



# POLICY

## Attendance Policy

This policy applies to all School departments, including EYFS

---

Other policies to be read in conjunction with this policy:

- Children Missing Education Policy
- Behaviour Policy
- Missing Pupil Policy

### 1. Introduction

All schools have a continuing responsibility to proactively manage and improve attendance across their school community. Attendance is the essential foundation to positive outcomes for all pupils and should therefore be seen as everyone's responsibility in school.

Good attendance is a learned behaviour, and the most effective schools recognise the importance of developing good patterns from the outset. Schools that have good attendance recognise that it is not a discrete piece of work but rather it is an integral part of the school's ethos and culture. Pupils at Loughborough Amherst School are encouraged to take full advantage of their educational opportunities through maximum attendance and are expected to attend all prescribed lessons and activities.

Punctuality is equally important. Parents and teachers have a duty to ensure that pupils attend school every school day, except in the case of illness or if prior permission for absence has been granted. For the welfare, health and safety and educational benefit of all pupils, a school register is taken for pupils in all years, including Sixth Form. Loughborough Amherst requires regular attendance, and the presence of pupils is checked twice daily, at the start of the day during morning registration and in the afternoon during period 8. In the Sixth Form, pupils who do not have a lesson period 8 must sign in at supervised study at the start of period 8. In the Senior School all lessons are registered.

This policy applies to all members of our school community, including those in the Sixth Form. It is thus relevant to all day and boarding pupils.

## 2. School attendance and the Law

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [The Independent School Standards](#)

The attendance register is a legal document. Schools must take a register at the start of the morning session and again at the start of the afternoon session. In the Senior School we register all lessons as well as in the morning and at the start of the afternoon sessions.

Loughborough Amherst School uses the statutory registration codes (please see **Appendix 1**), for the Registration Codes used by the school. Only staff responsible for attendance (and not parents/carers) may authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for the absence is provided by the parent/carer, the School may decide to grant leave of absence which must be recorded using the appropriate code, please see **Appendix 1**.

The legal framework governing school attendance is summarised in school attendance: [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

Advice to parents from the Government:

[School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](#)

## 3. LAS Attendance Protocol

### 3.1. Attendance Register

The admissions register is held with the Data Team on the MIS and is downloaded on to a data stick monthly, the attendance register is recorded in the electronic Management Information System, ISAMS (from April 2023, previously Sims). All registers will be kept electronically for six years from the date of the entries. All back-up copies will be retained for six years after the end of the academic year to which they relate.

### 3.2. Registration Periods

Electronic registers are used via iSAMS.

Registration times for the Schools:

<b>Registration Times</b>	<b>AM</b>	<b>PM</b>
Prep School	08:40 to 08:50	13:25 to 13:35
Senior School & 6th Form	08:40 to 08:50	14:20 to 14:30

A present mark will only be allocated in the instance that the student has been seen by the tutor taking the register (/).

If the student has not been seen by the tutor an absence mark (N) will be used.

If a student is late and the register has been submitted, they must be registered as late (L).

The LAS Receptionist then recodes the N entries to reflect the absence type.

Absence codes are used in line with the government document Working together to Improve School Attendance 2024 and are summarised in **Appendix 1**.

### **3.3. Registers**

Only authorised staff may complete registers. Registration points are completed, as per the allocated timings in 3.2 Registration Periods. For the Senior School & Sixth Form, registers will be taken for every academic session, unless there is a double or triple lesson, then it will be taken once.

In the case of cover lessons, the cover teacher will be expected to register the class. The class will be assigned to the cover teacher on ISAMS.

### **3.4. Monitoring Registers**

Registers are monitored daily by the LAS Receptionist. The LAS Receptionist is an authorised staff member who can modify attendance codes. Following the AM registration time, if there are any students still allocated with an absence mark (N), contact home to parents will be made. This will be in the form of a phone call and text. These will be completed before 10:00.

The Senior Attendance Champion, Thomas Rees, will send out a weekly reminder to all Heads of Year, to monitor attendance. Attendance is discussed at pastoral meetings between the Deputy Head (Pastoral) and Head of Middle School, Upper School and Sixth Form. The Senior Attendance Champion will also meet with the Head of Prep weekly to discuss attendance matters.

