



The Tiffin Girls' School

ATTENDANCE POLICY FOR STUDENTS

REVISED June 2026

Approved by: Governing Board

The Attendance Policy is guided by and committed to the following principles:

1. Tiffin Girls' is a selective school for girls aged 11 – 18 years. It is situated in the Royal Borough of Kingston upon Thames and it draws its students from a wide geographical area. A significant number of students travel to this school from outside the Borough. Some students travel for up to one hour to and from school each day. The school is very proud of its high attendance record.
2. As a school we aim to maintain and raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in school.
3. That for the most vulnerable students, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.
4. The policy meets the updated "Working together to improve school attendance" guidance which becomes statutory from Monday 19 August 2024.

The aims of this Attendance Policy:

5. To maintain our high attendance record and to improve on it by focusing on individuals and groups, where appropriate.
6. To keep an accurate and up-to-date record of attendance.
7. To identify causes of non-attendance and to take appropriate action.
8. To inform parents/carers of attendance and punctuality issues.
9. To work closely with the Education Welfare Officer to support the wellbeing of the students, and inform external services when identified vulnerable students are absent.
10. To work closely with a student who has been absent for a prolonged period of time, or for a period of absence over a series of separate days.
11. To be consistent with the application of this policy
12. To manage and improve attendance effectively, the school is expected 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

PROCEDURES

13. Opening and Closing of Register

- It is the Form Tutor's responsibility to take the register each morning at 8.30am. All registers will be taken electronically using the school's Management Information System
- Students need to be in school on time by 8.30 am each day when registration begins. It is important that all students make a good start to the day and are ready to learn
- If a student arrives after 8.30 am but before 8.50am they will be given a late mark (L), and the number of minutes late will be recorded. If they do not attend registration students will be marked with an N code by the Tutor until a satisfactory reason is provided from parents/carers. This must be provided within 5 working days of the absence otherwise it will remain as unauthorised
- The Register closes at 8.50am. Any students absent without authorisation at this time will be marked with a U code
- The afternoon registration mark is taken from the lesson register taken at 1.15pm at the start of period 4.
- Procedures are in place if a student is late on a number of occasions. See APPENDIX A
- Parents/Carers will be made aware of the procedures for providing absence notifications on the day via the school's parent portal (MCAS) . The portal is also used to request known absences in advance. Under the Government's Attendance Guidance (2024) the school must keep electronic attendance and admission registers and adhere to these regulations for recording attendance codes
- The following codes are taken from the DfE's guidance on school attendance:

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances Including C1 (Participating in a regulated performance) and C2 (Part-time timetable)
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
K	Alternative arrangements	Education provision arranged by the LA
M	Medical/dental appointment	Student is at a medical or dental appointment
Q	Unable to attend the school because of a lack of access arrangements	Lack of access arrangements by the LA

R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed
Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	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 pupil 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
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

- Registers are legal records and the school must preserve every entry in the attendance or admission register for 6 years from the date the data was entered
- As the attendance register is a record of the students present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry
- Where amendments are made, the school must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment
- Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session

14. Year 12 specific details:

- Year 12 students must register at 8.30am, and remain in school for the full day from AM registration at 8.30am until the end of period 5 at 3.15pm
- Year 12 students are only allowed off site at lunchtime. They must not leave until 12.10pm and must be back on site by 1.15pm, and must sign out when leaving and sign in when returning
- Year 12 students with no lessons period 4 and period 5 must register with the Sixth form Administrator at the beginning of period 4
- Year 12 students can only leave the site during a study period if agreed in advance with the Sixth Form team, e.g. for taking part in voluntary work
- Sanctions (e.g. a loss of privileges or an after school detention) can be applied by the Sixth Form team to any Sixth Form students found to have left the school site at times outside those specified above without a valid reason

15. Year 13 specific details:

- Year 13 students must register at 8.30am, and remain in school from AM registration at 8.30am until at least the end of period 3 at 12.15pm. Year 13 students can leave school after 12.15pm, provided that they have completed all of their lessons for the day and have no further school duties to perform. Year 13 students must not leave the site before the end of period 3 at 12.15pm, regardless of whether they have finished their timetabled lessons
- Year 13 students with no lessons period 4 and period 5 must sign out at reception when leaving
- Sanctions (e.g. a loss of privileges or an after school detention) can be applied by the Sixth Form team to any Sixth Form students found to have left the school site at times outside those specified above without a valid reason

