

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



ATTENDANCE AND PUNCTUALITY POLICY

Statutory

Autumn 2025

Next Review: Autumn 2027

Quality of Education Committee

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Mission Statement

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum equipping students with the ability to meet the challenges of the 21st Century confidently and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the school's community which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

'Act justly, love tenderly, walk humbly with your God.'

Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance \(Aug 2024\)](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting 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 \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)
- [School census guidance](#)
- [Keeping Children Safe in Education \(2025\)](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Introduction

St. Anne's gives a high priority to attendance and punctuality. Regular attendance and good punctuality are vital life skills and are proven to be closely related to academic achievement and success in public exams.

Good attendance is important because:

- Statistics show a direct link between higher achievement and good attendance
- Regular attendees make better progress, both socially and academically
- Regular attendees find school routines and school work easier to cope with
- Regular attendees find learning more satisfying
- Regular attendees have an easier transfer to secondary school

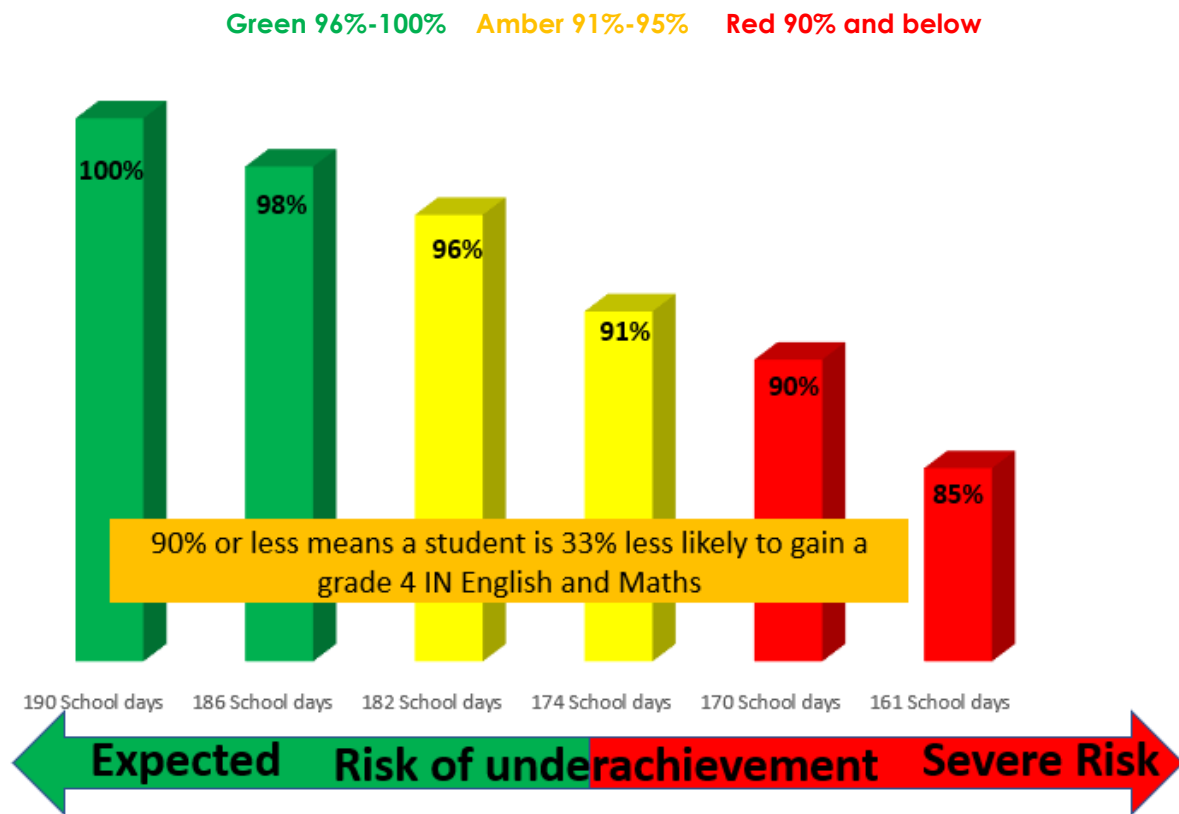
The foundation for good attendance is a strong partnership between the school, parents/carers and the student. The Home/School Agreement will contain details of how we will work with parents/carers and our expectations of what parents/carers will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- Provide information on all matters related to attendance in our school communications, and website
- Report to you on how your child is performing at school, what their attendance and punctuality rate is and how this relates to their attainment each term
- In order to provide children with the best education, we aim for every student to achieve at least 95% attendance, with a goal of achieving 100% and to recognise this achievement we will
- Celebrate good attendance by displaying individual and class achievements;
- Reward consistent and improving attendance through our reward system which includes certificates, gifts and Hot Chocolate with the Headteacher.
- Set targets for the school for attendance and display these in the school

