



CHARTERHOUSE

ATTENDANCE POLICY AND PROCEDURE

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Key School contacts

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This is the attendance policy of Charterhouse School and has been created from a template provided by ISBA created with thanks to VWV.

1 Aims

- 1.1 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances. Attendance is everyone's responsibility.
- 1.2 The aims of this policy are as follows:
- 1.2.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;
 - 1.2.2 to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
 - 1.2.3 to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
 - 1.2.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
 - 1.2.5 to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

- 2.1 This policy applies to the whole School and all stakeholders.
- 2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
- 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 National Minimum Standards for Boarding Schools;

¹Working together to improve school attendance: applies from 19 August 2024 and states schools are expected to designate a 'Senior Attendance Champion' (SAC) - a senior leader with overall responsibility for championing and improving attendance in school and liaising with pupils, parents and external agencies. The SAC is expected to sit on the SLT and their name and contact details must be included in the school's attendance policy (see paragraphs 15, 25 and 26)

- 3.1.3 Education and Skills Act 2008;
 - 3.1.4 Children Act 1989;
 - 3.1.5 Childcare Act 2006;
 - 3.1.6 Sponsorship Duties (UKVI, July 2023);
 - 3.1.7 The School Attendance (Pupil Registration) (England) Regulations 2024;
 - 3.1.8 Equality Act 2010; and
 - 3.1.9 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- 3.2 This policy has regard to the following guidance and advice:
- 3.2.1 [Working together to improve school attendance](#) (DfE, applies from 19 August 2024);
 - 3.2.2 [Summary table of responsibilities for school attendance](#) (DfE, applies from 19 August 2024);
 - 3.2.3 [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023);
 - 3.2.4 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);
 - 3.2.5 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
 - 3.2.6 [Keeping children safe in education](#) (DfE, September 2025);²
 - 3.2.7 [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020);
 - 3.2.8 [Children missing education](#) (DfE, September 2016);
 - 3.2.9 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
 - 3.2.10 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
 - 3.2.11 [Mental health and behaviour in schools](#) (DfE, November 2018);
 - 3.2.12 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
 - 3.2.13 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
 - 3.2.14 [Remote education guidance](#) (DfE, updated February 2023); and
 - 3.2.15 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, May 2015).
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
- 3.3.1 Safeguarding and Child Protection Policy;
 - 3.3.2 Missing child policy and procedures;

² Note: the current draft version of KCSIE 2024 is for 'information only' with a number of sections still under review. As the draft KCSIE 2024 still refers to the current regulations and non-statutory guidance Working together to improve school attendance 2022: applies until 18 August 2024, the policy may require further review after the final version of KCSIE 2024 is published.

- 3.3.3 CME and EOTAS Policy;
- 3.3.4 Learning Support & SEND;
- 3.3.5 Promotion of Good Behaviour policy;
- 3.3.6 School rules;
- 3.3.7 Parent Contract;

4 **Publication and availability**

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 This policy can be made available in large print or another accessible format if required.

5 **Definitions and interpretation**

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.
 - 5.1.2 references to a **Parent** means:
 - (a) all natural parents, whether they are married or not;
 - (b) any person who has parental responsibility for a pupil; and
 - (c) any person who has day to day responsibility for a pupil (i.e., lives with and looks after a pupil).
 - 5.1.3 References to a **pupil** include 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.³
 - 5.1.4 **SAC** means the School's Attendance Champion.

6 **Responsibility statement and allocation of tasks**

- 6.1 The Board of Governors has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Board of Governors recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.
- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Board of Governors has allocated the following tasks:

³ This is the definition as set out in section 3 of the Education Act 1996 and referred to in chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	SAC	Annually

7 The importance of good attendance

7.1 The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- 7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 School responsibilities

- 8.1 The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that **everyone has a responsibility** to take proactive steps to manage and improve attendance across the School community.
- 8.2 The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.
- 8.3 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 8.4 The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the

School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

- 8.5 The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9 Staff responsibilities

The SAC

- 9.1 The Board of Governors has appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

9.1.1 The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;
- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (d) to have oversight of and analyse attendance data; and
- (e) to communicate clear messages on the importance of attendance to pupils and parents.

