enable maximum student attendance by encouraging parents/carers to encourage their children to take full advantage of their educational opportunities with regular and punctual attendance at Spring Hill High School.

We therefore wish to :

- To establish and sustain improved levels of attendance in keeping with National expectations.
- To ensure that policy and procedures on attendance and punctuality are effective and applied consistently in practice.
- To ensure that registers are completed accurately, consistently and reliably and that analysis of attendance data is used to provide an effective monitoring system and to inform practice and target resources.

- To identify students and groups of students whose absence or lateness is giving cause for concern and target resources to work toward the resolution of any difficulties being experienced.
- To reduce the percentage of persistent absentees (attendance below 90%).
- To promote an effective whole-school approach to the management of attendance where each member of the school community, including staff, governors, parents and students are aware of their roles and responsibilities and make an effective contribution to improving attendance.
- To establish working partnerships with parents, the local authority, other support agencies and the wider community to address attendance issues.

2.0 Attendance and the Law:

This guidance summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, headteachers, school staff, governing bodies, students and parents.

These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (student Registration) (England) Regulations 2006
- The Education (student Registration) (England) (Amendment) Regulations 2010
- The Education (student Registration) (England) (Amendment) Regulations 2011
- The Education (student Registration) (England) (Amendment) Regulations 2013
- The Education (student Registration) (England) (Amendment) Regulations 2016

We follow the guidance contained in [Working Together to Improve School Attendance](#) (Updated August 24) and [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3.0 The Attendance Register:

During school days, the school is open to pupils during the following times:

- Monday-Thursday: 09:10-14:30
- Friday: 09:10-13:00

Spring Hill High School follows Government guidelines on the maintenance of the attendance register contained in DFE Advice contained in 'School Attendance Guidance for Maintained Schools, Academies, Independent Schools and Local authorities May 2022':

Therefore:

The admissions register must contain the personal details of every student in the school, along with the date of admission (or re-admission) to the school, information

regarding parents and carers and details of the school last attended. This information is also made available on the school's inhouse system where appropriate.

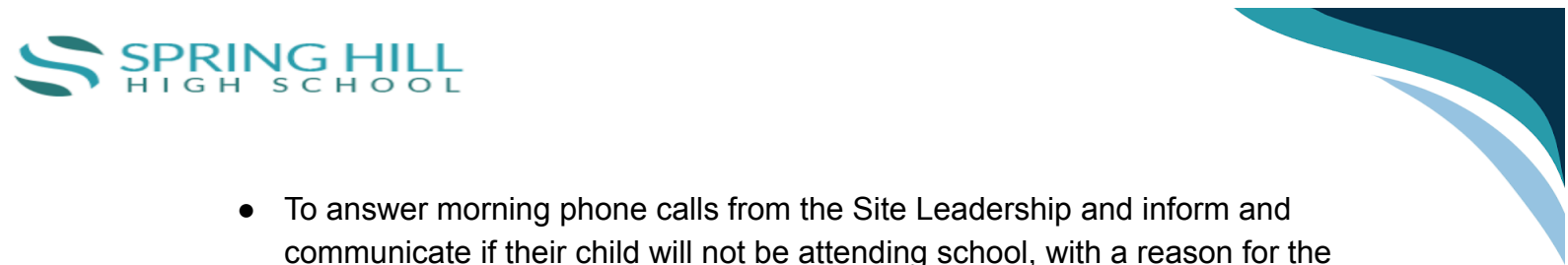
4.0 Expectations of the School

- Rewarding good attendance through The Responsibility Points, the post 16 bursary, Head Teachers and Attendance Awards and individual termly certificates.
- Regular, efficient and accurate recording of attendance; registers will be completed each morning by 9:40am and afternoon by 12:40pm.
- Early and sensitive contact with parents on occasions when a student is absent and where no appropriate reason for absence has been provided.
- Early and sensitive action to be taken towards resolving any problems/issues of which the school is notified.
- Excellent and improved levels of attendance on the part of relevant students will be rewarded by termly attendance certificates and weekly attendance awards. Attendance rates will form an integral part of celebrations in school.
- Positive staff attitudes to students returning, following an absence, will be promoted.
- Regular evaluation of attendance procedures and levels of attendance by Senior Leadership Team
- Clear message to be sent that if a student is absent, he/she will be missed, including first day calling. This is completed by the Site Leader of each school site.
- The Senior Leadership, Safeguarding officer(s) and all members of the school community will be consulted in the monitoring and reviewing this attendance policy.
- If a child is taken ill during the school day, the parent/carers will be notified and should then arrange to collect the child.

