



MAIDA VALE SCHOOL

MVS Attendance Policy and Registration Procedures

Date of issue:	September 2026
Renewal date:	September 2027
Individual Responsible	Toby Fisher, Senior Deputy Head

Contents

Regulatory framework	3
Key Contacts	3
Introduction	3
Aims and ethos	4
Why is Attending School Regularly So Important?	6
Safeguarding and Attendance	7
Using data to support improvements in attendance	7
Understanding Barriers to Attendance	8
Staff Training on Attendance	8
What the Law Says and Our School Procedures	9
Contents of the Admissions Register	9
Contents of Attendance Register	9
Present at School (and Lateness)	9
Attendance Codes	10
Effects of Late Arrival at School	11
Punctuality and Late Registration	12
Authorised Absence	12
Illness	12
Mental Health and Wellbeing	13
Students taken ill during the school day	13
Medical/Dental Appointments	14
Religious Observance	14
Suspensions	14
First Day of Absence Response	14
Rewarding Good and Improved Attendance	15
Leave of Absence Requests – ‘Exceptional Circumstances’	15
Unauthorised Absence	15
Persistently and Severely Absent students (PA and SA)	16
Approved Educational Activity	16
Unable to attend due to exceptional circumstances (as set out in DfE attendance guidance)	16
Support for Poor School Attendance (other than unauthorised term time leave)	16
Students on Reduced (Part-time) Timetables	17
Children Missing Education (CME)	17
Following up Unexplained Absences	18
Reporting to Parents	18
Recording Information on Attendance and Reasons for Absence	18
Roles and Responsibilities – Monitoring attendance	18
Monitoring Absences	19
Monitoring Lateness	20

Regulatory framework

This policy meets the requirements of the DfE's guidance Working Together to Improve School Attendance July 2026 as well as the latest version of Keeping Children Safe in Education. These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996
- The Children Act 1989
- The Crime and Disorder Act 1998
- Children Missing Education September 2025
- Summary of responsibilities where a mental health issue is affecting attendance Feb 2023
- The Anti-social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- Education (Pupil Registration) (England) Regulations 2006
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

Key Contacts

School Attendance Champion: Mr Toby Fisher (Senior Deputy Head/DSL)
toby.fisher@maidavaleschool.com 020 4511 6000

Attendance Officer: Miss Amirun Bibi (School Secretary)
schooloffice@maidavaleschool.com 020 4511 6000

Head of Year 7&8: Mr Matthew Greenfield
matthew.greenfield@maidavaleschool.com 020 4511 6000

Head of Year 9: Ms Millie Pocock
millie.pocock@maidavaleschool.com 020 4511 6000

Head of Year 10&11: Ms Kate Ware
kate.ware@maidavaleschool.com 020 4511 6000

Head of Sixth Form: Ms Dena Deedat
dena.deedat@maidavaleschool.com 020 4511 6000

Attendance Data is reported termly to the Board of Directors. **Angela Drew (Director of Education)** is the board-level attendance link.

Introduction

At Maida Vale School our ambition is for all students to strive for 100% attendance. We set expectations of excellent attendance for all students and expect them to be in school every session and every day that school is open. We consider this paramount to students achieving their full potential and enhancing lifelong outcomes.

Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of students and is an integral part of our school ethos.

Some students find it harder than others to attend school and therefore at all stages of improving attendance we will work together with parents/carers, students and relevant partner agencies to remove any barriers and build strong and trusting relationships. Promoting and ensuring excellent attendance is everybody's business within our school and community.

This policy is published on the school website.

