



## Pupil Attendance and Absence Policy

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Author (s)	JMP
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Other related polices and documents	Safeguarding and Child Protection Policy, Behaviour Policy, Missing Child Policy, Medical Needs Policy





## Contents

Introduction.....	4
Parental Responsibility.....	4
Punctuality.....	4
Reporting Absence.....	5
The Role of School Staff.....	5
Monitoring and Escalation of Absence.....	6
Supporting Pupils in Catching up with Missed Work.....	6
Staff Responsibilities in Monitoring Attendance.....	6
Children Missing Education.....	7
Authorising Absence.....	7
Pupils on a Tier 4 Visa.....	8
Appendix A: Attendance Escalation Framework.....	9
Stage 1 – Universal Expectation.....	9
Stage 2 – Early Concern (Attendance below 95% OR repeated lateness).....	9
Stage 3 – Persistent Absence (Attendance below 90%).....	9



## Introduction

Leicester High School for Girls is committed to the continuous raising of achievement of all pupils. **Regular attendance and punctuality are essential** if pupils are to be successful and benefit fully from the opportunities presented to them.

The School year comprises approximately 170 teaching days. Pupils are expected to attend throughout, except during periods of official study leave and staff inset days.

The Governors, Headteacher and staff, working in partnership with parents and the Local Authority, have a shared duty to promote full attendance at Leicester High School for Girls.

The School's champion for attendance is Joanne Wright, who can be contacted at [j.wright@leicesterhigh.co.uk](mailto:j.wright@leicesterhigh.co.uk). **Joanne Wright coordinates attendance strategies, monitors absence trends, and supports early help plans in line with DfE expectations.**

## Parental Responsibility

Parents have a legal duty to ensure their child attends school regularly and punctually. Good attendance is fundamental to a child's progress, wellbeing, and social development. Poor attendance undermines learning and, at times, increases safeguarding risks.

Parents must contact the School on the **first day of absence** to confirm that their child is safe. They should also provide regular updates and notify the School of the expected return date.

Pupils are expected to arrive by **8.20am** each day.

Parents will be expected to engage with early help support where attendance becomes a concern, in line with the *Working Together* guidance.

## Punctuality

Morning punctuality is monitored by the Leadership Team at the Student Foyer.

- **5 lates per half term:** Parents receive a letter.
- **10 lates per half term:** The Head of Year phones home.
- **Persistent lates:** The pupil is placed on a Punctuality Report. If this is not successfully completed, a lunchtime detention will be set.



Form Tutors monitor punctuality within tutor groups and escalate repeated concerns to the Head of Year.

Persistent lateness will be monitored alongside overall attendance, as lateness contributes to lost learning.

## Reporting Absence

Parents must contact the School Office by **9.30am** if their child is absent, giving the reason and expected return date.

If no message is received, the School Office will:

- Send a SchoolComms text by 9.30am.
- Follow up with a phone call by midday if there is no response.
- Escalate to the Health and Wellbeing Officer (HWO) on the **third day of absence**, who will contact home to discuss attendance.

The School will continue to pursue unexplained absence daily until contact is made, in line with safeguarding duties.

## The Role of School Staff

Leicester High School for Girls adopts a whole-School responsibility for attendance.

- Class Teachers and Form Tutors take registers at the start of the morning session and after lunch. (This is a legal requirement under *The Education (Pupil Registration) (England) Regulations 2006*).
- In the Senior School, registers are also taken at the start of every lesson.
- Attendance and lateness records must be kept up-to-date.
- Where no reason has been provided for absence, staff must ensure parents are contacted on the first day.
- Appropriate attendance codes must be entered into SIMS.



## Monitoring and Escalation of Absence

Attendance is monitored daily, weekly, and half-termly using SIMS and internal tracking systems:

- **Below 95%:** Parents receive an email and attendance flyer.
- **Below 90%:** Parents receive a formal letter and flyer; the HWO also phones home.
- **Persistent concerns:** A pastoral support plan may be initiated, and a *Team Around the Child (TAC)* meeting convened.