## **4. Monitoring attendance**

The Heads of Year, Head of Prep and Nursery manager all monitor pupils' attendance. In the school, where attendance is statutory, this is completed weekly using the attendance dashboard on ISAMS, liaising with their Line Manager and SLT when appropriate.

In the first 6 weeks of the school year the attendance rates need greater interpretation due to the impact of even a single day's absence on a percentage attendance rate. Equally, staff will take into account extenuating circumstances such as medically certified illnesses, bereavement etc before necessarily taking action should attendance figures fall below certain thresholds.

LAS will notify the local authority when a pupil is unable to attend school, or is expected to be unable to attend, for a total of 15 days due to illness, whether those days are consecutive or not.

Students with 95% attendance will be identified by the person undertaking the monitoring, who will then alert the Form Tutor for Seniors and Classroom Teacher for Prep. The Form Tutor/ Classroom Teacher will check in with the student and provide feedback.

For students with 90% attendance, the Head of Year, Head of Prep or Nursery Manager may send a raising attendance letter home to parents, at their discretion. See Appendix 2.

A parental meeting may be requested for a student with 80% attendance.

Pupils with 50% attendance will be referred to the relevant Local Authority Inclusion Service, and parents will be informed of this action.

International students falling below 80% attendance will trigger the threshold point for contacting Home Office Border Control, and parents will be informed.

The Senior Attendance Champion is responsible for ensuring that appropriate action is taken for students with below 80% attendance.

Every pupil has the right to a full-time education, and high attendance expectations should be set for all. This attendance policy recognises the specific needs of certain pupils and groups at LAS. While the policy should be applied fairly and consistently, LAS will always consider the individual needs of pupils and their families who face specific barriers to attendance, working with other agencies when needed.

## **5. Absence Requests**

If a student needs to be absent from school for a routine appointment, such as a doctor's or dentist's visit during the school day, parents are required to inform the LAS Receptionist or send an email to both the Form Tutor and the LAS Receptionist. Students will only be permitted to leave the premises once confirmation has been received.

Absences from school for up to one day can only be authorised by the relevant Head of Year (or the Head if more appropriate).

Absences from school for more than one day must be authorised by the Head.

Parents are expected to use school holidays for family vacations and other trips. We ask that parents and guardians adhere to the school term dates, which are published a year in advance. Holidays requested during term time will be marked with an absence code G and categorised as unauthorised absences.

For international boarders, we recognise that booking appropriate flights can be challenging. If boarders are unable to secure a flight on the last day of term or half-term, we expect them to stay with their guardians overnight and fly home the following day. Additionally, boarders are provided with a travel day to assist with their travel plans.

## **6. Non-planned Absences**

In the case of an unplanned absence from school, such as an illness, parents and carers are expected to either call reception (01509263901) or send an email ([amherst.office@lsf.org](mailto:amherst.office@lsf.org)) on the morning of the absence. If a student is not accounted for with a present mark in the register or through communication from parents by 10:00, reception will contact the parents.

## **7. Truancing**

Truancy of any kind is not tolerated at LAS and will be addressed in accordance with the Behaviour Policy.

## **8. Lateness**

Good punctuality is essential for maximising learning and developing positive behaviours that are transferable to higher education and the workplace. Therefore, Loughborough Amherst School expects all pupils to arrive on time for morning registration and to be punctual for all lessons. Pupils who are late must sign in at reception. Those who fail to meet these expectations will be addressed according to the behaviour policy.

If pupils are expected to be in school and fail to register, once initial checks have been completed and if the pupil is not found, staff should refer to the Missing Pupil Policy.

## **9. Sixth Form**

Sixth form students are expected to be in school for the full school day. However, they may leave the site during lunchtime. Any sixth form student leaving the site, or going to LGS or LHS, must sign out at reception and sign back in upon their return.

We appreciate that open days are an important part of the university application process, and we encourage students to attend them to make well-informed decisions about their next steps. Every student is permitted two days out during school time to attend university open days. We kindly ask that the rest are booked at weekends or during school holidays. These do not need to be requested from the Head. However, please do inform the Head of Sixth Form of these planned absences.