ATTENDANCE FRAMEWORK (also see Appendix B: Process for supporting students with attendance at School)

- 16.** The Attendance Administrator (Years 7-11) / Sixth Form Administrator will contact the family of any student who is absent without notification on the first morning of the absence. First day absence contact is a priority in this school.
- 17.** The Attendance Administrator (Years 7-11) / Sixth Form Administrator will keep comprehensive records of these absences and inform Deputy Headteacher (Pastoral), Heads of Year and Form Tutors regularly and produce a weekly summary for SLT, HoYs and Tutors.
- 18.** The Attendance Administrator (Years 7-11) / Sixth Form Administrator will audit yearly student records to ensure that two contacts are held for Parents/Carers. This supports our safeguarding duty and the important process of same day attendance calling.
- 19.** The Heads of Year monitor attendance weekly and this is discussed fortnightly in SLT line management meetings. This includes monitoring of attendance percentages and unexplained absences.

- 20.** If a student's attendance falls below 95% then their attendance is monitored. Often this is for a satisfactory reason e.g. for bouts of illness or for medical reasons. If an unsatisfactory reason is given, then further information may need to be gained from parents/carers or health professionals.
- 21.** The Educational Welfare Officer works to analyse patterns of persistent non- attendance and meet with students and parents to ensure that minimum government attendance is achieved in Years 7-11.
- 22.** Mandatory Attendance Data-Sharing: all state-funded schools must provide student-level attendance data to the DfE through its data dashboard.
- 23.** We are legally required to share information from our attendance registers with the local authority. This includes; but is not limited to: new student and deletion returns, attendance returns and sickness returns.
- 24.** To facilitate effective working across the local authority area, we inform a student's social worker and/or youth offending team worker if there are unexplained absences from school. Children missing education officers or a school's point of contact in the School Attendance Support Team should also inform a student's social worker and/or youth offending team worker if their name is to be deleted from the school register.
- 25.** In cases of both long term physical or mental ill health, school staff are not expected to diagnose or treat physical or mental health conditions, but they are expected to work together with families and other agencies with the aim of ensuring regular attendance for every student. They should:

 - Facilitate any relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue.
 - Consider adjustments to practice and policies to help meet the needs of students who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a student has a disability. Any adjustments should be agreed by, and regularly reviewed with the student and their parents.
 - Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example, for those affected by anxious feelings about school attendance.
 - Make a sickness return to the local authority if a student is recorded in the attendance register as absent using code I (unable to attend because of sickness) and there are reasonable grounds to believe 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.
- 26.** For students with special educational needs and disabilities, the school is expected to:

 - Work in partnership with parents to develop specific support approaches for attendance for students with special educational needs and disabilities, including, where applicable, ensuring the provision outlined in the student's education, health and care plan is accessed.
 - Work in partnership with parents to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.
 - Establish strategies for removing the in-school barriers these students face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
 - Consider adjustments to practice and policies to help meet the needs of students who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a student has a disability. Any adjustments should be agreed by, and regularly reviewed with the student and their parents.
 - Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased

return to school would be appropriate. Attendance is everyone's business so in many of these cases school will not be able to fully support a student without the assistance of a range of other agencies.

- 27.** The School should:
 - Make use of school nursing services and mental health support teams where they are available.
 - Consider whether additional support from other external partners (including the local authority, children and young people's mental health services, GPs or other health services) would be appropriate and make referrals.
 - Where external support is provided work together with those services to deliver any subsequent support.

- 28.** If the child has an education health and care plan (EHCP), school staff should:
 - Communicate with the local authority where a student's attendance falls or they become aware of barriers to attendance that relate to the student's needs.
 - Where possible agree adjustments to its policies and practices that are consistent with the special educational provision set out in the EHCP in collaboration with parents.
 - Where needed work with the local authority to review and amend the EHCP to incorporate the additional or different attendance support identified.

- 29.** Medical evidence for recording absences should only be needed in a minority of cases. Where a student's health need means they need reasonable adjustments or support because it is complex or long term, the school can seek medical evidence to better understand the needs of the student and identify the most suitable provision in line with the statutory guidance in supporting students at school with medical conditions or arranging education for children who cannot attend school because of health needs.