- Meet with parents/carers, students and staff to work together on raising attendance levels individually and across the school.
- In the Sixth Form, registration is compulsory except where study leave has been granted.

At St. Anne's, we code attendance into Green, Amber and Red categories:



Roles and Responsibilities

A member of the Senior Leadership Team (SLT) will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that attendance is recorded accurately and analysed and will work alongside the School Attendance Team to ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a student is clearly unwell, staff will discuss with parents/carers the need and reasons for their student's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

Attendance and punctuality is monitored regularly with the Educational Welfare Officer (EWO). Our main objective is to support students and their families in raising attendance. If attendance falls below 95%, your child's attendance will be monitored by the school and the EWO. Letters may be sent home and you may be

invited into school for a meeting or the EWO may visit you at home.

Responsibilities of School Attendance Team

- Collate all leave of absence request forms and inform parents/carers of the school's decision to authorise or unauthorised absence via letter
- Collate and share whole school and year attendance every month
- Provide early identification of absent Disadvantaged students
- Identify and intervene where patterns of absence occur
- Refer continued absence concerns to the member of the Senior Leadership Team who oversees Attendance Policy.
- Keep all school register codes up to date
- Collate interventions on absence, keeping a record of letters sent and penalty notices issued
- Send out warning letters prior to a Penalty notice.

Responsibilities of Learning Support Co-ordinator

When a student's attendance reaches 10 authorised absence codes or 94%, the Learning Support Coordinator will communicate attendance concerns with both the student and parents/carers and record the outcome of communications on ARBOR.

- Liaise with the Attendance Team and SLT on matters of attendance and punctuality
- Promote & reward good attendance with students at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a students' absence and monitor any safeguarding issues
- Support students and parents to overcome barriers to attendance, arrange meetings and signpost appropriate support.

Responsibilities of Class Teachers

Class Teachers and supervising staff are responsible for recording attendance daily, using the correct codes for present, absent or late, and submitting this information to the school office.

Class registers should be completed within 10 minutes of the lesson beginning.

Class teachers must also record student lateness to a lesson by recording the number of minutes.

In the event of a problem, they must use a paper register and send it to Reception.

Responsibilities of the Designated Senior Attendance Champion

When a student's attendance reaches 15 absence codes or 90% the SLT member (Mr Delaney – Assistant Headteacher, Pastoral) responsible for the strategic approach to attendance in school will communicate with parent/carer and student, record the outcome of communications on ARBOR

- Information shared – In case of legal action

- Review and improvement to be monitored by the Learning Support Coordinator
- External agencies considered
- Promote high levels of attendance across all students
- Support vulnerable groups
- Liaise with Educational Welfare Officer (EWO) and initiate student tracking procedures
- Liaise with external agencies to safeguard students with attendance concerns.

Responsibilities of Students

- Attend every day unless they are ill or have an authorised absence
- Arrive in school on time
- Go to all their registrations and lessons on time
- Take responsibility for signing in at the Reception Desk if they are late or are leaving the school site during school hours
- Provide evidence following absence or appointments.

