Pupil Attendance Policy

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1. Aims

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

- Promoting good attendance
- Reducing absence (including persistent and severe absence)
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- Promoting and supporting punctuality in attending lessons
    - Maintain whole-school attendance of at least 96% and reduce levels of persistent and severe absence wherever possible.

The Designated Attendance Champion responsible for attendance is Mrs Taggart (Deputy Head) and can be contacted via 020 72471588 or emailed at staggart@lyceumschool.co.uk.

2. Legislation and Guidance

This policy is based on the DfE's statutory guidance on Working together to improve school attendance (July 2026) and parents' responsibility regarding school attendance. The policy and guidance are derived from the following part of the legislation, which outlines the legal powers and duties governing school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
- The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024

It also refers to:

Complete the school census - Guidance - GOV.UK
https://assets.publishing.service.gov.uk/media/6ac3c09c11ed58342ad8e4ac/Keeping_children_safe_in_education_2026.pdf
Support for pupils where a mental health issue is affecting attendance: effective practice examples

3. Roles and Responsibilities

3.1 Working Together to Improve Attendance
Following the guidance on Working together to improve school attendance (July 2026) (Page 10), The Lyceum will adopt the following processes when responding to attendance issues:

● Expect: to aspire to high attendance standards from all pupils and parents, fostering a culture where everyone can and wants to be in school and ready to learn by prioritising attendance improvement throughout the school.
● Monitor: rigorously use attendance data to identify patterns of poor attendance (at individual and cohort levels) as soon as possible so all parties can work together to resolve them before they become entrenched.
● Listen and understand: when a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree on how all partners can work together to resolve them.
● Facilitate support: remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include early help or a whole family plan where absence is a symptom of broader issues.
● Formalise support: where absence persists, and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. This may include formalising support through an attendance contract or education supervision order, depending on the circumstances.
● Enforce/sanctions: where all other avenues have been exhausted, and support is not working or not being engaged with The Lyceum, Government statutory guidance would require us to respond with sanctions.

At The Lyceum 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.

* A child becomes of 'compulsory school age' on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11

By promoting good attendance and punctuality we aim to:

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

Please note that the Working Together to Improve School Attendance statutory guidance states: *Parents who fail to comply with a school attendance order issued by the local authority may result in a fine. The section 444 (1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.*

3.2 The Governing Body

The Governing Body is responsible for:
• Promoting the importance of school attendance across the school's policies and ethos
• Making sure school leaders fulfil expectations and statutory duties
• Regularly reviewing and challenging attendance data
• Monitoring attendance figures for the whole school each term
• Making sure staff receive adequate training on attendance
• Holding the Headmaster to account for the implementation of this policy

Governors will receive attendance information at least termly and more frequently where attendance trends or safeguarding concerns require additional scrutiny:

- whole-school attendance
- persistent absence
- severe absence
- SEND attendance
- attendance of pupils with safeguarding vulnerability indicators.

Governors will challenge school leaders regarding attendance trends, vulnerable groups, persistent absence and the effectiveness of attendance support and intervention strategies.

3.3 The Headmaster

The Headmaster is responsible for:

• Implementation of this policy at the school

3.4 The Attendance Champion/Deputy Head

The Attendance Champion/Deputy Head is responsible for:

● In collaboration with the Headmaster, the effective implementation of this policy

● Leading, championing, and enhancing attendance throughout the school

● Establishing and maintaining effective systems to address absence and ensure all staff adhere to them

● Monitoring and analysing attendance data and, where necessary, coordinating with the local authorities concerning absences

● Benchmarking attendance data to identify areas of focus for improvement and reporting any concerns to the Headmaster

● Reporting attendance data to Governors on a termly basis

• Working with Education Welfare Officers to tackle persistent absence

● Assisting staff with tracking the attendance of individual pupils and monitor the effects of any attendance strategies that have been implemented

● Regularly communicate the school's high expectations for attendance and punctuality to pupils and parents through all available channels

● Liaising with pupils, parents/carers and external agencies, where needed

● Building close and productive relationships with parents to discuss and tackle attendance issues.

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3.5 Class/Specialist Teachers

• Class/Specialist Teachers are responsible for recording attendance daily, submitting this information to the School Office for both the morning and afternoon sessions.

• It is an expectation that if children have been absent for three days that the Class Teacher will make a phone call home as a method of 'keeping in touch'. Extended absence in this way should then be recorded on CPOMS.