- 30.** Where parents do not engage in support, the school should work with the local authority or other local partners to formalise that support and as a last resort, enforce attendance through legal intervention.

- 31.** The School should ensure data is regularly monitored for students with long term illnesses and or special educational needs or disabilities including at board and governing body meetings and in Targeting Support Meetings with the local authority so that additional support from other partners is accessed where necessary.

Persistent and severe absence

- 32.** If a student's attendance falls below 90% they are defined by the Department of Education as 'persistently absent'. At this level their progress and development may be significantly impaired. This will trigger parental notification in writing that their child is persistently absent. Any further absence will be unauthorised without medical evidence or pre-approval for an absence being given by the school. A meeting or discussion between the school and the parents/carers and student will take place. Continued intervention will be put in place by the school in partnership with the Local Authority.

- 33.** The school will arrange home visits, online meetings or telephone communication with the student to check their safety if they are not present in school for more than five days.

- 34.** We use attendance contracts as a form of attendance support.
 - An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.
 - Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent and student to discuss how we can work in partnership to improve attendance.

- Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.
35. In the case of a student whose absences are a cause for concern, that is a student whose attendance is dropping below an acceptable level for this school for no apparent reason, the Education Welfare Officer (Yr7-11) will be asked to meet with that student and parents/carers to explain the consequences of such poor attendance. The Education Welfare Officer will offer advice and support to the parents/carers and the student and will work with the school to support the student's wellbeing. If the student's attendance does not improve, after consultation with the Heads of Year and Deputy Headteacher (Pastoral), the Education Welfare Officer will be asked either to contact the parents/carers or visit the student's home.
 36. This procedure will also be followed for a student who is persistently late, providing the school has taken measures to address the lateness.
 37. Particular focus will be given to students who are absent from school more than they are present (those missing 50% or more of school). These severely absent students may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. We will work with all of our external partners to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an EHCP or an alternative form of educational provision where necessary to overcome the barriers to being in school.
 38. If all avenues of support have been facilitated by the school, local authorities, and other partners, and the appropriate educational support or placements (e.g. an EHCP) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. The School and local authorities should be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment.
 39. Where voluntary support has not been effective and/or has not been engaged we 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, which gives parents a final 3 to 6-week window to engage with support before a penalty notice is issued.
 - Issue a penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents'/carers 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.
 - Under the new national attendance framework, the school will be required to consider a penalty notice fine when a child has missed 10 or more sessions (5 days) for unauthorised absence in a rolling period of 10 school weeks. If a penalty notice is not given, another tool or legal intervention should be used to improve attendance.
 - A penalty notice may also be given before the threshold is met. This might apply for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.
 - From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. The payment must be paid directly to the local authority regardless of who issued the penalty notice. There is no right of appeal by parents against a penalty notice.
 - The school will monitor the impact of the action, and if it does not lead to attendance improvement we will review the case and consider alternative actions.

- Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Part-time timetables

- 40.** All students of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In some circumstances their education may be provided partially at school and partially at another educational setting or through education otherwise than at a school in line with section 19 of the Education Act 1996 or section 42 or 61 of the Children and Families Act 2014. Time away from school to receive education in other ways must be recorded in the attendance register using the appropriate codes.
- 41.** In very exceptional circumstances, where it is in a student's best interests, there may be a need for the school to provide a student of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a student from attending school or another setting full-time and a part-time timetable is used to help the student access as much education as possible. A part-time timetable should not be used to manage a student's behaviour.
- 42.** A part-time timetable should:
- Have the agreement of both the school and the parent the student normally lives with.
 - Have a clear ambition and be part of the student's wider support, health care or reintegration plan.
 - Have regular review dates which include the student and their parents to ensure it is only in place for the shortest time necessary.
 - Have a proposed end date that takes into account the circumstances of the student, after which the student is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a student with a long-term health condition may require a part time timetable for a prolonged period.
- 43.** Where the student has a social worker, the school is expected to keep them informed and involved in the process.
- 44.** If the student has an EHCP, the school should discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed as swiftly as possible.
- 45.** In agreeing to a part-time timetable, the school has agreed to a student being absent from school for part of the week or day and therefore must record the absence accordingly (normally using code X or C2).