Aims and ethos

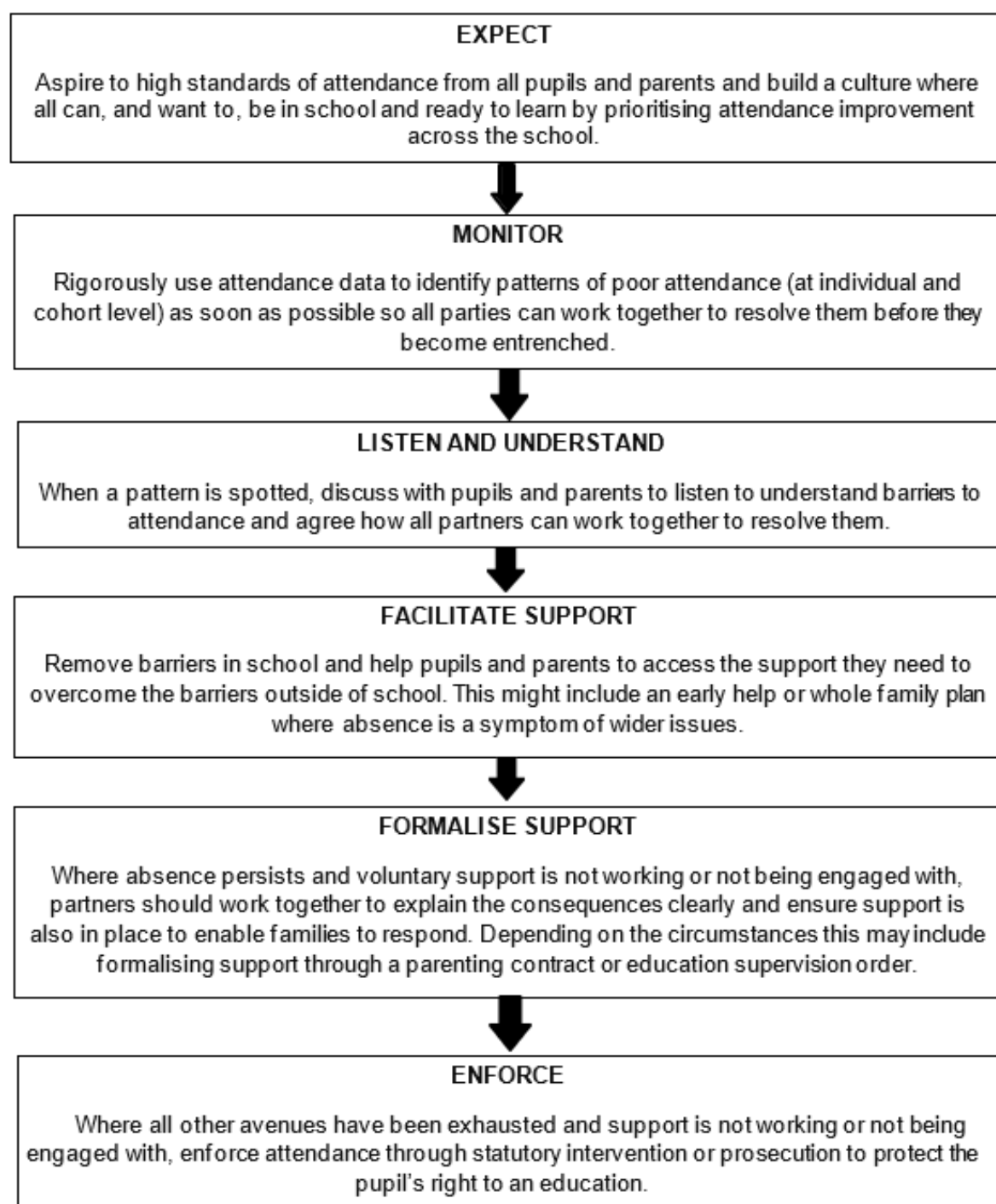
Our school aims to meet its obligations regarding school attendance by ensuring every student has access to a full-time and efficient education to which they are entitled. Maida Vale School acts early to address any patterns of irregular attendance aiming to create a culture in which the importance of good school attendance is understood, valued, and supported by all.

By providing a calm, orderly, safe, and supportive environment where all students want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, all school staff, parents/carers, students, and partners can work together to remove any barriers affecting attendance.

This policy sets out our school's position on attendance and details the procedures that all parents must follow to report their child's absence from school and to remind them of their legal duty, to ensure their child attends school regularly.

This policy will be applied fairly and consistently, considering the individual needs of our students and their families who may have specific barriers to attendance. We have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

At Maida Vale School, we follow the approach as laid out in the DfE Guidance Working together to Improve School Attendance July 2026:



We believe that excellent attendance and punctuality in the Sixth Form establishes and develops positive attitudes to towards attendance in the workplace and thus lifelong achievements. Every student enrolled at our sixth form is expected to attend every day they are required to, on time, so that they can achieve their full potential. We monitor and manage attendance and punctuality across all year groups and expect parents to inform us of any reasons preventing attendance on the first day of absence. We will continue to contact parents of sixth form students, as with any other, to discuss any attendance or punctuality concerns.