Responsibilities of Parents and Carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents/carers will:

- Provide the School with at least two contact numbers and ensure their contact details are up to date.
- Inform the school on the first day of absence and all subsequent days, unless the school has indicated otherwise.
- Discuss with their child's Learning Support Coordinator any planned absences well in advance
- Support the school in aiming for 100% attendance each year for their child
- Make sure that any absence is clearly accounted for by: - emailing the school – (Attendance@st-annes.enfield.sch.uk), sending a message via Parent Portal, or contacting the school absence line (Option 2). All absences will need to be supported by a letter on return to school
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave of absence if it is for an exceptional circumstance. Requests must be made in writing addressed to the Headteacher and sent to Attendance@st-annes.enfield.sch.uk.
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting their child's learning support coordinator via Attendance@St-annes.enfield.sch.uk , pastoral lead or family liaison officer.

Recording Attendance

Every member of staff has access to the ARBOR system and must register students that they have responsibility for. This is used for recording attendance for the AM session and PM session.

AM Registration

If a student arrives between 08:35 and 08:50 their attendance will be registered as L (before register closes). If a student registers after 08:50 they will be registered as U (late after register closes).

PM Registration

If a student arrives late to lesson (later than 5 minutes) the attendance will be registered as L for that session (before register closes).

Lateness/Punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons are used to give out instructions or organise work. If a student is late they could miss work, time with the class teacher getting vital information and cause disruption to the lesson for others. This can also be embarrassing to the student and lead to possible further absence.

- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with DfE guidance. This mark shows the student to be on site, but legally recorded as an absence.
- If a student is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that, where possible, doctors', dentists' and optician appointments are to be made outside school hours or during school holidays.

Students who are consistently late before after the register closes disrupting not only their own education but also that of the other students. On-going and repeated lateness is considered as unauthorised absence and will be subject to legal action (see section Penalty Notices for further detail). The school may request a meeting to tackle persistent lateness. Parents, guardians or carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school to discuss the problem and offered support. If support is ineffective, not appropriate or is declined and a student has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school will be required to issue parents with a Penalty Notice. (see section Penalty Notices for further detail).

Students may also be placed on report card designed to monitor attendance and punctuality. If punctuality does not improve, the student will be subject to the School's

Positive Behaviour for Learning Policy, and further consequences will be applied as per the policy.

Sixth Form Registration Arrangements

- All students are expected to go straight to swipe in with their card by 8.35am- check this time is correct and matches what is quoted above ?.
- Students are expected to be in school all day. When they are not in timetabled lessons they have supervised study. Some students with excellent attendance, punctuality and attainment may be given one afternoon per week of home study, this will be marked as (S) for Study.
- We expect student attendance over the year to be at least 95% although we can make allowances for long-term medical problems. Appointments that are not urgent should be arranged outside school hours. This includes driving lessons. If absent, students have a responsibility to catch up on any class work missed.
- If a student is absent from school for any reason, a parent is expected to call the Sixth form Pastoral Manager in the morning before 9 am. They also need to contact the Sixth Form Pastoral Manager on subsequent days of absence.
- Unreported absences will need to be followed up with a note signed by a parent, legal guardian or doctor. All absence notes should be handed in at the Post 16 office.
- If a students' attendance drops below 95%, they will be on report.
- If a student's attendance drops below 90%, they will have a meeting with a member of the Post 16 team and be on report.
- If a student's attendance drops below 85%, they will be called to have a meeting with the parents/carers and the Assistant Headteacher for Sixth Form.
- It is essential that teachers take the register within the first 10 minutes of the lesson. Teachers should email the Sixth form Pastoral Manager with a list of students absent or a screen shot of the register if students are unexpectedly absent so that she can send a text message home to the parent(s)/carers.

Records

The School Attendance Team provides regular data on attendance. Absence reports are run on a daily basis by year group and monitored to plan appropriate interventions for students causing concerns and pass on any persistent issues to the Assistant Headteacher Pastoral Care.

Persistent absenteeism and punctuality are also tracked by Learning Support Coordinators including Sixth Form and Mr Delaney - Assistant Headteacher Pastoral.

Half-Termly attendance reports allow analysis by the different vulnerable groups of SEND, EAL, PP and Ethnicity so that the attendance of students within these groups can be regularly analysed and appropriate interventions planned if necessary.