Reintegration

- 46.** We realise that returning to school following a period of absence can be very difficult for some students, whatever the reason for their absence. In these situations, school staff will plan carefully with parents/carers and students, together with any relevant agencies, about how best to support the student's return to school.

De-registration of students outside of standard transition times

- 47.** As is our statutory duty we follow guidelines to inform the Local Authority of any students

whose names are removed from the admission register outside of the standard transition points. In doing so we recognise that students who are not in school for any period of time are vulnerable and we have a duty to minimise the number of students who are currently missing education.

Children Missing Education

48. Where a student has not returned from a period of leave or has had a continuous period of absence, the school and the School LA may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Student Registration) (England) Regulations 2024 to try to find out where the student is.
49. No child should be removed from the school roll without consultation between the Head Teacher and the Local Authority when appropriate. Please see circumstances below:
50. Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:
51. If the whereabouts of the child is unknown and the school have failed to locate them.
52. The family has notified the school that they are leaving the area but no Common Transfer Form (student file) has been requested by another school.

Special Leave Requests

53. The school can grant a leave of absence when a student needs to be absent from school with permission. The school is expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Student Registration) (England) Regulations 2024.
54. These circumstances are:
 - Taking part in a regulated performance or employment abroad: in line with a license issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
 - 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. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
 - 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 their discretion. The school is then expected to 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.
55. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.
56. Leave of absence should not be granted for a student to take part in protest activity during school hours.
57. The school is also able to allow students of non-compulsory school age to be absent for sessions they are not timetabled to attend.

58. If a student is over compulsory school age (e.g. in sixth form) leave can be requested or agreed by the student or a parent they normally live with.
59. Section 444 of the Education Act 1996 says that parents/carers are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:
- with leave (the school has given permission)
 - due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
 - religious observance
 - failure by the Local Authority to provide transport
60. In law, these are the only acceptable reasons for a child being absent from school.
61. Students of school age must, by law, attend school regularly. School holidays are published a year in advance on the school website. Therefore, there should not be a reason for parents/carers to take their child out of school during term time. In exceptional circumstances, permission for absence can be applied for, using the Absence Request form at least 3 weeks in advance, to allow the school time for appropriate consideration and a response to be made.
62. The school would not normally grant leave-of-absence under exceptional circumstances to students in Years 10, 11, 12 or 13 who will be undertaking internal or external examination courses or assessments.
63. Permission for special leave will not be granted if the level of attendance of the student concerned is below 97%.
64. Leave granted will not exceed five school days in any one academic year.
65. Permission will not be granted for any leave-of-absence during any public examination period (for example GCSE's, A Levels), mock examinations, internal school examinations or controlled assessments. If a student is taken out of school at any time for the purposes of a holiday, or similar, the school is obliged to inform the Education Welfare Officer who is empowered to take further action. This may result in the issue of a Penalty Notice and fine for each parent/carer for each student's absence.
66. If leave of absence is not agreed by the school, then the absence is recorded as an unauthorised absence.
67. If the student is sitting external examinations and is taken out of school when a request has been refused, the Headteacher reserves the right to withdraw the school's support for the student's public examination entries and parents/carers will have to pay privately for all their child's examinations, including any controlled assessments.

Education off site

68. As well as the above leaves of absence, the school can 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 (Code B)
 - To attend another school at which the student is registered (dual-registration) (Code D)
 - To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan (Code K)
 - To participate in an approved sporting activity (Code P)
 - To attend an educational visit or trip arranged by the school (Code V)
 - To attend work experience (Code W)

Truancy

- 69.** If a student truants from school or leaves school without permission, this is regarded as an extremely serious matter. It may take up a great deal of staff time and it may be necessary to inform the police that a student is missing. This is a matter of both discipline and personal safety. Under no circumstances should students leave school without permission. Heads of Year will report acts of truancy to parents/carers and any student found truanting will be liable to school sanctions.

Contents of the admission register ('the school roll')

- 70.** The school admission register, sometimes known as the 'the school roll', will be kept in accordance with the School Attendance (Student Registration) (England) Regulations 2024. Regulation 8 sets out the contents of the admission register.
- 71.** The names of all students (both compulsory and non-compulsory school age) will be entered on the admission register.
- 72.** The admission register must be kept electronically.
- 73.** The definition of a student is set out in section 3 of the Education Act 1996 – but 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.