Half-termly attendance meetings are held with the Deputy Head, Heads of Year, Head of Juniors, and HWO to review attendance and punctuality trends and address concerns.

- “Persistent Absence” is defined as below 90% attendance.
- “Severe Absence” is defined as below 50% attendance.
- The School will work in partnership with parents, pupils, and the Local Authority to provide support before any formal intervention is considered.
- Data will be analysed by pupil groups (e.g. SEND, disadvantaged pupils) to ensure equity.]

## Supporting Pupils in Catching up with Missed Work

- **1–2 days:** Subject/Class Teacher ensures pupils catch up and receive missed resources.
- **3–5 days:** Form Teacher coordinates the collection of work/resources for the pupil.
- **More than one week:** Head of Year/Key Stage liaises with staff and home to provide work.

## Staff Responsibilities in Monitoring Attendance

- **Daily**
  - *School Office:* First-day calling, chase missing marks.
  - *Form Tutors/Class Teachers:* Complete registers promptly, promote attendance.



- *Heads of Year/HWO*: Follow up with pupils absent for three consecutive days.
- **Weekly**
  - *School Office*: Produce attendance sheets and reports.
  - *Heads of Year/HWO*: Review data and follow up with pupils/parents.
- **Half-termly**
  - *Deputy Head, Heads of Year, Head of Juniors, HWO*: Meet to review attendance and punctuality.
  - *School Office*: Coordinate parent communication.

## Children Missing Education

- Where absence exceeds 15 days due to medical reasons, the HWO will liaise with external professionals and may refer the pupil to the Hospital School or relevant services.
- No child will be removed from the School roll without consultation with the Headteacher and one term's formal notice.
- If a pupil fails to attend on their expected first day, or goes missing without permission, the *Missing Child Policy* will be followed.
- All concerns relating to Children Missing Education will be shared with the Local Authority in line with statutory requirements.

## Authorising Absence

Parents must request permission **in advance** for any absence other than illness. Only the Headteacher can authorise absence.

Absence requests will only be granted in **exceptional circumstances** (e.g. unavoidable holidays, national-level competitions, significant family events). Each request is considered on a case-by-case basis.

- Unauthorised absences will be recorded as such and may appear in references requested by outside organisations.



- If no explanation is received, absences will not be authorised.

## Pupils on a Tier 4 Visa

As a licensed Tier 4 Sponsor, the School has additional responsibilities. Where a Tier 4 pupil misses more than **10 consecutive contact points** (morning registrations) without authorisation, the School is required to report this to UKVI.

The School Office will therefore notify a Level 1 user following the **ninth missed contact point**.



## Appendix A: Attendance Escalation Framework

### Stage 1 – Universal Expectation

- All pupils attend regularly and punctually.
- Parents notify the School of absence by 9.30am on the first day.
- Attendance promoted through assemblies, tutor time, and communications.

### Stage 2 – Early Concern (Attendance below 95% OR repeated lateness)

- **Action:**
  - Parents contacted by email/letter with attendance flyer.
  - Form Tutor discusses attendance with pupil.
- **Responsibility:** School Office / Form Tutor.
- **Support offered:** Reminder of expectations, early help signposting if appropriate.

### Stage 3 – Persistent Absence (Attendance below 90%)

- **Action:**
  - Formal letter to parents from the School.
  - Phone call from Health and Wellbeing Officer.
  - Meeting may be arranged with parents and pupil.
- **Responsibility:** Head of Year / HWO.
- **Support offered:** Attendance improvement plan; work set for missed lessons; possible referral to early help services.

### Stage 4 – Ongoing Concerns / Failure to Improve

- **Action:**
  - Pastoral Support Plan or Team Around the Child (TAC) meeting initiated.
  - Multi-agency involvement where appropriate.
- **Responsibility:** Deputy Head / Head of Juniors / HWO.
- **Support offered:** Targeted pastoral or academic interventions, external referrals.

## Notes

- **Local Authority** informed in cases of persistent/severe absence and Children Missing Education.
- **Parents and pupils** involved at every stage in a supportive partnership approach.