## **10. The Nursery**

In The Nursery, the staff have a paper register that they complete every morning, lunch and at the end of the day. Staff write the times of arrival and departure. The Nursery encourages parents to drop children off on time to ensure a smooth start to the day.

It is not a statutory requirement for children to attend The Nursery, however, we do ask that parents phone or email to let us know if their child will not be attending. Attendance is monitored as part of our Safeguarding Policy. If a child is expected and has not arrived by 09:00, and no reason has been provided for their absence, we will phone parents to ascertain their whereabouts.

All parents are asked to provide 2 emergency contacts and there is a password on file so that, if needed, we can ensure that we are handing over children correctly. We will only release children to people other than their parents if we are notified. The Nursery gate is locked and monitored all day.

Timings for Nursery are as follows:

AM	07:30 – 09:00
PM	13:00 – 18:00

## **11. Children Missing from Education**

Prolonged or repeated absences from education can be a critical indicator of potential safeguarding issues, including neglect, child sexual exploitation, and child criminal exploitation, such as county lines. It is crucial that our response to persistent absenteeism not only addresses immediate concerns but also helps prevent future risks, including identifying abuse and avoiding the escalation to being a child missing education.

At the Senior School and Sixth Form, the Form Tutor will alert the Head of Year if a student has been absent for three consecutive days. The Head of Year will then determine whether communication with parents or carers is necessary. We conduct a fortnightly analysis of attendance data, focusing on students with 90% attendance or less, to detect patterns of repeated or chronic absence. At the Prep School, the classroom teacher will alert the Head of Preparatory School.

When students face difficulties attending school due to health issues, we strive to work collaboratively with the student and their family to encourage regular attendance. This may include adjustments such as a part-time timetable to accommodate late starts or early finishes. In cases of prolonged absence due to illness, mental health issues, or other extenuating circumstances, we will maintain contact with the student through a combination of Teams video calls and in some instances, home visits. Part-time timetables will not be used for behavioural control.

The School will report to the Local Authority if it has a serious concern over a child's attendance or the child has been absent, without the school's permission, for a continuous period of ten days or more. LAS will also notify the local authority when a pupil is unable to attend school, or is expected to be unable to attend, for a total of 15 days due to illness, whether those days are consecutive or not.

## **12. Admissions Registers**

In addition to up-to-date information, the admissions register must include the pupil's legal name as well as the name commonly used in school. It should also record the child's address and their start date at LAS.

### **13. Access**

The Local Authority will have the right to view and take extracts from the registers, and the Secretary of State may also access and extract information from them.

### **14. De-registration**

It will no longer be lawful to remove a pupil from the register on medical grounds based solely on certification by a 'school medical officer.' However, if a health condition prevents a child from attending school, local authorities may still have a duty to arrange 'education otherwise than at school.'

After 20 days of unauthorised absence, or 10 days following an authorised absence, if the school or local authority has located the pupil and determines that there are no reasonable grounds to believe the pupil will return to school, despite any reasonable efforts made to secure their attendance, the pupil may be removed from the register.

### **15. Control of a Pupil's Attendance**

In line with The School Attendance (Pupil Registration) (England) Regulations 2024, a person with control of a pupil's attendance at a school is:

- a) A parent of the pupil
- b) The pupil, if they will be over compulsory school age by the time they start attending school
- c) Any other person with authority to require the pupil to attend school

## Appendix 1: Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Column1	Column2
Code	Description
N	No reason yet provided for absence
B	Any other approved educational activity
C	Leave of absence for exceptional circumstances
C1	Regulated employment
C2	Part-time timetable
D	Dual registration at another school
E	Suspended or permanently excluded
G	Holiday not granted by the school
I	Illness
J1	Interview for employment or other educational institution
K	Educational provision arranged by LA
L	Late before the register is closed
M	Medical/Dental Appointment
O	Unauthorised absence
P	Approved sporting activity
Q	Lack of access arrangements
R	Religious observance
S	Study leave public examinations
T	Parent travelling for occupational purposes
U	Arrived in school after registration closed
V	Educational visit or trip
W	Work Experience
X	Non-compulsory school age pupil not required to attend school
Y1	Transport not available
Y2	Widespread disruption to travel
Y3	Part of school premises closed
Y4	Unexpected closure of whole school site
Y5	Pupil in criminal justice detention
Y6	Public health guidance or law
Y7	Any other unavoidable cause
Z	Prospective pupil not on admissions register
#	Planned whole school closure



## Appendix 2: Templates for Parent Letters

### Parent Letter for a Students in Reception to Year 6

Dear [Name of Parent/Guardian],

I am writing to inform you that your child's attendance for this academic year currently stands at [XX%].