We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

We want our students to attend school every day unless they are not well enough to do so. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our students to enjoy school and grow up to become emotionally resilient, confident and competent adults who can realise their full potential. Regular attendance and punctuality are essential requirements in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the world.

We will do all we can to encourage our students to attend. We will also make available the best provision we can, for any student who may experience any barriers preventing regular attendance.

One of the most important factors in promoting good attendance is the development of positive attitudes towards school and a sense of belonging. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved and as part of the wider school community.
- Raise students' awareness of the importance of good attendance and punctuality.
- Provide support, advice and guidance to parents, students and staff.
- Work in partnership with parents and carers, including regularly informing them about their child's absence and attendance levels.
- Work with external agencies where required, such as health, the LA and local organisations to support our students, parents and school.
- Support students back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge learning gaps.
- Celebrate and reward good and improved attendance and punctuality.

Why is Attending School Regularly So Important?

Evidence shows students with excellent school attendance are more likely to reach higher standards of achievement and be at less risk of exposure to crime and other safeguarding risks.

Students who attend regularly are more likely to achieve better results than their peers that do not, both at Key Stage 2 tests in the Primary phase, and in GCSEs at Secondary.

Excellent attendance enables students to be part of the school community and develop a sense of belonging. This further supports each student's development socially, morally, and ethically, enhancing personal well-being.

If attendance over the school year is:	...a student will miss these many days:	...and these many lessons:
100%	0	0
95%	10	40
90%	19	76
85%	29	116
80%	39	156
75%	49	196
70%	58	232

Safeguarding and Attendance

Maida Vale School will monitor trends and patterns of absence for all students as a part of our standard procedures. However, we are aware that sudden or gradual changes in a student's attendance may indicate additional or more extreme safeguarding issues. In line with the latest version of 'Keeping Children Safe in Education', we will investigate and report any suspected safeguarding cases to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any student who is absent from school when the school has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the student's welfare and safety. Please see the school's Safeguarding and Child Protection Policy for more details.

Maida Vale School would inform the local authority if a student of compulsory school age fails to attend regularly or misses ten consecutive school days where their absence has been recorded with one or more of the absence codes statistically classified as unauthorised. We would also inform the local authority if a pupil of compulsory school age misses or is expected to miss 15 days due to sickness.

Using data to support improvements in attendance

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a student as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. For students who miss more than 50% of possible sessions they are defined as 'severely absent'.

The school will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any student becoming persistently or severely absent. This will include identifying the individual needs of students; working closely with families and wider support services to remove barriers to attendance; and where a formalised approach in conjunction with the local authority is required in line with the DfE guidance Working Together to Improve School Attendance.

Understanding Barriers to Attendance

In relation to understanding barriers to attendance, we will ensure all students and parents are treated with dignity and staff will model respectful relationships to build a positive understanding between home and school that can be the foundation of good attendance. In communicating with parents, we will highlight the link between attendance and attainment and wider wellbeing to enhance understanding of what good attendance looks like. Where a student or family needs support with attendance we will identify who is best placed to work with them to address issues.

We will support students and parents by working together to address any in-school barriers to attendance. Where barriers are outside of the school's control, all partners should work together to support students and parents to access any support they may need voluntarily.

Where absence intensifies, so should the support provided, which will require the school to work in conjunction with relevant partners.

Barriers to attendance are frequently practical rather than attitudinal. The school is alert in particular to housing instability, including where a family is living in temporary accommodation or has moved at short notice. Temporary accommodation is often further from School than a family's previous home, is frequently not stable, and can affect a student's journey, sleep, ability to complete prep and access to uniform and equipment. Where the School is notified by the local housing authority that a student has been placed in temporary accommodation, or otherwise becomes aware of housing difficulty, the Attendance Champion and the DSL will consider together what support the student needs, and any absence or lateness arising from those circumstances will be responded to supportively rather than through the escalation stages set out below. Further detail is in the Safeguarding and Child Protection Policy.

Pupils with SEND and Long-Term Medical Needs

The school has high expectations for the attendance of all pupils, including those with special educational needs and disabilities (SEND) and long-term medical conditions. We recognise that some pupils face greater barriers to attendance than their peers and are

committed to working proactively with families and relevant professionals to identify and overcome these barriers.