Deleting the name of a student of compulsory school age

- 74.** The only reasons why a student's name shall be deleted are:
- The student has been registered at another school
 - The student is also registered at one or more other schools and the other schools have agreed the deletion
 - The student has a school attendance order which has been changed to name another school
 - The student had a school attendance order which has been revoked
 - The parent of a student has notified the school in writing that the student will be leaving the school to be educated otherwise than at a school
 - The student no longer normally lives a reasonable distance from the school
 - The student has not returned following a leave of absence
 - The student has been continually absent from school for 20 school days
 - The student is detained under a sentence of detention
 - The student has died
 - The student will be over compulsory school age and will not continue into the sixth form
 - The student has been permanently excluded from the school

ROLES AND RESPONSIBILITIES

Parental/Carer Responsibility

- 75.** Be aware of their legal duty to ensure their child attends school on a regular full-time basis – Section 7 Education Act 1996. This their child 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
- 76.** Parents and carers are to ensure that the student leaves for school on time each day
- 77.** They are not to take the student out of school in term time without pre-authorisation from the

school

78. It is highly recommended that parents/carers contact the Attendance Administrator (Years 7-11)/Sixth Form Administrator, Form Tutor or Head of Year if they notice problems arising with attendance at school
79. Parents/ carers are required to notify the school on each day of the student's absence by 8.25am
80. When a student is absent from school, parents/carers must use the online parent portal (MCAS) to notify the school of the reason for the absence on the morning of the absence
81. Absences will not be authorised without a parent portal (MCAS) explanation to detail the reason for absence. Communications via the online parent portal (MCAS) must be entered by the parents/carers
82. Parents/carers are asked not to arrange dental or medical appointments during school sessions, except in cases of urgency, so that considerable interference with school work is avoided. In the exceptional case of a medical/dental appointment being made, parents/carers should inform the Attendance Administrator (Years 7-11)/ Sixth Form Administrator, in advance, of the date and time of the appointment via the Absence request form, which can be obtained from the school website or via the school office. The Attendance Administrator (Years 7-11) / Sixth Form Administrator will then inform the necessary subject teacher of the appointment
83. Permission should be sought for any known absence other than illness and should be requested in advance. Parents and students can do this by filling in an MCAS request for that day with additional supporting information if available. These should be submitted to school at least one week in advance
84. To provide three emergency contacts for the school for use in any emergency safeguarding situation

Students' Responsibilities

85. Attend school regularly and attend all lessons
86. The expectation is that students should arrive at school in time to be in their form rooms by 8.25am for registration at 8:30 a.m. They should go to their lockers pre-8.30am, and have their bags packed before form time in preparation for their lessons, to then arrive on time for their lessons.
87. Students must follow the late procedures:
 - If they arrive late to school and arrive before the end of AM registration, they are to go directly to their form room
 - If they arrive late on an assembly day, and before the end of AM registration, they should sign in at reception and go directly to the assembly venue
 - If students arrive at school after 8.50am they should report to the school office immediately upon arrival and sign in
88. If a student becomes ill during the school day, they must ask for permission to go to the school medical room and, if necessary, parents/carers will be contacted for their child to go home. Students must never contact parents/carers directly to make arrangements to go home.
89. If permission has been given for a student to leave school before the end of the school day, this will be added to the student's attendance record. On these occasions, the student should present themselves at reception at the time that they are due to leave and this authorisation will be checked by a member of staff before the student is allowed to leave the school site.

90. A student who is persistently late must realise that sanctions will be imposed if there is no acceptable reason for their persistent lateness. See APPENDIX A

The Subject Teacher

91. It is the subject teacher's responsibility to take a register at the start of each lesson and to make a note of any student who leaves the room during the lesson for whatever reason. Students leaving a classroom at any time should also have a note signed by the class teacher in their planner which records the time and the reason why a student is out of the classroom. On return to that lesson or a subsequent lesson, the in-time should be filled in by the class teacher. Students are required to take their planners with them whilst out of lessons as they may be stopped by members of staff to explain why they are out of class.
92. Subject teachers are responsible for taking the pm registration at 1.15pm. The register for the afternoon mark remains open until 1.35pm.
93. The subject teacher should, if there are any unexplained absences; inform the Form Tutor, Head of Year, Attendance Administrator or Sixth Form Team immediately. The DSL team will inform staff if they need to also inform them for specific students.

