



Lady Mannors School

Attendance Policy

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Through our shared school values, we aim for all students to thrive, feel included and aspire to grow as individuals who contribute to society with empathy, integrity and positivity.

This document will be reviewed annually by the Governors' Curriculum and Students Committee and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here:
<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

Contents

Equalities Statement Of Intent	1
1. Aims	2
2. Legislation And Guidance	2
3. Roles And Responsibilities	2
4. Recording Attendance	4
5. Authorised And Unauthorised Absence	7
6. Strategies For Promoting Attendance	8
7. Attendance Monitoring	9
8. Emotionally Based School Avoidance (Ebsa) Arrangements	10
9. Monitoring Arrangements	11
10. Links With Other Policies.....	11
Appendix 1.....	12
Attendance Codes	12

EQUALITIES STATEMENT OF INTENT

Lady Manners School welcomes a diverse population of both students and staff. In order to consolidate and build upon this diversity, equality of opportunity and the absence of unfair discrimination is at the core of all the school's activities. The school will not unfairly discriminate in the recruitment or general treatment of staff or students.

The school is committed to promoting and developing equality of opportunity in all its functions and will seek to do this by:

- communicating its commitment to equality and diversity to all members of the school community;
- maintaining systems for implementation, monitoring, evaluation and review;
- treating acts of discrimination and other contraventions of this policy as a disciplinary offence.

The Governing Board has responsibility for ensuring that the school operates within the legal framework for equality and for implementing the policy throughout the school. In addition, each member of the school community is responsible for preventing unfair discrimination or harassment or victimisation which it is within their control to prevent; and challenging or reporting such inappropriate behaviour if it occurs.

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent (<90%) and severe absence (<50%)
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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](#)

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

3. Roles and responsibilities

3.1 The Governing Board

The Governing Board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The Designated Senior Leader responsible for attendance

The Designated Senior Leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families

The Designated Senior Leader responsible for attendance is Mrs Ridley and can be contacted via email at info@ladymanners.derbyshire.sch.uk

3.4 The Pastoral Support Assistants (PSAs) and Heads of Year

The Pastoral Support Assistants and Heads of Year are responsible for:

- Recording reported absences on Class Charts on a day to day basis
- Running absence reports, send out emails to parents and carers and follow up non-replies
- Following and implementing Derbyshire guidelines regarding non-attendance at school
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance and to the Headteacher
- Working with Family Support Staff, School Engagement Officers and SENDCO to tackle persistent absence
- Working with education welfare officers to tackle persistent absence
- Discussing referrals with the Assistant Headteacher (AHT) Inclusion (authorised by the Headteacher) and when to issue fixed-penalty notices

3.5 Form Tutors and Teachers

Form Tutors are responsible for accurately recording attendance on a daily basis, using the correct codes, and submitting this information on Class Charts every morning before 9.15am.

Form tutors monitor the attendance of their tutees and work with pastoral staff to address concerns.

Teachers are responsible for accurately recording attendance within the first 10 minutes of each lesson, using the correct code and submitting via Class Charts

3.6 School Admin Staff

School admin staff will:

- Take calls from parents and carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents and carers to the PSA or Head of Year in order to provide them with more detailed support on attendance

3.7 Parents and Carers

Parents and carers are expected to:

- Make sure their child attends every day on time
- Report their child's absence before 8.30 am on the day of the absence and each subsequent day of absence, and advise when they are expected to return via Class Charts app
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Students

Students are expected to:

- Attend every timetabled session on time

4. Recording Attendance

4.1 Attendance Register

We will keep an attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- present
- attending an approved off-site educational activity
- absent
- unable to attend due to exceptional circumstances

See **Appendix 1** for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 9 am each day.

The register for the first session will be taken by 9.15 am and will be kept open until 10.00 am. The register for the second session will be taken at 1.30pm and will be kept open until 2.30pm.

4.2 Unplanned Absence

The student's parent or carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30 am or as soon as practically possible by notifying via Class Charts or email to the relevant Year Group email.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's parent or carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents and carers will be notified of this in advance.

4.3 Planned Absence

We encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

However, attending a medical or dental appointment will be counted as authorised as long as the student's parent or carer notifies the school in advance of the appointment.

If a parent or carer wishes to apply for a leave of absence please fill in the form found on our website [here](#).

The student's parent or carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. See Section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and Punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Punctuality reports are produced weekly and analysed. All persistent lateness is monitored and appropriate interventions and support are put in place to help improve punctuality.