In working with parents/carers to improve attendance, we will take an individualised and supportive approach, recognising that absence may be linked to a pupil's SEND or medical needs. We will seek to understand the reasons for absence before considering any formal intervention and will work collaboratively with parents/carers, the pupil, healthcare professionals and external agencies, where appropriate, to remove barriers to attendance.

Where attendance is affected by SEND or a long-term medical condition, the school will consider appropriate support and reasonable adjustments in line with its duties under the Equality Act 2010. This may include, where appropriate:

- individual attendance support plans;
- reasonable adjustments to the school day, curriculum or environment;
- pastoral or SEND support to address barriers to attendance;
- flexibility around arrival or departure times where appropriate;
- a phased return to school following illness or medical treatment; and
- close liaison with healthcare professionals and external agencies.

Where a pupil has an Education, Health and Care Plan (EHCP), receives SEND Support or has an Individual Healthcare Plan, attendance support will be coordinated with the provision set out in those plans to ensure a consistent approach.

The school will monitor the attendance of pupils with SEND and long-term medical needs carefully and review the effectiveness of support on a regular basis. Our aim is always to enable pupils to access their full-time education wherever possible, while ensuring that any attendance expectations are applied fairly, proportionately and in accordance with statutory guidance.

In line with DfE expectations reduced timetables will only be used in exceptional circumstances, for a limited period, to support students to reintegrate back into education and access full time provision.

The school is committed to share information and work collaboratively with other schools in the area, local authorities and external partners when absence is at risk of becoming persistent or severe.

Staff Training on Attendance

Improving attendance requires knowledge of guidance and regulations but also expertise in working with families to remove barriers to attendance and safeguard students. Just as those barriers are regularly evolving, so too is the training that school staff require to address them. The school therefore will facilitate training for all staff to understand:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances,
- the law and requirements of schools including on the keeping of student registers
- the school's strategies and procedures for tracking, following up and improving attendance,

- processes for working with other partners to provide more intensive support for students who need it.

For staff with specialist attendance responsibilities, they will receive training to include the necessary skills to interpret and analyse attendance data and any additional training that would be beneficial to support students experiencing attendance challenges.

What the Law Says and Our School Procedures

Contents of the Admissions Register

The admission register (sometimes referred to as the school roll) must contain specific personal details of every student in the school along with the date of admission or re-admission to the school, information regarding parents and carers, and details of the school last attended. The school will enter students on the admission register at the beginning of the first day on which the school has agreed with, or been notified by the parent, that the student will attend.

A student's name can only lawfully be deleted from the admission register if a reason set out in regulation 8 of the Education (Student Registration) (England) Regulations 2006, as amended, applies.

It is vital that the admission register is kept up to date. Therefore, we encourage parents to inform the school of any changes whenever they occur and ensure the admission register is amended as soon as possible.

Contents of Attendance Register

In addition to the admissions register the law makes it clear that schools must take an attendance register at the start of the first session of each school day and once during the second (afternoon) session. On each occasion the school must record whether each student is:

- Present.
- Absent.
- Attending an approved educational activity or,
- Unable to attend due to exceptional circumstances.

Effective and timely use and sharing of register data is critical to improve attendance and is supported using iSAMS (our Management Information System) to record attendance information. Maida Vale School ensures that register information is kept for six years.

Present at School (and Lateness)

Students are marked present if they are in school when the register is taken. If a student leaves the school premises after registration, they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

Appropriate members of the Extended Leadership Team will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Our students must arrive by 8:30am on each school day.

Our morning register is taken at 8:30am and will be kept open until 8.50am

Our afternoon register is taken at 1.00pm and will be kept open until 1.20pm

A student who arrives late but before the register has closed will be marked as late (L), which counts as present.

The expectation is that staff take the register within the first five minutes of any session, ensuring registration takes place at the same time for registered students. This ensures a clear and consistent understanding of which pupils are expected to be in attendance and supports timely action where pupils are absent.

If a student arrives after the register has closed, they will be marked with the unauthorised absence code "Late after registers close" (U) which is an unauthorised absence mark. However, if the student is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised and coded accordingly.

See DfE guidance Working Together to Improve School Attendance.

Attendance Codes

The following attendance codes are used for the attendance register, for every student for every session.