9.2 Staff with specific responsibilities for attendance⁴:

The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- 9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;
- 9.2.2 seek explanations of absences required from pupils on their return to School;
- 9.2.3 make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- 9.2.4 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- 9.2.5 deal with lateness to lessons consistently and promptly;
- 9.2.6 consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- 9.2.7 discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

⁴ The School should provide information and contact details of the staff who pupils and parents should contact about attendance on a day to day basis (such as a form tutor, head of year etc) and for more detailed support on attendance (such as a head of year, pastoral lead or family liaison officer etc) in Appendix 1

9.3 All staff

9.4 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

9.5 The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 School arrangements

10.1 The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices Appendix 1-Appendix 3.

11 Monitoring attendance

11.1 The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

11.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

11.1.2 using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);

11.1.3 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

11.1.4 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

11.1.5 devising specific strategies to address areas of poor attendance identified through data;

11.1.6 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

11.1.7 providing data and reports to the Board of Governors to support its work.

12 Pupil responsibilities

12.1 School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

12.2 Pupils should be aware that:

12.2.1 they are expected to be present in-person for the duration of each School day;

12.2.2 they are expected to arrive on time and attend all timetabled lessons;

12.2.3 they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;

- 12.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- 12.2.5 any unexplained absence will be followed up;
- 12.2.6 persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
- (a) offers of support to seek to identify and address any barriers to attendance;
 - (b) communication with parents;
 - (c) reporting to other agencies such as children's social care; and
 - (d) sanctions against them or their parents in line with the School's behaviour policies.
- 12.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their House Team or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13 Additional needs

- 13.1 The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- 13.2 The School will make reasonable adjustments⁵ where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.
- 13.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g., ensuring the provision outlined in a pupil's personal learning plan is accessed.⁶
- 13.4 Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance⁷.
- 13.5 Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.
- 13.6 The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil'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.⁸

⁵ In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.

⁶ The Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that 'in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan.'

⁷ See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance: effective practice examples

⁸ See paragraph 57 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024

14 Parent / carer responsibilities

- 14.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- 14.2 This means pupils 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.
- 14.3 The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.
- 14.4 Expectations the School places on parents can be found in Appendix 1 of this policy.
- 14.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

15 Training

- 15.1 **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:
 - 15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - 15.1.2 the School's strategies and procedures for tracking, following up and improving attendance.
- 15.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
 - 15.2.1 the law and requirements of schools including on the keeping of registers;
 - 15.2.2 the process for working with other partners to provide more intensive support to pupils who need it;
 - 15.2.3 the necessary skills to interpret and analyse attendance data; and
 - 15.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- 15.3 The School maintains written records of all staff training.

16 Information sharing

- 16.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.
- 16.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g., health services where there are medical conditions or the police where there are extra-familial harms).

- 16.3 Where appropriate the School will attend regular targeting support meetings.⁹
- 16.4 The School is legally required to share information from the registers with the local authority. As a minimum this includes:
 - 16.4.1 New pupil and deletion returns;
 - 16.4.2 Attendance returns¹⁰;
 - 16.4.3 Sickness returns.
- 16.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.
- 16.6 The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE¹¹. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.
- 16.7 Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

17 Record keeping and confidentiality

- 17.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 17.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

18 Version control

Date of adoption of this policy	September 2024
Date of last review of this policy	October 2025
Date for next review of this policy	October 2026
Policy owner (SLT)	Alex Colclough
Policy owner (Governor)	Helen Goatley

⁹ Targeting support meetings are meetings local authorities have with schools to discuss attendance data and identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils. See chapter 4 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

¹⁰ Schools are required to provide attendance returns to the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been recorded as absent for a continuous period of ten school days where their absence has been recorded with one or more of the national attendance codes (G, N, O, and/or U). Individual local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month - see chapter 2 and content on sharing information in the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

¹¹ The DfE has stated that the easiest way to meet the requirement to share the data is to have an electronic management information system containing the required information that can be accessed by the DfE. Once the school has granted permission the flow of data is completely automated and does not place any further burden on schools or local authorities.

Appendix 1 School arrangements¹²

1 Managing attendance

The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers¹³ as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

The School expects all pupils to be present at School for the whole of the School day, usually from registration at 08:00 to close at 18:00, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

2 The role of parents / carers

The School expects all Parents to:

- 2.1.1 make any application for an authorised leave of absence at the earliest opportunity via the House Office;
- 2.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
- 2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Parents of day pupils should ensure their child attends School by 08:00 for morning registration;

Parents of boarding pupils should ensure their child returns to their boarding accommodation by 20:30 (Under School) or 21:00 (Specialists) on Sunday before the beginning of the school week or by 08:00 on the Monday morning.