The Headteacher includes the attendance figures in the termly report to governors.

The Local Authority undertakes an annual check on attendance and reports back to the school and to the Department of Education.

Trips & Events (or any other windows from the curriculum)

Staff members wishing to arrange a trip/event must first seek to gain permission by completing a request in EVOLVE. The submission of the form must be accompanied by a list of students who will be missing from lessons so that registers can be updated accordingly by the School Attendance team. If students are withdrawn from the curriculum for any other purpose, the School Attendance team must be notified so that attendance records can be amended.

Emergency Evacuation

ARBOR fire drill register proformas are printed daily. Designated support staff collect year group folders in the event of the fire bell sounding and take them to the designated Assembly points, where they are distributed to members of staff. Once the registers are taken, they are returned to the designated support staff, who then returns them with information about any student missing to the Attendance Officer.

School Closure

On occasions it may be necessary for school to close during the school day, i.e. if the weather is deteriorating and there is doubt as to whether students can return home safely later in the day, or due to health and safety considerations.

In such cases the school will ensure that parents and carers are made aware.

We will ensure that adequate supervision by members of teaching staff will be made for those students who cannot go home.

Safeguarding

The Attendance team will discuss data any concerns around persistent absentees weekly.

In the event that safeguarding concerns arise for a child due to attendance issues, the school will work closely with our Safeguarding and Child Protection Policy (2025) and, where necessary, make referrals to the appropriate outside agencies.

All children for whom a CME (Child Missing in Education) referral is made will be placed on the Child Protection (CP) monitoring register, which is reviewed regularly by the Safeguarding Team.

Particular notice will be given to additional signs and symptoms of safeguarding concerns like Child Sexual Exploitation, Forced Marriage and Female Genital Mutilation. Any such concerns arising will be referred to the appropriate outside agency such as the police, the Child Sexual Exploitation unit and Social Services. The Attendance officer also sits on the weekly Safeguarding Board and the fortnightly Interventions Team meetings, so that any safeguarding concerns can be cross-matched with attendance data.

Home Visits

Where the Attendance Team or Safeguarding Team are concerned about the absence or welfare of a student, a home visit will be conducted.

Reasons for home visits:

- Students are refusing to come into school
- When there are attendance issues/concerns
- When all other means of contact with a family have failed
- To try and establish that a child is safe if they are absent from school and attempts to contact parents and carers have not elicited a response and we have any welfare or safeguarding concerns for the student.
- To work with and support parents and carers in developing strategies to help their child attend school where attendance is an issue.
- To drop off or collect work for a child when they are completing school work at home e.g following a suspension or medical issue.
- To visit a child who has been off school for a period of time, for example due to a medical issue, so that they do not feel isolated from school.
- To investigate situations when there are suspicions that someone may be on holiday contrary to earlier indications (for example when a child is not at school and reported as being ill during the same period for which a request for exceptional leave in term-time had been refused).

Benefits

Home visits have many benefits. A home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with. Other opportunities are to;

- Establish a positive contact with a key member of staff who is supporting the child.
- Meet family members that are important to the child
- Talk about the child and their needs.

Reporting - What to do if my child is absent?

First Day of Absence

A student not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required. If your child is absent, you must:

- Contact the school on the morning of the first day of absence via e-mail, Parent Portal or using the absence telephone line and provide a specific reason for the absence.

- On the first day back, we will require a note with an explanation of the absence. If your child is absent, we will:
- Telephone or text you on the first day of absence if we have not heard from you; this is because we have a duty to ensure your child's safety as well as their regular school attendance
- Invite you in to discuss the situation with the Learning Support Coordinator and Student if absences persist
- Refer the matter to the SLT responsible for Attendance if the absence is unauthorised and attendance falls below 95% and refer the matter to the Educational Welfare Officer (EWO) if absence is unauthorised and falls below 90%.

Third Day of Absence

If a student is not seen and contact has not been established after three school days, the school will undertake reasonable enquiries and follow Enfield's Children Missing Education (CME) protocol, escalating to the Local Authority where appropriate. We will make all reasonable enquiries to establish contact with parents and the student including making enquiries to known friends, and wider family. The Attendance Team, Learning Support Coordinator or SLT member will try to establish contact and may make a home visit to established the whereabouts of the student. If contact is unsuccessful the school will follow local authority guidance from 'Children Missing Education Protocol'.