Codes	Pupil Attendance Codes
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity <i>(Where schools use code B, they must also record the nature of the educational activity in the Nature of Absence area)</i>
C	Absent with leave for other circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Excluded from the school
G	Absent without leave for the purpose of a holiday
I	Unable to attend because of sickness
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Children and Families Act 2014) <i>(Where schools use code K, they must also record the nature of the educational activity in the Nature of Absence area)</i>
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances
P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience
X	Absent with leave, not of compulsory school age and timetable does not require them to attend
Y1	Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available
Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Unable to attend because pupil is subject to a sentence of detention
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause <i>(Where schools use code Y7, they must also record the nature of the unavoidable cause in the Nature of Absence area)</i>
Z	Pupil's name entered in advance of start date
#	Planned whole school closure – no session to take place

Effects of Late Arrival at School

When a student arrives late to school, they miss important events such as assembly, personal tutor sessions, teacher instructions and introductions. Children can often feel embarrassed having to enter a classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others:

Minutes late per day...	Equates to days of teaching lost in one year...	Which means this number of lessons have been missed...
5 mins	3 Days	12 Lessons
10 mins	6 Days	24 Lessons
15 mins	9 Days	36 Lessons
20 mins	12 days	48 Lessons
30 mins	18 days	72 Lessons

Punctuality and Late Registration

Late registration is logged, in accordance with the school's statutory duties by subject teachers and is monitored by the attendance officer. Students who arrive late to school or late to lesson are issued a school reflection, which takes place after school, unless genuine reasons are provided.

Students' attendance and punctuality is monitored throughout the term by the Attendance Officer, Attendance Champion, Personal Tutors and Heads of Year. The school office produces a weekly attendance report highlighting students' overall attendance figures, reasons for missing school and number of minutes late. This data is then analysed by the Attendance Champion and Heads of Year for trends or patterns. The process for dealing with poor attendance is outlined later in this policy.

Where students are persistently late, we follow the process outlined below.

Stage	All Years
1	Personal Tutor Meeting with the student and email home to parents if a child <u>accumulates four lates in a half term period</u> .
2	Head of Year Meeting with parents and student if a student <u>accumulates four additional lates (eight in total) in a half term period</u> . Student will be issued with a Stage 2 School Reflection.

3	Senior Deputy Head Meeting with parents and student if a student <u>accumulates two additional lates (ten in total) in a half term period</u> . Student will be issued with a Stage 3 Friday School Reflection.
4	Headmaster meets with parents and student if a student <u>accumulates two additional lates (twelve in total) in a half term period</u> . Student will be issued with a Stage 4 Saturday School Reflection.
5	A suspension would be issued to a student if they continued to be late after the meeting with the Headmaster.

Authorised Absence

‘Authorised absence’ means that the school has either given approval in advance for a student of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence.

The following information outlines the main circumstances where absence may be authorised by the school:

Illness

The NHS has produced a helpful guide for parents regarding childhood illness and school: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

In most cases, absences for illness which are reported by parents/carers following the school’s absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows Department for Education guidance ‘Working Together to Improve School Attendance’ 2026 which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some exceptional circumstances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the student’s GP directly to help support the needs of the individual student.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a student has a high level and/or frequency of absence, the school may require medical evidence of some description in order best support the child or young person and to be able to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have not been reported to the school by the parent on the first day of absence may not be authorised.

Parents should report absences by calling the school (020 4511 6000). This includes absences for illness as well as medical appointments, interviews, bereavements, etc. It is important that parents' outline the specific illness/reason when reporting absence. If parents send an email, the school secretary will follow up with a phone call to ascertain more detailed information for the register.

Parents should endeavour to report their child's absence before 8.30am on each day of absence to allow for accurate registrations to be taken.

If a child is absent for more than one day, the parent should contact the school on each day to provide an update on the child's condition, unless otherwise agreed by the school.

Mental Health and Wellbeing

Our school supports student mental health and wellbeing following DfE guidance <https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools>

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead for further information on the support available.

Online Mental health support and advice can be accessed: <https://www.nhs.uk/every-mind-matters/>

Parents can also contact their GP or the NHS Helpline by telephoning 111 for advice if they are concerned. In case of emergency parents should dial 999.