3 Registration and attendance checks

Morning registration is from 07:15-08:45. The registers will remain open for 45 minutes after the start of Morning Adsum.

Afternoon registration will be from 13:00-14:00.

Registers will also be called at the beginning of each lesson to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

The School uses iSAMS Registration and Attendance Management Systems¹⁴

Registers will also be called for boarders between 18:00-19:15 and 21:45-22:45 and at regular intervals for boarders remaining at School on Saturdays and Sundays.

¹² The School should tailor this section to ensure that its arrangements are set out clearly

¹³ Boarding schools without day pupils are not required to keep an attendance register. Schools with a mixture of day pupils and boarders must keep an attendance register for the day pupils.

¹⁴ There is no requirement for the policy to specify which systems it uses, however we have retained this wording should schools wish to include this level of detail.

4 Reporting absence

Parents should:

Report absence at the earliest reasonable opportunity and by 08:00 on the morning of the first day of their child's absence to their child's House Office.

Respond to text alerts and/or phone calls by 10.30am where their child is reported late or absent;

Provide the school with at least 2 emergency contact numbers for their child and keep their contact details up to date by notifying the Data Manager by email to: datamanager@charterhouse.org.uk of any amendments at the earliest opportunity;

Ensure that, where possible, medical or dental appointments for their child are made outside of term time;

Inform the school as soon as possible of any circumstances that may result in the pupil being taken off roll in the future, or any other significant change of circumstance e.g. change of address.

5 Arrangements for reporting subsequent absence

Absence will be recorded on the Attendance Register as set out in Appendix 3.

On every day of absence until their return to school parents should contact the House office and advise when the pupil is expected to return;

6 Managing absence

Where any pupil we expect to attend school does not attend and we have not heard from their parent by 09:00 on Monday or 21:15 on Sunday evening, the **House Staff will:**

- Send a text or email to the pupil's parent/guardian to inform them that their child is absent from school; and if no reply is received within 30 minutes, phone the parent/guardian of the pupil to establish their child's whereabouts.
 - Identify whether the absence is approved or not through obtaining medical evidence;
6. 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. House to liaise with SAC for support with correct coding as needed.
- If they have been unable to contact a parent/guardian, log as an incident on CPOMS. The matter may be referred to the child's home local authority;
 - Call the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary and ensure that Admissions are aware of any sponsored pupil this affects.
 - If absence continues for 10 consecutive days, the school will consider involving the child's home local authority Children Missing Education (CME) team and the absence will be marked as unauthorised;

For pupils returning to School after an extended absence, the pupil will be monitored by the School's Welfare Management Committee. A child-centred review meeting will be called by a member of this team to co-produce a plan with the child, their parents and relevant professionals.

7 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil 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 of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- seek to identify barriers to attendance and remove these wherever practicably possible;
- Signpost or provide access to wider support services to remove the barriers to attendance.

Early action is taken to reduce the risk of persistent absence. When attendance falls within the following thresholds, specific actions will be undertaken by key members of staff as detailed below. Discretion will need to be exercised in some individual cases and at some points during the school year, particularly during the first term.

100% to 97%: attendance is at an acceptable level. On the first day of each absence the Head of House will call home to acknowledge the absence and to clarify the reasons and expected return date. No further action will be taken.

Below 97% to 95%: parents/carers will be phoned by House Staff requesting medical evidence where appropriate. The tutor will contact the pupil on the second day and cc. HH and subsequent day of each absence to acknowledge the absence, provide any remote learning via OneNote and to clarify the reasons and expected return date.

Below 95% to 90%: The Deputy Head Safeguarding contacts parents/carers to request their attendance at a meeting with them and/or Head of House to discuss their child's attendance and to agree a plan. The plan is monitored by the Welfare Management Committee and a plan of support put in place to remove any barriers to attendance. The Head of House continues to call home on the second day of each absence to acknowledge the absence and to clarify the reasons and expected return date.

Below 90%: An email will be sent on the first day of each absence reminding parents/carers that they have a legal duty to ensure regular attendance and if they fail to do so, they may be committing an offence under Sections 7 and 444 of the Education Act 1996 (see legal sanctions below). The pupil's attendance case will be passed over to the local authority for further intervention and review. The Head of House continues to call home on the second day of each absence to acknowledge the absence and to clarify the reasons and expected return date. The case will be reviewed by the School's Welfare Management Committee.