4.5 Following up Unexplained Absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Email/call the student's parent or carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session
- Call the parent or carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

4.6 Reporting to Parents and Carers

The school will regularly inform parents about their child's attendance and absence levels via cycle data.

Parents and carers can also monitor their child/ren's attendance via Class Charts.

5. Authorised and Unauthorised Absence

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for.

It is unlikely that term time absence will be granted.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website. The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- Study leave
- Close family bereavement and attendance at funeral

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Headteacher, local authority officer or the police.

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

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a suspended student is found in a public place during school hours without a justifiable reason

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

6. Strategies for Promoting Attendance

Attendance

Each Week

- All students with 100% attendance and no negatives will be rewarded with 5 positive points by their form tutor.

Each Term

- The highest attending form will each receive a certificate and a house point
- Students with 98+% attendance will each receive a certificate and 10 house points

End of Year

- The highest attending form (in each Year group) will each receive a certificate and chocolates
- Students with 98+% attendance will each receive a certificate and 50 house points into next year
- 5 spot prizes of £5 amazon voucher for 85% and above

Students who cannot avoid absences such as hospital/orthodontist/long-term illnesses will be taken into account.

7. Attendance Monitoring

The school and School Leaders will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school leaders will compare attendance data to the national average, and share this with the governing board

7.1 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.2 Using Data to Improve Attendance

The school will:

- Provide regular attendance reports to Form Tutors and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.3 Reducing Persistent and Severe Absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Discuss wider support at the Student of Concern Meetings
- Allocate a School Engagement Officer or member of the Family Support Team, if appropriate

- Provide access to wider support services to remove the barriers to attendance

8. Emotionally Based School Avoidance (EBSA) Arrangements

8.1 If Lady Manners School makes the arrangements

- Initially, our school will attempt to make arrangements to deliver the same high standard of education for children with health needs who cannot attend school.
- The SENDCO or Head of Year will be responsible for making and monitoring these arrangements
- We will supply work directly from school, arrange OOST/Academy 21 (or equivalent online provider), find a suitable alternative provision, which ever is most appropriate. These interventions will be a temporary arrangement with the end goal being a return to full time education at Lady Manners School or an alternative provision as agreed by Derbyshire County Council
- The SENDCO or head of Year will contact parents/carers and pupils about these arrangements
- We will do everything we can to reintegrate pupils back into school at the soonest possible time

8.2 If the local authority makes the arrangements

- If our school cannot make suitable arrangements, or if it is clear that a child will be away from school for 15 days (consecutive or over the course of the year) or more because of their health needs, Derbyshire County Council can become responsible for arranging suitable education for these children.
- When the local authority arranges alternative education, the education should begin as soon as possible, and at the latest by the 6th day of the child's absence from school.
- Where full-time education is not in the child's best interest for reasons relating to their physical or mental health, the local authority must arrange part-time education on whatever basis it considers to be in the child's best interests.
- In cases where the local authority makes the arrangements, our school will:
- Provide to the local authority, at agreed intervals, the full name and address of any pupils of compulsory school age who are not attending school regularly due to their health needs
- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the child
- Collaborate with the local authority to ensure continuity of provision and consistency of curriculum, including making information available about the curriculum
- Along with the local authority, regularly review the provision offered to ensure it continues to be appropriate for the child and that it is providing suitable education
- Share information with the local authority and relevant health services as required

- When a child has complex or long-term health issues, work with the local authority, parents/carers and the relevant health services to decide how best to meet the child's needs (e.g. through individual support, arranging alternative provision or by them remaining at school, being supported at home and back into school after each absence)
- Where possible, allow the child to take examinations at the same time as their peers, and work with the local authority to support this
- Help make sure that the child can be reintegrated back into school successfully
- When reintegration is anticipated, work with the local authority to:
 - Plan for consistent provision during and after the period of education outside the school, allowing the child to access the same curriculum and materials that they would have used in school as far as possible, including through digital resources
 - Enable the child to stay in touch with school life (e.g. through newsletters, emails, digital learning platforms, social media platforms, invitations to school events or internet links to lessons from their school), and, where appropriate, through educational visits
 - Create individually tailored reintegration plans for each child returning to school, which includes extra support to fill any gaps arising from the absence
 - Consider whether any reasonable adjustments need to be made

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as minimum annually by the Designated Senior Leader for Attendance. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour of Students Policy

Appendix 1**ATTENDANCE CODES**

The following codes are taken from the DfE's guidance on school attendance.

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
C2	Other Authorised Absence	Pupils on part-time timetables
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution

E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.
The student is counted as absent, unauthorised.		
G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.

U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.
These codes are not counted so will not affect attendance figures.		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.