<https://new.enfield.gov.uk/safeguardingenfield/wp-content/uploads/2020/08/Children-Missing-Education-Protocol-joint-protocol.pdf>

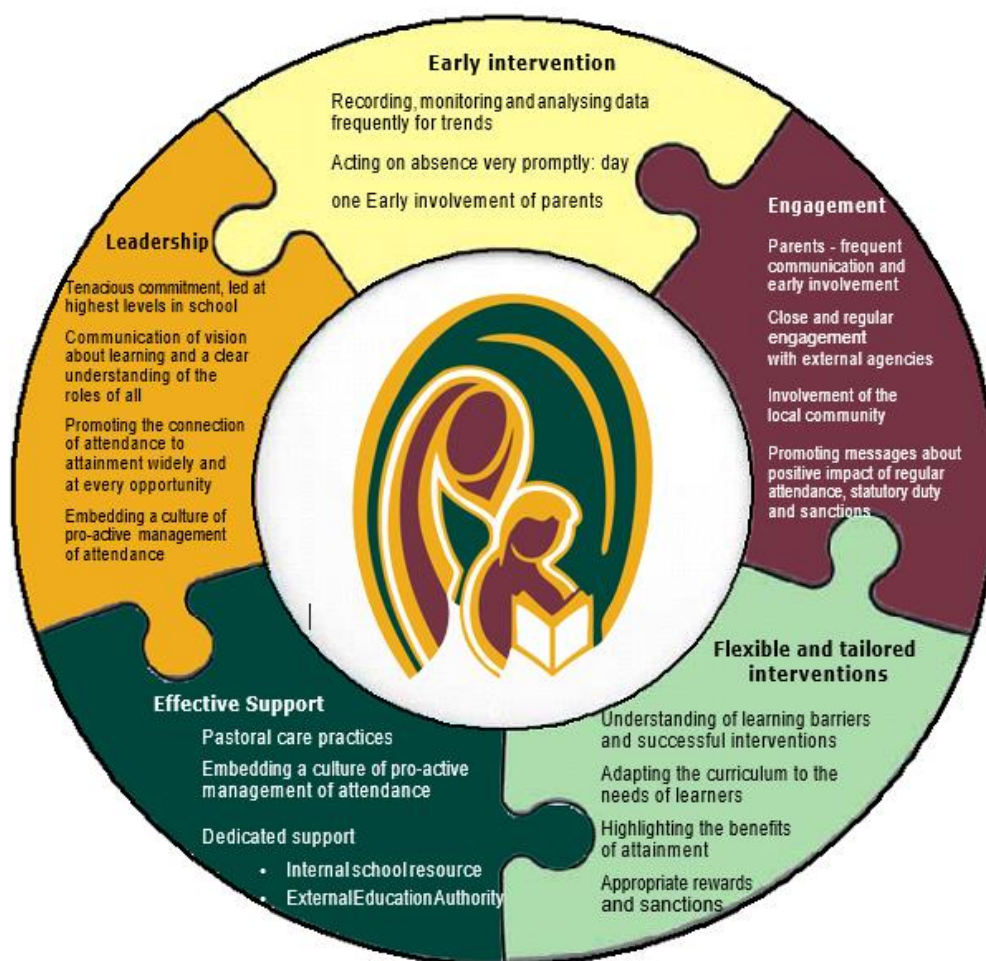
Tenth Day of Absence

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the student has not been seen and contact has not been established with the named parent/carers then the Local Authority is notified that the student is 'at risk of missing' their education. The school will also complete a child protection referral to the Enfield multi-agency safeguarding hub. Parents/carers have a responsibility to ensure their contact details are up to date.