- 4.1 The school Attendance Champion is responsible for:
 - Monitoring and analysing attendance data
 - Benchmarking attendance data to identify areas of focus for improvement
 - Providing regular attendance reports to school staff and reporting concerns about attendance.
 - Working with education welfare officers to tackle persistent absence
 - Working with Site Leadership to improve attendance eg to ensure Pupils who are attending well are rewarded. The school highlights good attendance in weekly assemblies and in end of term celebrations.

5.0 Expectations of Parents/Carers:

- To actively encourage their children to attend school on a regular basis.



- To answer morning phone calls from the Site Leadership and inform and communicate if their child will not be attending school, with a reason for the absence. Parents Carers can also call the main office and give a reason for the absence (Tel:0121 240 0992)
- To ensure that children arrive at school in good time for registration, dressed appropriately and well prepared for the school day.
- To positively engage with the school and inform the Site Leader of any issue/problem which may hinder their child's regular attendance at school, including discipline and behaviour in school.
- Ensure that, unless absolutely necessary, any medical or dental appointments in respect of their child are made outside school hours but where such school-time appointments are made that evidence is provided to Head's of Site who will inform the Attendance Champion and Office staff. Parents/Carers should ensure that wherever possible, students return to school following such medical appointments.
- Parents/Carers are expected to cooperate with school staff and respond to calls and correspondence from school Leadership or other appropriate bodies in relation to the attendance of their child.

6.0 Expectations of students:

- They will attend school regularly.
- They will arrive on time for registration periods and lessons and be appropriately prepared for the school day.
- They will inform a member of staff of any difficulty that may hinder their attendance/engagement at school.
- That their behaviour is such that it does not conflict with the day to day running of the school.
- They will remain in school throughout the school day unless otherwise agreed between the school and home.
- They will work with school staff to ensure that achievable targets are in place to support any barriers they have.

7.0 Students Moving to a New Address and/or School

Where the parent/carer of a student notifies the school that the student will live at another address, schools must record in the admission register: (a) the full name of the parent/carer with whom the student will live, (b) the new address, and (c) the date from when it is expected the student will live at this address. Where a parent /carer notifies the school that the student is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the student first attended, or is due to start attending, that school. Changes will also be made on the school's internal system where/when appropriate.

8.0 Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

9.0 Preservation of the Admission Register and Attendance Register

Every entry on the admission register and attendance register will be preserved for 6 years in accordance with [The School Attendance Regulations \(Pupil Registration\) 2024](#)

10.0 Contents of Attendance Register

Spring Hill High School will take the attendance register at the start of the first session of each school day (9:10am) and at lunch time (12:30pm).

Registers can remain open 30 mins after the start of the session.

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

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to known circumstances.

The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is authorised or not;
- Identify the correct code to use before entering it on to the school's electronic register, or management information system.

10.1 Spring Hill High School uses approved attendance codes to record the attendance or absence of its students as detailed in DFE Advice. See Appendix 1 for list.

11.0 Authorised Absence from School

Authorised absence means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

11.1 A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least a week before the absence, and in accordance with any leave of absence request form which is available at the end of this document (see Appendix 2) or via the Attendance Champion at lbodin@springhillhighschool.co.uk. The school may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments
- Religious observance
- Traveller students travelling for occupational purposes. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

Other possible 'exceptional circumstances' include:

- Study leave
- Flexi-schooling requests which are agreed with the school/home

12.0 Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence, or no reason has been given.