8 Authorised absences

Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

9 Applications for an authorised leave of absence

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Principal Deputy Head via the House Office by emailing attendance@charterhouse.org.uk

The School will consider each application for an authorised leave of absence individually, considering the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

Apart from illness, no pupil should be away from School without prior permission from the Head (delegated to Principal Deputy Head).

Dental or medical appointments should be made during School holidays except in cases of emergency when the House Office should be informed.

If a leave of absence is granted, it is for the Head (delegated to Principal Deputy Head) to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

When a child is absent the following templates should be used by House to support clear communication.

Illness Physical or Mental Health/Wellbeing (HH response, cc tutor)

a. Dear (Parent name),

Thank you for informing us that (name) will be absent on (date) due to illness. I have copied X's tutor, who will support X to catch up on work missed due to illness. I hope they make a swift recovery and look forward to seeing them back in house.

Yours HH.

b. On Day 2 of absence the following should be sent to the pupil by the tutor if possible:

Dear Pupil,

As you've now been away from school for two days, I just wanted to reach out and see if you feel able to complete some work at home via OneNote. If you have any questions, please don't hesitate to reach out to me.

Yours Tutor

Medical appointment (HH response, cc tutor)

Dear (Parent name),

Thank you for your request for term-time absence for (name) on (date/ time) to attend (event), which has now been authorised. Whilst we understand that there are times when pupils do reasonably need to be away from school, ensuring strong attendance is key in providing an exceptional education and supporting pupil wellbeing. Thank you for working with us to minimise pupil absence wherever possible to support this.

Yours HH.

Following three absences (Deputy Head Safeguarding response)

Dear (Parent name),

Our attendance records show that your X has missed three days of school this half term. Ensuring strong attendance is key in providing an exceptional education and supporting pupil wellbeing and we are keen to work in partnership with you to remove any barriers to good attendance. I would like to invite you to a meeting to discuss how we can support X's attendance and look forward to meeting you. Thank you for working with us to minimise pupil absence wherever possible to support this.

Yours Deputy Head Safeguarding

Request for term time leave – HH forward to attendance@charterhouse.org email for response

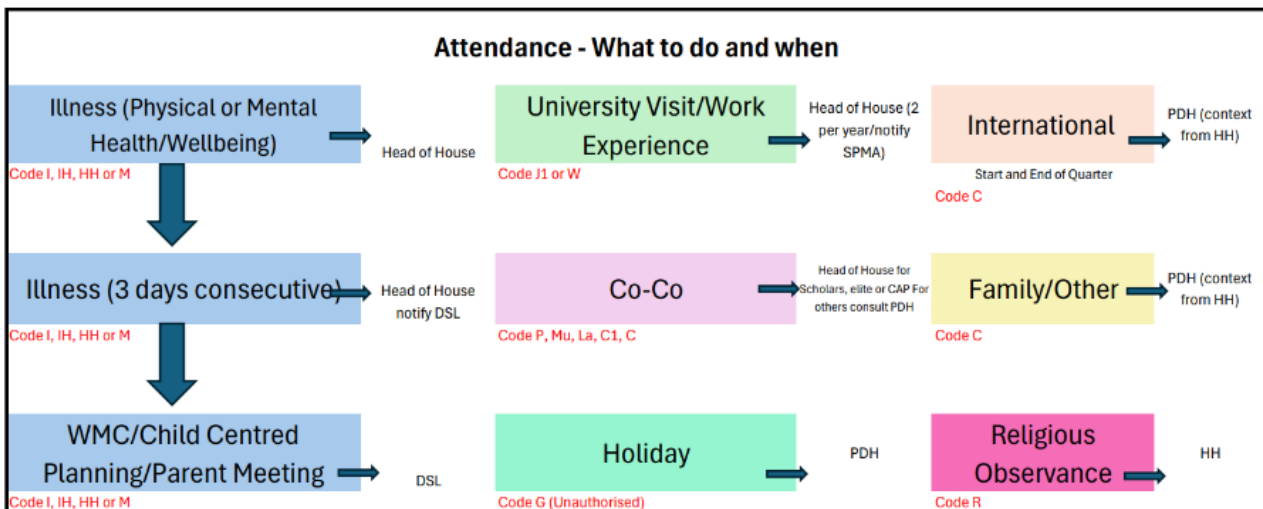
Dear (Parent name),

Thank you for your email requesting term-time leave for (pupil name) to be taken between (start date) and end date. Government guidance only permits schools to authorise term-time leave in exceptional circumstances and where taking leave is unavoidable. In line with this, your request for leave (is/ is not) considered to be 'exceptional' and (can/cannot) be authorised.