The Form Tutor

94. It is the Form Tutor's responsibility to take the register each morning at 8.30am. All registers will be taken electronically using the School Information Management System.
95. Form Tutors should inform Heads of Year if they feel the attendance of a student in their form is giving cause for concern.
96. Form tutors are also responsible for making sure their students understand the importance of regular and prompt attendance at school.
97. Form Tutors provide specific support for students with attendance between 97% and 90%.

The Head of Year

98. The Head of Year is responsible for the attendance of all students within the year group.
99. They will regularly monitor attendance, taking steps to improve attendance where required.
100. They will support Form Tutors to improve attendance of a student if their form when it falls below 95%.
101. They will work closely with families so that they can support their child to have the highest attendance possible.
102. They will take specific actions for a child when their attendance falls below 93%.
103. They will liaise with parents, the SLT, SENCO, EWO and other outside agencies to support high attendance if the year group.
104. They will support students with specific needs that impact upon attendance whilst continuing to ensure as a high attendance as is possible.

Attendance Officer and Sixth Form Administrator

105. To oversee the efficient running of the school attendance systems.
106. To ensure that attendance data is shared with the DfE and Local Authority where required.

- 107.** To create attendance reports for SLT, Heads of Year and Tutors on a regular basis as agreed by the SLT.
- 108.** To liaise with families regarding daily attendance.
- 109.** To monitor student attendance each form time and lesson to ensure that students are accounted for and with the Pastoral and Safeguarding teams if a student is not accounted for.
- 110.** To oversee family requests for absence and leave.
- 111.** Audit student records to ensure two family contacts are on record.

The Leadership Team

- 112.** The school's Senior Attendance Champion is Keith Batchelor (Deputy Headteacher). The Attendance Champion can be contacted by emailing k.batchelor@tiffingirls.org. Assisted by the school attendance officer Yr7-11 (reception@tiffingirls.org) and the Sixth Form Administrator j.carroll@tiffingirls.org.
- 113.** The Attendance Champion is responsible for setting a clear vision for improving and maintaining exceptional attendance and evaluating the impact of interventions to improve attendance across the school.
- 114.** To benchmark attendance data to identify areas of focus by comparing the school data against local, regional, and national levels.
- 115.** Regularly inform parents about their child's attendance and absence levels. We will outline the amount of time missed by a student and the impact that this has upon their learning.
- 116.** When it is felt appropriate, after consultation with Head of Year, and the Education Welfare Officer, the parents/carers of a student with poor punctuality or attendance may be asked to attend a meeting with the Deputy Headteacher (Pastoral), Head of Sixth Form or the Headteacher and the Educational Welfare Officer.
- 117.** This meeting will be to discuss poor attendance and/or punctuality, to determine if there is a pastoral reason behind the poor attendance, and to explain to parents/ carers the effects this may have on the students' education and achievements. It is also developmental, in that we will seek to understand the barriers to attendance and determine solutions to overcome these obstacles.
- 118.** Further close monitoring, support and appropriate sanctions will be put in place following this meeting.

The Governing Board

- 119.** Improving attendance requires constant focus, and effective whole school approaches require regular ongoing support, guidance, and challenge. Therefore, the Governing Board is expected to:
- Recognise the importance of school attendance and promote it across the school's ethos and policies.
 - Ensure school leaders fulfil expectations and statutory duties.
 - Regularly review attendance data
 - Evaluate the effectiveness of the school's processes and improvement efforts by using data to monitor and evaluate the impact of any interventions. This will inform future strategies.
 - Use benchmarking data provided by the school to understand the context of the school's performance.
 - Ensure school staff receive adequate training on attendance.

Conclusion

120. The school makes it clear to staff, families and students that the issue of attendance is of the highest priority. The Parent Portal (MCAS) enables parents/carers to access their child's attendance record daily and will ensure that parents/carers are kept up to date.

121. Attendance and punctuality for AM and PM registration are also recorded on the student's reports which are sent home during the school year and can also be accessed through MCAS.