An attendance rate of 90% means that your child is missing the equivalent of **half a day of lessons each week**. Over a seven-year period, this almost amounts to  $\frac{3}{4}$  of an entire school year of missed learning. Such significant absenteeism can impact both your child's educational progress and their overall enjoyment of school.

To foster a strong sense of belonging at Loughborough Amherst School, we encourage your child to attend school as regularly as possible. Regular attendance ensures they can fully benefit from our educational programs, have maximum interaction with our expert teaching staff, and engage socially with their peers.

The table below indicates the number of missed school days for given percentage attendances.

Percentage Attendance (based on 166 school days in a year)	Number of equivalent missed school days over 1 year	Number of missed school days over 7 years
95	8	56
90	17	119
85	25	175
80	33	234

If there are any extenuating circumstances contributing to your child's absences, please contact their class teacher at [firstinitial.surname@lsf.org] as soon as possible. We are committed to supporting both you and your child to enhance their school experience, and we are here to help in any way we can.

Thank you for your cooperation and support.

Kind regards,

Head of Preparatory School

## Parent Letter for a Students in Years 7 to 11

Dear [Name of Parent/Guardian],

I am writing to inform you that your child's attendance for this academic year currently stands at [XX%].

An attendance rate of 90% means that your child is missing the equivalent of **half a day of lessons each week**. Over a five-year period, this amounts to approximately half a school year of missed learning. Such significant absenteeism can impact both your child's educational progress and their overall enjoyment of school.

To foster a strong sense of belonging at Loughborough Amherst School, we encourage your child to attend school as regularly as possible. Regular attendance ensures they can fully benefit from our educational programs, have maximum interaction with our expert teaching staff, and engage socially with their peers.

The table below indicates the number of missed school days for given percentage attendances.

<b>Percentage Attendance (based on 166 school days in a year)</b>	<b>Number of equivalent missed school days over 1 year</b>	<b>Number of missed school days over 5 years</b>
95	8	40
90	17	85
85	25	125
80	33	165

If there are any extenuating circumstances contributing to your child's absences, please contact the Form Tutor at [firstinitial.surname@lsf.org] as soon as possible. We are committed to supporting both you and your child to enhance their school experience, and we are here to help in any way we can.

Thank you for your cooperation and support.

Kind regards,

Head of Year

## Parent Letter for a Students in Sixth Form

Dear [Name of Parent/Guardian],

I am writing to inform you that your child's attendance for this academic year currently stands at [XX%].

An attendance rate of 90% means that your child is missing the equivalent of **half a day each week**. Over the entire duration of the Sixth Form Course, this amounts to approximately one fifth of missed learning. Such significant absenteeism can impact both your child's educational progress and their overall enjoyment of school.

To foster a strong sense of belonging at Loughborough Amherst School, we encourage your child to attend school as regularly as possible. Regular attendance ensures they can fully benefit from our educational programs, have maximum interaction with our expert teaching staff, and engage socially with their peers.

The table below indicates the number of missed school days for given percentage attendances.

<b>Percentage Attendance (based on 166 school days in a year)</b>	<b>Number of equivalent missed school days over 1 year</b>	<b>Number of missed school days over 2 years</b>
95	8	16
90	17	34
85	25	50
80	33	66

If there are any extenuating circumstances contributing to your child's absences, please contact the Form Tutor at [firstinitial.surname@lsf.org] as soon as possible. We are committed to supporting both you and your child to enhance their school experience, and we are here to help in any way we can.

Thank you for your cooperation and support.

Kind regards,

Head of Sixth Form

---

Approved By: Loughborough Amherst School Board

Date Approved: November 2024

Point of Contact (Reviewer): SLT Safeguarding & Attendance Lead

---