Continued or Ongoing Absence

If your child misses 10% (equivalent to 3 weeks in a year) or more schooling across the school year (or if attendance drops below 90% over a number of weeks) for whatever reason they are defined as a persistent absentee. Whether this absence is authorised or unauthorised the school will invite parent/carers to discuss the issues and agree an action plan to support the student and/or parent/carers. The school will use the Attendance Jigsaw to support attendance monitoring and improvement.

The Attendance Jigsaw



Leadership – our goal

In support of this goal we will:

- ✓ Promote the values and importance of attendance and its link to attainment.
- ✓ Ensure staff are clear about what is expected of them and every opportunity should be taken to communicate the importance to students and parents/carers.
- ✓ Be proactive in implementing appropriate strategies to address attendance issues. This will be tailored to the school circumstances but might include extra support for those struggling with regular attendance such as adjustments and tailoring of the curriculum, personal education plans or homework clubs.

Early intervention – our goal

In support of this goal we will:

- ✓ Promote the values and importance of attendance and its link to attainment.
- ✓ Ensure staff are clear about what is expected of them and every opportunity should be taken to communicate the importance to students and parents/carers.
- ✓ Be proactive in implementing appropriate strategies to address attendance issues. This will be tailored to the school circumstances but might include extra support for those struggling with regular attendance such as adjustments and tailoring of the curriculum, personal education plans or homework clubs.

Effective Support – our goal

In support of this goal we will:

- ✓ Work with the Local Authority (LA) to provide clear up to date guidance to schools on effective support for students with poor attendance and the need to refer all cases which are a cause for concern to EWO.
- ✓ Monitor the impact of timely and effective support provided by the LA to schools, parents/carers and students to address concerns about attendance.

Collaboration and Engagement – our goal

To encourage the building of strong relationships and joined up working between school, parents, the LA, the DfE and other service providers and third parties who can have a positive impact on improving school attendance.

- ✓ Work with the LA to provide up to date guidance to schools encouraging engagement, regular communication and provision of information to parents in respect of attendance.
- ✓ Work with the LA and schools, to build and strengthen relationships with government, community and youth bodies that can assist in promoting school attendance.
- ✓ Continue, together with the LA, to promote the value of school attendance via multi-media outlets.

Flexible and Tailored Interventions – our goal

In support of meeting the needs of students, parents and families

- ✓ At an individual student level, co-operation between services is essential, particularly when the cause of poor attendance may be due to complex issues facing a family.
- ✓ Explore and expand opportunities to ensure that the policies, strategies and delivery of statutory duties of other government departments support and promote school attendance, where appropriate

Types of absence

Understanding types of absence – Authorised & Unauthorised:

Students are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence.

There are two main categories of absences:

- 1. Authorised Absence:** occurs when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
 - The student is absent with leave (authorised by the Headteacher)
 - The student is ill or prevented from attending by any unavoidable cause.
 - The absence occurs on a day exclusively set aside for a religious observance.
 - Family bereavement
 - The student is attending an interview with either a prospective employer or in connection with an application for a place in higher education or a place at another school.
 - The student is participating in an approved public performance
 - Exceptional circumstances
 - Exclusion
 - The student is dual registered under a formalised arrangement
 - The student is a child of a Traveller family who temporarily leave the area giving reasonable indication of their return.
 - A temporary, time-limited part-time timetable

- 2. Unauthorised Absence:** occurs when the school has not received a reason for absence or has not approved a child's leave of absence from school after a parents/carer's request. This includes:
 - parents giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings
 - truancy before or during the school day
 - absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented or if substantial evidence has not been provided to explain the absence. Any changes will be communicated to parents/carers. An example of this would be where a parent states that their child is unwell but on return to school there is evidence that she has been on holiday.

Request for Leave of Absence

Parents/carers wishing to apply for leave of absence need to complete Appendix 2 and e-mail the complete document to the attendance team Attendance@st-annes.enfield.sch.uk in advance and before making any travel arrangements. If term-time leave is taken without prior permission from the school, the absence will be unauthorised. If the number of sessions absent hits the thresholds set down in the Local Authority Code of Conduct, then parents/carers will be issued with a fixed-penalty

fine, or other legal action in accordance with the Code of Conduct (see section Penalty Notices for further detail). Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

Please note, the school is obliged to investigate any absence and will follow up on any intelligence gained that may contradict the information shared by parents.