12.1 The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. These fines will be in line with DfE guidance, however, Spring Hill High School recognises that their students circumstances are varied and challenging and any decision to fine would be based on how effective the school feels that would be in raising the students attendance.

- Penalty notices can be issued by a Headteacher, Local Authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- Where an excluded student is found in a public place during school hours without a justifiable reason
- Known circumstances around the child and family

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

13.0 Persistent Absenteeism (PA):

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year, for any reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents/carers' fullest support and cooperation to tackle this. See Appendix 3 for a copy of the letter and details.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark, or is at risk of moving towards that mark, is given priority and parents will be informed of this.

14.0 School's Duty with regards Educational Neglect:

The Department for Education (DfE) has stated 'persistent failure to send children to school is a clear sign of neglect'. The NSPCC cites 'failure to ensure regular school attendance which prevents the child reaching their full potential academically' as one of their 6 recognised forms of neglect. Regular school attendance is a protective factor for the most vulnerable children and young people, providing opportunities for support whilst giving them the best possible start in life. The white paper 'school attendance is everyone's business' intends not to increase social care referrals, but to agree on a pathway that creates a shared responsibility for responding to 'educational neglect'.

Data shows us that there are demonstrable links between absence and attainment, and extra-familial harms. This includes crime and serious violence. Statistics on this can be found at [Knowledge Hub - The Key Statistics](#).

Guidance states that all practitioners must:

- consider the significance of educational neglect if they become aware of persistent and/or severe absence from school
- demonstrate professional curiosity in relation to children not in school
- challenge parents and carers as to why children are not attending school

14.1 Support and Action: Attendance Percentage

90-100% - the school should adopt a whole-school approach to attendance and ensure that policies and processes are applied to promote good attendance and challenge, where concerns arise.

<90% - Persistent Absenteeism (PAs): the school should consider all early help options including children's centres, inclusion support etc which come under Universal Services. An Early Help assessment may be offered.

<50% - Severe Absenteeism: where concerns remain, multi-agency (i.e. the team around the family) or targeted support will be considered, which may include appropriate referrals to external agencies.

50% or less - this will trigger all schools and partners to consider a range of approaches to tackle absence (including the possibility of a parenting contract or Education Supervision Order via the Family Court).

15.0 Absence Procedures:

If a child is absent parents/carers must:

- Contact the school as soon as possible (**by 9.10 a.m**) on the first day of absence.
- Contact the school on (at least) the first day of your children return. Give an explanation of the absence, if they have not already telephoned the school and had a reason for absence recorded on the register.

16.0 Tracking Absence:

Absence is tracked.

- On the first day; Site Leadership shall telephone the home or a parental/carer mobile if a message has not been received.
- If an acceptable reason for absence is given and accepted by the school the absence may be marked as “authorised” if it falls in line with the agreed reasons for absence. The school is under no obligation to accept the reason given for absence, when there is doubt as to its validity.
- The Headteacher, supported by the Attendance Champion, will keep under review all students and keep under consideration reasons given for the absence. This will be reviewed as to whether the school should consider no longer authorising an absence.
- If any child’s attendance causes concern and the absence is unauthorised, the Local authority may be asked to intervene.
- All children’s attendance is monitored throughout the year. Spring Hill High School acknowledges there can be circumstances which cause non-attendance in schools and will work with home and students to work on these barriers.

However our guiding principles are that:

Below 80%: The loss of learning at this level of attendance is a cause for concern.

Between 80-90%: There is an increased risk of underachievement

90-100%: Children accessing all learning opportunities and have the best chance to succeed.

17.0 Actions to address concerns:

How We Approach Attendance Concerns:

1. **Initial Contact and Support:** If a student's attendance is a concern, we will first contact parents or caregivers by phone to discuss the reasons for the absence and identify any barriers to attending school. Following this phone call, we will send a letter outlining our concerns and the steps to address the

issue. Together, we will develop a plan to improve attendance, exploring ways the school can offer support.