Students taken ill during the school day

If a student needs to be sent home due to illness, this should be by agreement with the school nurse or an appropriately authorised member of school staff, such as a member of the Senior Leadership Team. In such circumstances, the student must be collected from the school office by a parent or another authorised adult and must sign out. No student will be allowed to leave the school site without parental confirmation.

Medical/Dental Appointments

Parents should always try to make appointments outside of school hours wherever possible. Where appointments during school time are urgent or unavoidable, the student should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day of schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a student must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult, and must sign out. No student will be allowed to leave the school site without parental confirmation.

Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart. These requests should be made in writing to hmpa@maidavaleschool.com.

Suspensions

If the school decides to send a student home due to their behaviour, this will be recorded as a suspension. The school follows the current DfE's statutory guidance on suspensions and permanent exclusions.

Any suspension must be agreed by the Headmaster.

The school will notify the parent of the suspension in writing. If the student is a Child in Care, the school will notify the student's carer, social worker and the Virtual School. In other instances, where a student is known to Children's Social Care for any reason, the school will also inform their allocated social worker.

The student must be collected from the school office by the parent or another authorised adult and must sign out. No student will be allowed to leave the school site without parental confirmation.

First Day of Absence Response

The school office will contact home for any student that is not in school. They will use the parent/ carer contact details on iSAMS and use emergency contacts if they are unable to reach parents or carers. Vulnerable students, children in care, students subject to a Child Protection Plan, children open to Social Care as a Child in Need; children who have previously been reported missing would be prioritised first.

Parents and carers are asked to supply details of at least two people who can be contacted in an emergency, and these details will be reviewed on an annual basis when parents sign the annual consent form.

If the school is unable to contact any of the emergency numbers provided and is concerned for the welfare and safety of a student, we may request a welfare check from the police.

Rewarding Good and Improved Attendance

Each term, students with 'excellent' attendance, which consist of attendance above 95% across the term, are awarded a Headmaster's Commendation and entered into a draw to win a £30 amazon voucher. We carefully chose the word 'excellent' rather than '100% attendance' to ensure it does not make students who have poor attendance, through no fault of their own, or through illness, feel marginalised, worried or guilty about their low attendance rate.

Leave of Absence Requests – 'Exceptional Circumstances'

The law does not grant parents the automatic right to take their child out of school during term time.

In line with DfE expectations only very exceptional circumstances will warrant an authorised leave of absence. The school will review each application individually, considering the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case. If any leave of absence is granted, the school will determine the number of days the student can be away from school. A leave of absence is granted entirely at the school's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Parents should make these requests in writing to hmpa@maidavaleschool.com. The request should be submitted as soon as it is anticipated. Although such absence may be unauthorised, it is better that we know a child is safe, rather than missing. Parents may be required to provide us with additional evidence to support their request.

Unauthorised Absence

Unauthorised absence is where a school has not been given a reason or is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a student is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it remains the school's decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Students who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips
- Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave - if a student is kept away from school longer than was agreed, the additional absence is unauthorised

Where there is persistent or unauthorised absence, including unauthorised term-time leave, the school may refer the matter to the relevant local authority, which has the sole responsibility for determining whether enforcement action, including the issue of a penalty notice or prosecution, is appropriate under the national framework and the local authority's Code of Conduct.

Persistently and Severely Absent students (PA and SA)

A student is classed a 'persistent absentee' if they miss 10% or more of their schooling across the school year for whatever reason.

A student is classed as 'severely absent' if they miss 50% or more of their school across the school year for whatever reason.

We monitor all absence thoroughly on a weekly basis. Any student that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, will be prioritised by school. Parents will be informed accordingly.

Approved Educational Activity

When students are attending educational activities off the school site, that have been approved by the school, the register will be marked to show this is the case.

If a student is attending an alternative education provider such as another school, for part or all of their education, our school will arrange for the student to be dual registered at the other setting and mark our registers accordingly.

Unable to attend due to exceptional circumstances (as set out in DfE attendance guidance)

In accordance with DfE school attendance guidance, our school will record students as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause
- The transport provided by our school or the Local Authority is not available and the student's home is not within statutory walking distance. (See the DfE's ['Home to school travel and transport'](#) guidance document, or ask the school for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.
- The student is in custody, but still on the school roll. (If the school has evidence that the student is attending educational activities, we can record those sessions as 'present at approved educational activity'.)