Either: Whilst we understand that there are times when pupils do reasonably need to be away from school, ensuring strong attendance is key in providing an exceptional education and supporting pupil wellbeing. Thank you for working with us to minimise pupil absence wherever possible to support this.

Or: Whilst we understand that you may still choose to take (pupil name) out of school for (event/ occasion), this absence would be marked as unauthorised term-time leave.

Yours Principal DH



10 Reporting duties

The School has statutory reporting obligations if a pupil fails to attend school regularly. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing¹⁵, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

Each time the School's attendance register is completed it is treated as a contact point for these purposes.¹⁶

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

Action will also be taken in accordance with the Children Missing Education (CME) and Education other than at School (EOTAS) policy and Safeguarding and Child Protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

¹⁵ Children being absent from school, particularly repeatedly and / or for prolonged periods and children missing education, can act as a vital warning sign of a range of safeguarding issues, including exploitation. Exploitation can affect any child, however international students may be at greater risk than other children. UKVI's Student Sponsor Guidance states that a school must have appropriate policies and procedures in place to ensure the safety, wellbeing and protection from exploitation of the children whom it sponsors to study in the UK under the Child Student route.

¹⁶ The School may wish to insert its own definition of contact points e.g. just morning registration

Appendix 2 Admission register

1 Admission register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

- 1.0.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- 1.0.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The School must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil.¹⁷

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.¹⁸

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

- 1.0.3 the full name of the pupil;
- 1.0.4 the address of the pupil;
- 1.0.5 the full name and address of any parent the pupil normally lives with;
- 1.0.6 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- 1.0.7 the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- 1.0.8 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- 1.0.9 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

¹⁷ Regulation 8 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the admissions register. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

¹⁸ Schools must refer to regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024 for full details of the legal grounds for deleting a pupil from the registers. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

Appendix 3 Attendance register

1 Attendance register

The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024¹⁹

The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations. The School also has additional codes for reporting purposes as a boarding school.

The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.²⁰

The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

On each occasion it will be recorded whether every pupil is:

- 1.0.1 physically present in school when the attendance register begins to be taken; or
- 1.0.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- 1.0.3 attending a place other than the school; or
- 1.0.4 absent.

The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

- 1.0.5 Attending educational provision arranged by a local authority;
- 1.0.6 Attending an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- 1.0.7 Attending a place for an approved educational activity that is a sporting activity;
- 1.0.8 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
- 1.0.9 Attending a place for any other approved educational activity.

¹⁹ Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the attendance register. See also chapter 8 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

²⁰ Registers are legal records and the School must preserve every entry in the attendance or admission register for 6 years from the date that the data was entered.

2 Recording absence

Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- 2.1.1 leaves of absence;
- 2.1.2 other authorised reasons;
- 2.1.3 unable to attend school because of unavoidable cause;
- 2.1.4 unauthorised absence.²¹

3 Remote education

The School is required to record all absence from in-person lessons.

The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- 3.1.1 ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
- 3.1.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
- 3.1.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupils' engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

The School has an established remote education plan in place which is reviewed at least annually in consultation with staff.²²

4 Unauthorised absence

²¹ Schools should refer to regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure they are correctly recording reasons for absence and the applicable commentary in chapter 8 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

²² The DfE's non-statutory guidance on providing remote education recommends (if a plan is in place) it should demonstrate a consideration of any additional burdens that providing remote education may place on staff and families.

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance. Examples include:

- 4.1.1 holiday has not been authorised by the School or is in excess of the period determined by the Head;
- 4.1.2 the reason for absence has not been provided;
- 4.1.3 a pupil is absent from school without authorisation;
- 4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 4 Attendance Codes

DfE Attendance Codes with additions to serve our needs as a boarding school

Code	Definition	Description
/	Present (AM)	Pupil is present at morning registration
\	Present (PM)	Pupil is present at lunchtime registration
\	Present (Bedtime)	Pupil is present at bedtime registration
L	Late	Before register has closed
K	Educated off-site	Attending provision arranged by the LA
V	Off-site visit	Attending educational visit or trip
P	Sporting activity	Participating in a sporting activity
W	Work Experience	Attending work experience
B	Educated off-site/Approved educational activity	Not sporting or work experience
D	Dual-registered	The law allows pupils to be registered at more than one school
I	Ill in House	In House - Not a medical or dental appointment
HH	Health Centre	At HHC
Mu	Music Lesson	
La	LAMDA Lesson	
AI	Authorised Absence In School	