2. **Involving External Support:** If additional support is needed, we may involve Early Help services. If there are safeguarding concerns, we will follow our safeguarding procedures and make a Safeguarding Referral.
3. **Exploring Alternative Options:** In cases where it's clear that SHHS may not be the best fit for the student, we will collaborate with the relevant authority to explore alternative school placements.

Other Support Measures:

We aim for a target attendance rate of 90% or above. To encourage this, parents are regularly reminded through newsletters and daily communications about the importance of good attendance.

If a student's attendance falls below the target, the following steps will be taken:

- **Step 1 (Category 1):** A phone call will be made to the parent or caregiver to discuss the attendance concern and any potential barriers to attendance. A letter will also be sent to outline the concerns and the steps that need to be taken to address the issue.
- **Step 2 (Category 2):** If attendance does not improve, a meeting will be scheduled with the parent or caregiver to discuss the issue further. An action plan may be created to address attendance barriers. Whenever possible, this meeting will coincide with the student's EHCP (Education, Health, and Care Plan) or PEP (Personal Education Plan) review. During this process, relevant agencies (e.g., SENAR, social workers) will be informed that attendance is being monitored and that an action plan is in place.
- **Step 3:** If there is no improvement in attendance after these steps, the school's Designated Safeguarding Lead (DSL) team will assess whether a Safeguarding Referral is necessary.

17.1 Missing From Education:

Schools have a vital role in safeguarding students. Occasionally there may be an immediate concern that, regardless of a student's attendance total, will require an urgent and robust response. If parents and carers cannot be contacted about absence or there are concerns about the reasons given the following actions will be taken.

ACTION 1: On the first day of absence there will be a phone call to the parent/carer's home. If there is no response it will be logged and recorded as an unauthorised absence.

ACTION 2: If there is no contact on the second day of absence appropriate member(s) of school staff will complete a safe and well visit to the student's home.

ACTION 3: If the safe and well visit does not provide satisfactory reasons for the absence or the student has still not been accounted for the matter will pass to the DSL Team who will make a referral to Social Services/MASH if they feel this is necessary.

If there is sufficient reason to be concerned about the student's welfare an immediate call to the police/Social Services could be taken within ACTION 1.

Occasionally some students are regularly absent for extended periods. Even if parents/carers are in contact with the school, the school will conduct safe and well visits regularly and will work with external agencies to ensure student wellbeing is monitored.

If parents/carers have not been in contact with the school and a student hasn't returned to school for 10 days after an authorised absence or has been absent without authorisation for 20 consecutive days, the school and Local Authority have the right to make reasonable enquiries and consider removing the student from roll.

Attendance Legal Intervention

The school pays due regard to the advice given in [Working Together To Improve School Attendance](#)

Absence is often a symptom of wider issues the children and Parents/Carers are facing. The school will work together with parents and local agencies to find the necessary support the family needs in order to improve attendance (as explained above).

17.2 Temporary Exclusion:

If a student is temporarily excluded, absence will be marked as such on the attendance register. Where required the necessary authorities will be informed.

17.3 Notification of absence:

- 10 day period of absence must be reported to the Local Authority
- 15 days due to illness must be reported to the Local Authority
- Social Workers, Early Help Workers etc **must be** informed of absences by the school

18.0 Special Circumstances for an agreed absence:

18.1 Placing a student on a part-time timetable:

All students of compulsory school age are entitled to a full-time education. In very *exceptional circumstances* there may be a need for a temporary part-time timetable to meet a student's individual needs (eg. for mental health reasons). Where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a reintegration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the student is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable Spring Hill High School has agreed to a student being absent from school for part of the week or day, and therefore must record it as an authorised absence. The part time timetable will be reviewed *weekly* by Head of Site and Attendance Champion.

18.2 Study Leave:

Spring Hill High School does not support study leave in most circumstances, however, if study leave is deemed beneficial for the student, then a request must be made in writing to the Headteacher (see Appendix 2).

18.3 Holiday in Term Time:

Term time holiday will only be authorised in the most exceptional of circumstances at the discretion of the Headteacher. As a norm, term time holiday's will not be granted.

19 Telephone numbers:

There are times when we need to contact parents about lots of things, including absence, so it is essential that the school has two parent / carers contact numbers at all times.