122. This policy should be read in conjunction with the:

- Safeguarding, and Suspension and Permanent Exclusion Policies
- Behaviour Policy
- Students with Medical Conditions Policy
- Mental Health Policy
- Children with health needs who cannot attend school Policy
- First Aid Policy

APPENDIX A

Lates Procedures for Years 7-11 Reset each term

No. of lates	Action	Further actions
3	Put on Green Level for attendance in the student planner. Monitored by form tutor	Failure to complete – HoY detention
6	5 consecutive days signing in with HOY at 08.20	Failure to complete – HoY detention
9	HOY informs parents/carers – 5 consecutive days signing in with HOY at 08.20 and HOY detention	Put on Orange Report for attendance for 2 weeks
12	Meeting with parents/carers - HoY/SLT 10 consecutive days signing in with HoY at 8:20 and 2 x SLT detention	Put on Red report for attendance
15 or continued persistent lateness	Meeting with student, parents/carers and Headteacher Other sanctions as appropriate	Referred to Educational Welfare Officer

*The number of lates is wiped at the end of each term.

**Continued persistent lateness refers to a situation when a student is repeatedly identified as late in arriving to school over multiple terms.

Lates Procedures for Sixth Form Reset each term

No of morning lates per term	Action / Sanction
3-5	Form tutor to speak to student to express concerns
6-8	Sixth Form Administrator to make brief call home to express concerns
9-11	5 days of early sign-in at the sixth form office (by 8.25am at the latest) and 30 minute after-school detention
12-14	Sixth Form Team speak to the student and call home to discuss concerns and potential removal of off-site privileges
15+	Potential parent meeting in school and removal of off-site privileges

APPENDIX B

Process for supporting students with attendance at School

Daily Monitoring

By Attendance Officer, Form Tutor and teaching staff

- Registers: All registers to be completed and up to date.
- Daily Absence calls: Absence call to be made to those students who are not present, when there has been no reason given by a parent/carer.
 - If no response to absence call or phone calls to all contacts, YL / DSL to be informed as soon as possible
 - Safeguarding team to take relevant follow up actions.
- Signing in and Out: Students sign in and out with the main school office.

Stage 1

Attendance concerns informally managed by the school, through the Pastoral Team and targets set.

Step 1: Attendance & punctuality concern identified

- Phone call: by Tutor.
- Known medical condition/mental health: Secure medical evidence to support the student's needs—give to the Attendance Officer.
- Intervention and support: By form tutor for attendance and punctuality.
- Attendance improves: Phone call home from tutor.

Step 2: Attendance Officer identifies re-occurring reasons for absence

- Phone call: by tutor.
- Intervention and support: By form tutor for attendance and punctuality.
- Attendance improves: Phone call home from tutor.

Step 3: Attendance Review (% decline)

- Phone call: by Year Leader.
- Letter 1: Sent from the Head of Year, further concern about attendance is raised, generated by the Attendance Officer.
- Attendance improves: Phone call home from tutor.

Stage 2

Attendance concerns become formally managed in school, communication as agreed by Year Leader. Further absences will, in most cases, be unauthorised until supporting evidence is received.

Step 1: Attendance and punctuality reviewed

- Meeting: with Head of Year
- Possible Attendance Contract put into place
- Letter 2: requesting medical evidence/concern for attendance letter, sent from Head of Year generated by Attendance Officer.

- Intervention: made by the Year Leader. Plan agreed by the student and parents/carers/home visit where necessary. If a student has SEND needs, relevant support to be planned with the SENDCO.

Step 2: Attendance Review (% decline)

- Referral: to the Inclusion team.
- Attendance Panel: With family, Head of Year, Inclusion team and any external agencies.

Step 3: Attendance and punctuality reviewed

- Letter 3: Next steps letter sent by the Head of Year.

Stage 3

Attendance concerns are such they will now be managed by the Head of Year / Deputy Headteacher.

Attendance declines further

- Referral: to the local authority Inclusion service.
- Letter 4: Sent by DH stating referral to Inclusion Service.
- Attendance contract put into place
- Intervention: Inclusion service. Plan agreed by student and parents/carers.
- Consideration of further action including issuing a fixed penalty notice.