Support for Poor School Attendance (other than unauthorised term time leave)

Sometimes students can be reluctant to attend school. We encourage parents and students to be open and honest with us about the reason for the student's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a student is reluctant to attend to be able to support students and parents in the best way.

When we have concerns about the attendance of a student, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Where there are no genuine reasons for the absences, parents may be asked to meet with the

Headmaster to discuss the matter. In some cases, this may result in a formal attendance action plan or parenting contract being drawn up.

If our school is unable to work in partnership with parents to overcome any barriers preventing regular attendance, we may refer a case of poor school attendance to the Local Authority. We will show all the steps we have taken to support parents and students. This will be evidenced via the sending of a warning letter and school records will be shared with the Local Authority.

Where poor attendance is symptomatic of complex family circumstances, our school will take a holistic, early help approach to the issue and will involve other agencies if deemed necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or, fail to implement the suggested changes.

If our school has safeguarding concerns about a student who is absent, we will share information with other agencies as we deem necessary.

Students on Reduced (Part-time) Timetables

Students are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a student with a full-time education due to the student's needs, we will work with the student, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the student's return to full-time provision as soon as possible.

Children Missing Education (CME)

Our school will add and delete students from roll in line with Regulation 8 Education law. The school will inform the Local Authority (Westminster) to report any children leaving our school, on part time timetables, attending irregularly, or joining the school outside of usual transition phases. If we have any CME related concerns, we will also contact the Westminster Admissions and Access to Education Service (020 7745 6448).

Following up Unexplained Absences

Where no contact has been made with the school, we will contact parents by email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within five school days, we will make the absence as unauthorised, using the O code. If we are concerned about a student's absence and are unable to contact the parent/s, we may contact the student's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the student's whereabouts and safety.

Reporting to Parents

Parents' can view their child's attendance record on MySchoolPortal and it is also included on their child's reports that are sent home periodically throughout the school year.

Where a child's attendance falls below 95%, for whatever reason, our school will contact parents to highlight this.

Recording Information on Attendance and Reasons for Absence

The School Secretary logs reasons for absence on iSAMS. Where there is a concern, the School Secretary would contact the DSL or Senior Deputy Head.

Roles and Responsibilities – Monitoring attendance

The School Secretary monitors attendance every day and reports any concerns to the Attendance Champion.

Pastoral Leadership Team Senior Deputy Head, Head of Sixth Form and Heads of Year meet to discuss this data every week and closely monitor attendance data, including any vulnerable groups of students.

The Board of Directors

The Board of Directors is responsible for monitoring attendance figures for the whole school on at least a termly basis (3 times a year). They should also support the promotion of regular attendance and provide support and challenge holding the Headmaster to account for the implementation of this policy.

The Headmaster

The Headmaster is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the board of directors.

The Headmaster also supports other staff in monitoring the attendance of individual students.

Attendance Champion and Designated Safeguarding Lead (DSL)

The Attendance Champion (and Designated Safeguarding Lead) is Mr Toby Fisher.

- Works with all staff to promote excellent attendance.
- Provides support to key staff, including the school secretary to help them fulfil their duties.
- Monitors attendance data at a whole school level, and intervening where attendance falls below key thresholds.
- Arranges calls, home visits and meetings with parents to discuss attendance issues.
- Provides attendance information to the Local Authority monthly.

Attendance Officer

The Attendance Officer:

- Monitors attendance data at the school and individual student level.

- Report concerns about attendance to the Attendance Champion/ Designated Safeguarding Lead (DSL) as appropriate.
- Co-ordinates requests for Term-time Leave of Absence and advises the Headmaster as requested.

Class Teachers/Personal Tutors

Class teachers and Personal Tutors promote excellent attendance, spot and addressing absence and any patterns of absence and will ensure the attendance champion is informed of any urgent attendance related concerns.

Office Staff

School office staff are expected to take calls from parents about absence and record it on iSAMS. Office staff will ensure the attendance champion is informed of any urgent attendance related concerns.

Monitoring Absences

The following process is followed for students in Years 7-11; the Attendance Champion is responsible for triggering each stage with the relevant people.