Amendments to school attendance regulations were updated and reinforced from September 2015: (Student registration) (England) regulations state that:

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school time to go on holiday and in the majority of cases holiday will not be authorised.

Penalty Notices

Aims of Penalty Notices

The Headteacher, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents/carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents/carers that the student must not be present in a public place on that day).

Each parent/carer who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents/carer/carers who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent/carer must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent/carer in respect of the same student, the parent/carer must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent/carer in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead in line with the Local Authority.

Notices to improve

If the national threshold has been met and support is appropriate, but parents/carers do not engage with offers of support, the school may offer a notice to improve to give parents/carers a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- The benefits of regular attendance and the duty of parents/carers under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Support with Attendance

My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter, and may make things worse. Contact your child's Learning Support Coordinator immediately and openly discuss your worries. Your child

could be avoiding school for a number of reasons, such as difficulties with school work, bullying, friendship problems and family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that they leave home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education. Your child will bring home a student planner. Please ensure you look at it and sign it weekly. Be interested in what your child is doing in school, talk to them about the things they have learnt, what friends they have made and even what they had for lunch.

Leavers

If your child is transferring to another school, parents are asked to:

- Provide the Learning Support Coordinator with comprehensive information about their plans, including any date of a move and their new address and telephone numbers, their child's new education provider and the start date when known. This should be submitted to our school in writing. If your child transfers and we do not have the above information, then they are considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to carry out investigations to try to locate your child, which includes liaising with Children's Services, the police and other agencies. By giving us the above information, these investigations can be avoided.

Study Leave

We believe that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, students will be expected to attend school in the usual way. A bespoke timetable will be provided for the Year 11 students to ensure they get the most from this revision period for their GCSE examinations.

The school will continue to work within the legal requirements.

Equality statement

The governors and staff are committed to providing the full range of opportunities for all students, regardless of gender, disability, ethnicity, social, cultural or religious background, by ensuring high levels of school attendance and full access to the curriculum for all.

Attendance Codes

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance

I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	must only be used where a student is unable to attend due to a lack of access arrangements (e.g., transport/reasonable adjustments not in place).
local authority has failed to make access arrangements to enable attendance at school		

The code 'Q' will be used for lesson attendance to indicate that a student is in school, but withdrawn from class to attend intervention session, music lessons, mentoring or counselling programmes, special projects or similar activities

D code

If a student is in attendance at another educational establishment but remains on the school roll, they must be enrolled as 'Main – Dual registration' and coded as 'D' on the register. The establishment where the student is in attendance will record and officially report the students' daily attendance. Regular attendance reports from the host school are required. The student remains the responsibility of St. Anne's. If attendance and punctuality concerns emerge the school must respond as it would for a student attending St. Anne's, and in accordance with the Attendance and Punctuality policy.

Links with other policies

This policy links to the following documents:

- **Child Protection and Safeguarding Policy**
- **Positive Behaviour for Learning Policy**
- **Safeguarding and Child Protection Policy (2025)**
- **Home Visits Policy & Procedure**

Modification history

Version	Date	Description	Revision Author
0.1	July 2018	Reviewed and updated to ensure it continues to reflect current guidance	Associate Headteacher
0.2	July 2019	Reviewed and updated to ensure it continues to reflect current guidance	Associate Headteacher
0.3	July 2020	Updated to reflect change to the named member of staff with responsibility for the policy	Assistant Headteacher, Behaviour & Attendance
0.4	July 2021	Reviewed and updated to ensure it continues to reflect current guidance	Assistant Headteacher, Behaviour & Attendance
0.5	July 2022	Reviewed and updated to ensure it continues to reflect current guidance	Assistant Headteacher, Behaviour & Attendance
0.6	July 2024	Reviewed and updated to ensure it continues to reflect current guidance	Assistant Headteacher, Pastoral
0.7	September 2025	Reviewed and updated to ensure it continues to reflect current guidance	Assistant Headteacher, Pastoral