20 Registration:

- Staff are required to mark the registers at the beginning of the morning and afternoon session. This is a legal requirement.
- Site Leaders are responsible for the completion of the registers. Registers open at 9:10am and 12:40pm and close at 9:40am and 1:10pm (allowing a 30 minute window)

A grace period of 10 minutes is given at Spring Hill High School before a student is marked as late in the morning registration.

- The register is a legal document in the Education (Student Registration) Regulations 2006. Any removal of a child from the register must comply with Regulation 8.

20 Responsibilities

It is the responsibility of:

- The Headteacher to communicate the policy to the School Community and to ensure that disciplinary measures are applied fairly, consistently and reasonably.
- School Attendance Champion alongside the Governing Body to take a lead role in monitoring and reviewing this policy. Regular report on school attendance figures for Governing Body Meetings by the Headteacher/Attendance Champion
- Headteacher, Senior Managers, Teaching and Non Teaching staff to be aware of this policy and implement it accordingly.
- Staff to support and uphold the policy.
- Parents/carers to support their children and work in partnership with the school.
- Students abide by the policy.
- The named member of staff with lead responsibility for this policy is:
Sean McGowran (smcgowran@springhillhighschool.co.uk)

Appendices

1. Registration codes
2. Leave of absence
3. Persistent absenteeism
4. Summary of responsibilities

Appendix 1 - Registration Codes

The codes are taken from the latest DfE guidance however, Spring Hill High School allows some flexibility around students being marked as present or late.

Code	Definition	Scenario
Common Use codes		
/	Present (am)	Student is present prior to end of grace period in the morning (9:20am)

\	Present (pm)	Student is present prior to end registration in the afternoon (1:10pm)
L	Late arrival	Student arrived after grace period but before close of registers (9:20-9:40am)
U	Arrived in school after registers closed	Student arrived after registers closed but prior to the end of the session (prior to 12:40pm / 2:30pm)
I	Illness	Student is unable to attend school due to illness related to either physical or mental health. This code is NOT used for appointments.
Student is attending a place other than the school site		
K	Education provision arranged by Local Authority	Student is attending a setting other than Spring Hill High School for educational provision. This has been arranged by the Local Authority.
V	Educational visit or trip	Student is on an educational visit/trip organised and/or approved by the school
P	Sporting activity	Student is participating in a supervised sporting activity which has been approved by the school
W	Work experience	Student is on an approved work experience placement
B	Other approved educational activity	Student is attending a place for an approved educational activity not covered by codes above

D	Dual registered	Student is attending a session at a setting other than Spring Hill High School where they are also registered/ on roll
Absence - Authorised due to agreed leave of absence by Headteacher		
M	Medical appointment	Student is at an unavoidable medical or dental appointment. Proof should be provided
J1	Interview	Student is attending an interview for a prospective educational setting or employer
S	Study Leave	Student has been granted study leave
X	Not required to be in school	Student of non-compulsory school age is not required to attend school
C	Exceptional circumstances	Student has been granted a leave of absence for exceptional or personal circumstances as agreed by Headteacher.
C1	Regulated performance or employment	Student is undertaking a paid or unpaid employment during school hours and has been approved by the school
C2	Part time timetable	Student is not in school due to it being their agreed time in accordance with their part-time timetable
T	Parent travelling for occupational purposes	Student is a 'mobile child' travelling with parents
R	Religious observance	Student is participating in a day of Religious

		observance
E	Exclusion	Student has been temporarily or permanently excluded from school. No alternative provision has been made
Absence - Authorised due to unavoidable circumstances		
Q	Lack of access arrangements	Student is unable to attend school because the Local Authority have failed to make access arrangements to enable students attendance in school
Y1	Transport not available	Student is unable to attend school because school is not within walking distance and their usual transport is unavailable
Y2	Widespread disruption to travel	Student is unable to attend due to widespread disruption of travel caused by a local, national or international emergency
Y3	Part school closure	Student is unable to attend because that cannot be practically accommodated within Spring Hill High School within the remaining open part of the school
Y4	Whole school closure (unexpected)	Every student is absent as the school has had to close unexpectedly. This includes adverse weather conditions
Y5	Criminal justice detention	Student is unable to attend school as they are:

		<ul style="list-style-type: none"> - detained by police Or - remanded in Youth Detention awaiting trial or sentencing - detained under a sentencing of detention
Y6	Public health guidance or law	Student's travel to attendance to school has been prohibited under public health guidance or law
Y7	Any other unavoidable cause	Student is unable to attend school for an unavoidable reason which is not covered by any other code
Absence - Unauthorised		
G	Holiday (not agreed by school)	Student is absent due to holiday but this has not been approved by Spring Hill High School
N	Reason for absence not yet established (to be used prior to close of register)	Parent/carer has been unable to be contacted prior to registers closing
O	Unknown circumstances	No reason for absence has been established. Or the school is not satisfied with the reason given
Administrative codes used		
Z	Prospective student not yet on admission register	Student has not yet joined the school but is registered to Spring Hill High School
#	Planned whole school closure	All students absent due to whole school closure which has been planned and is known in advance. This includes school

		holidays.
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Appendix 2 - Leave of Absence

2a - Request form

[Student leave of absence request form](#)

2b - Approval letter

[Leave of absence request - agreed](#)

2c - Request denied letter

[Leave of absence request - denied](#)

Appendix 3 - Persistent absenteeism

3a - Absence concern letter <90% - Notification letter to parents

[Absence concern letter <90%](#)

3b - Absence concern letter <80% - Meeting request

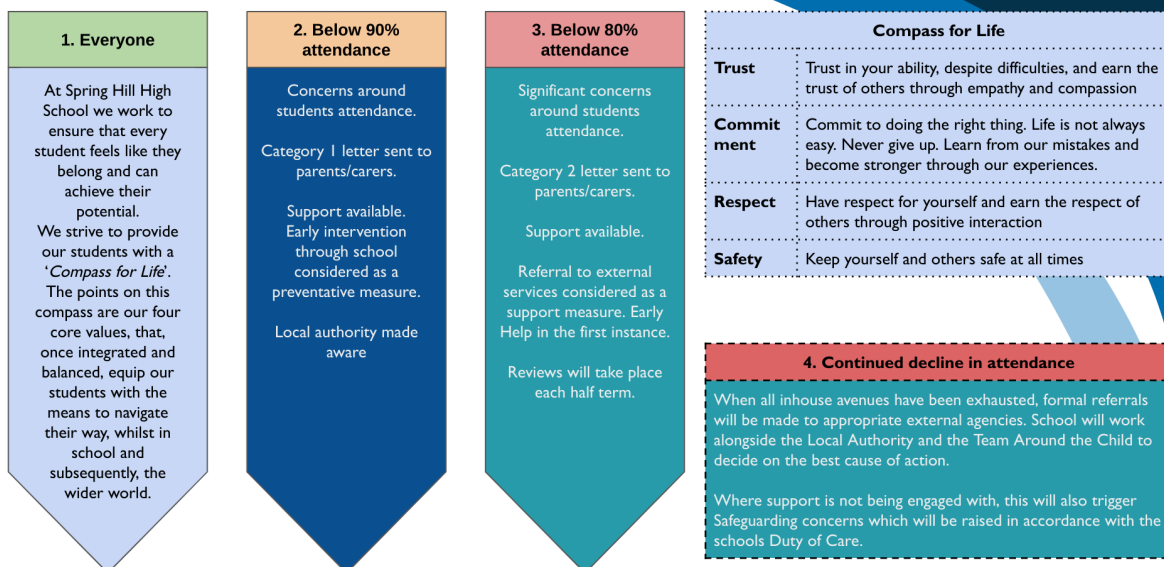
[Absence concern letter <80%](#)

3c - Support tree for students

[My Support Tree](#)

3d - Flowchart for Parents/Carers

Staged approach to absence



Appendix 4 - Summary of responsibilities

Summary table from DfE