- **Stage 1** - Personal Tutors will take a lead when students fall below 95% by talking to the student in the first instance to work out why. They will explain why excellent attendance is so important and suggest ways they can improve their attendance moving forward.
- **Stage 2** - Personal Tutors will take a lead when students fall below 92% by talking to the student in the first instance and calling home to work with parents. They will explain why excellent attendance is so important and suggest ways they can improve their attendance moving forward.
- **Stage 3** - If a student falls below 90%, the Personal Tutor will then meet with parents to ensure that the attendance improves. They will explain why excellent attendance is so important and suggest ways they can improve their attendance moving forward.
- **Stage 4** - Where a student has fallen below 90% and has then failed to improve their attendance without a valid reason, the student and parents meet with the Senior Deputy Head and depending on the circumstances, it is possible a referral is made to outside agencies.
- **Stage 5** – Persistent failure to attend school is very serious and will lead to the Headmaster being informed. The Headmaster will then decide on further action which is likely to follow the behaviour policy.

The following process is followed for students in Years 12 & 13, the Head of Sixth Form oversees the implementation of these stages.

- **Stage 1** – Personal Tutor Meeting. If attendance falls below 95%, tutors will meet with students to discuss the situation. Support and guidance will be offered.
- **Stage 2** –Head of Sixth Form Meeting. If attendance continues to be a concern, the Head of Sixth Form will arrange a meeting where students will be asked to sign an Attendance Agreement. Parents/guardians will be informed of the meeting and its outcome.

- **Stage 3** – Leadership and Parent Meeting. Failure to meet the requirements set by the attendance agreement will result in parents/guardians being invited to a meeting with the Head of Sixth Form. The tutor will also be invited to attend.
- **Stage 4** – Senior Deputy Head. Failure to meet the requirements set by the attendance agreement will result in a meeting with the Senior Deputy Head. Local authorities may be contacted as regular school attendance is a legal requirement in the UK. Parents/guardians will be informed of the meeting and its outcome.
- **Stage 5** – Headmaster Informed. Persistent failure to attend school is very serious and will lead to the Headmaster being informed. Where lateness persists after the meeting with the Headmaster, the Headmaster will consider the full range of responses available, including a referral to the DSL, a pastoral support plan, an attendance support plan, external referral, or — where the conduct amounts to a serious breach of the Behaviour Policy in its own right — suspension.

Monitoring Lateness

Lateness to a Lesson: Punctuality to lessons is addressed by subject staff. This will result in a Stage 1 School Reflection.

Lateness to School: Punctuality to school is monitored by the Attendance Officer. Latecomers sit a Stage 1 School Reflection.

Punctuality data is analysed regularly by the Attendance Champion and Heads of Year and will follow the steps below as and when students reach certain thresholds, this applies to students in Years 7-11.

Stage	All Years
1	Personal Tutor Meeting with the student and email home to parents if a child <u>accumulates four lates in a half term period</u> .
2	Head of Year Meeting with parents and student if a student <u>accumulates four additional lates (eight in total) in a half term period</u> . Student will be issued with a Stage 2 School Reflection.
3	Senior Deputy Head Meeting with parents and student if a student <u>accumulates two additional lates (ten in total) in a half term period</u> . Student will be issued with a Stage 3 Friday School Reflection.
4	Headmaster meets with parents and student if a student <u>accumulates two additional lates (twelve in total) in a half term period</u> . Student will be issued with a Stage 4 Saturday School Reflection.
5	Where lateness persists after the meeting with the Headmaster, the Headmaster will consider the full range of responses available, including a referral to the DSL, a pastoral support plan, an attendance support plan, external referral, or — where the conduct amounts to a serious breach of the Behaviour Policy in its own right — suspension.

The following process is followed for students in Years 12 & 13, the Head of Sixth Form oversees the implementation of these stages.

- **Stage 1** – Personal Tutor Meeting. If punctuality is a concern, personal tutors will arrange a meeting with parents. Support and guidance will be offered.
- **Stage 2** – Head of Sixth Form Meeting. If punctuality continues to be a concern, the student will have a meeting with a Head of Sixth Form and will sign a Punctuality Agreement. Parents/guardians will be informed of the meeting and its outcome.
- **Stage 3** – Senior Deputy Head Meeting. Failure to meet the requirements set by the punctuality agreement will result in a meeting with the Senior Deputy Head. Parents/guardians will be informed of the meeting and its outcome.
- **Stage 4** – Headmaster informed. Persistent failure to be punctual is very serious and will lead to the Headmaster being informed. The Headmaster will then decide on further action which is likely to follow the behaviour policy.