Authorised Absence Codes

C1	Regulated performance or employment abroad	This may be paid or unpaid
M	Medical/Dental	To attend a medical/dental appointment
J1	Interview or visit to another school including to universities	The pupil must be over statutory school age
S	Studying for a public exam	Study leave – the pupil must be over statutory school age
X	Non-compulsory school age leave of absence	Part-time timetables for pupils over statutory school age
C2	Compulsory school age leave of absence	As above for pupils of statutory school age

C	Other authorised absences out of school	Granted entirely at the school’s discretion
T	Parent travelling	Must be for occupational purposes
R	Religious observance	Set apart by the religion, not the parents
IH	Illness at Home	
E	Suspended or Permanently Excluded	Still registered on School Admission Register/Roll
Q	Lack of access arrangements	Unable to attend due to disability
Y1	Unable to attend due to transport	School is not within walking distance
Y2	Unable to attend due to widespread disruption to travel	Caused by a local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Pupil cannot practicably be accommodated
Y4	Unable to attend due to whole school site being unexpectedly closed	E.g adverse weather
Y5	Criminal justice detention	In police detention, remanded in youth detention, awaiting trial or sentencing, detained under a sentence of detention
Y6	Public health guidance/law	To attend would be to contravene transmission of infection guidance
Y7	Any other unavoidable cause	Something which affects the pupil not the parent
WL	Weekend Leave	The child is away for weekend leave
DP	Day Pupil Home	Approved home visit

Unauthorised Absence Codes

G	Holiday not granted by school	Parent did not apply or school did not agree
N	Reason not yet established	Correct reason should be recorded as soon as it is discovered – if this is not found within 5 days, recode as O
O	Absent in other or unknown circumstances	No reason given
U	Arrived after registers closed	Late arrival
AH	Absent from Hash	Alert sent

Administrative Codes

Z	Prospective pupil not on the admission register	Enables schools to set up registers in advance
#	Planned school closure	School holidays, weekends, bank holidays
?	Override	Required for iSAMS admin

Appendix 5

Illness – House Guidance

Pupils may remain in House and miss School because of illness, although the amount of time needed will differ according to the severity of their condition. If a pupil presents as unwell in the evening or before school starts in the morning, and is clearly too unwell to attend school, then a *Day in House* or *Time Out* may be granted by the House staff. If staff have any concerns that a pupil may not be ill, or indeed has something more serious such as a temperature, D&V, persistent pain etc. then they should be sent to the HHC or HHC Hub to be checked by one of the Nurses. If a pupil becomes ill during the working day then they must follow the *Returned to House* procedure.

A Day in House – a pupil remains in House for the whole day, not going out for any reason – academic, co-curricular or social.

Time Out – may be granted for something that may go away by quarter, such as a headache which will respond to painkillers. Providing the pupil is back in hashes immediately after quarter, the pupil can continue with the rest of the day's activities, at the discretion of the House staff. This enables pupils to avoid missing too much School.

Returned to House (for physical health reasons) – If a pupil has to return to House during the course of the day, they will generally be given a 'Day in House'. This can only be agreed after a visit to the HHC or HHC Hub (see below.)

Returned to House (for mental health reasons) – If a pupil has to return to House during the course of the day, they will generally be given a *Time Out* or a *Day in House*. This can only be agreed after a visit to the Wellbeing Centre or the HHC/Hub and should be cleared through the Pastoral Office.

Frequent unexplained illness, high levels of pupil absenteeism or noticeable patterns in absence will be monitored and further follow-up action taken as needed.

Any pupil who needs to leave a hash because of feeling unwell MUST attend the HHC Hub BEFORE returning to House. If deemed necessary, pupils sent back sick from hash may be accompanied by another pupil under instructions to deliver them to an adult in the HHC Hub. The accompanying pupil should return to the beak who sent them away to confirm that this has happened.

The HHC/Hub may authorise a pupil to return to House. Any pupil returning directly to House should be sent to the HHC/Hub to be checked by a Nurse.

Off-change

Pupils can only be signed off-change (not required to take part in sport/activities) by a medical professional at the HHC.

A determination will be made whether a pupil may be excused entirely from attendance and participation or whether they are well enough to attend the session and assist the staff and support their peers.