Classroom teachers are responsible for recording attendance for both the morning session and the afternoon session daily through attendance software (iSams). In the event that a teacher is unable to access iSams, it is imperative that they submit a paper copy of their attendance registration to the School Office by 9am or 1.30pm. Class teachers only record the present mark in Appendix 1. All other codes are entered by a member of the School Admin team or the Admissions Champion. A child can only be marked as present if they are in their classroom by 8:45am. If they arrive before 9.15am when the register closes (but after 8.45am, they will be recorded as Late). Children who arrive after this time should have signed in at Reception and their

attendance will be recorded by a member of School Admin. All class teachers should have completed registers on iSams by 8.45am (morning session) and 1.30pm (afternoon session).

3.6 School Administrative Staff

The School Admin team will:

- Take calls from parents/guardians about absences on a day-by-day basis and record them on the school system with the appropriate code as outlined in Appendix 1
- Go through the admin inbox (frontdesk@lyceumschool.co.uk) and record any absences on a day-to-day basis on the school system (iSams) using the appropriate code as outlined in Appendix 1
- Call parents/carers of any child who is not in school and a reason has not been provided via phone call, voicemail or email, and subsequently mark absence with the appropriate code as outlined in Appendix 1
- Forward any emails to the Attendance Champion and Headmaster when parents/guardians request time off during term time
- Where needed, direct parents to the Attendance Champion to provide them with more detailed support on attendance
- Amend the register to record the presence of those who are late or who have been attending a school activity, such as music or sports
- Alert the DSL if a child is unaccounted for, i.e., because the parents cannot be contacted. If further attempts to contact the parents are unsuccessful, the class teacher will be contacted to determine if they have received any communication from the parents.

3.7 Parents/Guardians

Those who have parental or day-to-day responsibility for a child are expected to:

- Ensure their children attend every day and arrive on time. The school is required to mark a child late if they arrive late after 8:45 am
- If your child arrives after 8:45 am, they must be taken to the Office, where they will be registered
- Contact the school to report your child's absence and give a reason before 8.30am on the day of absence (and each following day of absence), and inform them when they are expected to return
- Provide The Lyceum with at least two emergency contact numbers for your child and ensure that you inform the school of any changes.
- Ensure that, where possible, appointments for their child are made outside of school days
- Make planned absence requests in advance. If parents do not apply in advance, leave of absence cannot be granted retrospectively. This is in accordance with statutory guidance and not at the discretion of the school.

3.8 Pupils

Pupils are expected to:

• Attend school every day on time

3.9 Attendance and Safeguarding

The Lyceum will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance, 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 pupil who is absent from school when the school has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the pupil's welfare and safety. (See Safeguarding and Child Protection Policy)

4. Recording Attendance

4.1 Attendance Register

The Lyceum will maintain an electronic attendance register (iSams) and include all pupils in this register. Attendance registers will be closed no later than 9:15 am, morning session and 1.30pm, afternoon session. Attendance registers will be taken at the same designated time for all registered pupils during both the morning and afternoon sessions in accordance with Department for Education statutory guidance.

Registers will indicate the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether each pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Arriving after the attendance registers have been closed
- Unable to attend due to exceptional circumstances

Any amendments to the attendance register (only to be done by the Admin Staff/Attendance Champion) will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

This is recorded on a school Attendance Amendment Tracker. Amendments can only be made within 5 working days of the original entry. See Appendix 1 for the DfE attendance codes.

The Lyceum will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of the activity, where a pupil is absent for family reasons

● The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances.

The Lyceum will retain each entry in the attendance register for six years after the entry was made.

Timings of the school day:

Year Group	School Day Commences	School Day Finishes
Reception	8.40am	3.30pm
Year 1	8.40am	3.35pm
Year 2	8.40am	3.35pm
Year 3	8.40am	3.40pm
Year 4	8.40am	3.40pm
Year 5	8.40am	3.45pm
Year 6	8.40am	3.45pm

4.2 Lateness and Punctuality

We actively discourage late arrivals, and staff are alerted to patterns of lateness. It is essential that any pupil arriving after 8:45 am signs in at the Front Desk. This ensures our systems remain fully updated in case of an evacuation, and we know precisely where every pupil is at all times. Concerns around persistent lateness will be recorded on CPOMS and the Attendance Champion will be made aware.

A pupil who arrives late:

- Any child who arrives after and is not in the classroom by 8:45am is considered late, the pupil will be marked as 'Late' (L).
- If the pupil arrives after 9.15 am, the code will be changed to 'Arrived in school after registration closed' (U).

5. Unplanned Absences

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by calling the School Administrative staff on 02072471588 (see also section 7). If you are unable to reach a member of the Admin Staff, please leave a voicemail; in the message, clearly state your child's name, class teacher, and the reason for the absence.

Alternatively, an email can be sent to frontdesk@lyceumschool.co.uk providing the relevant information.

Consecutive days' absence: If a child is absent for more than one day, parents must contact the school in the same manner as above, daily. This is to ensure the school is aware of and confident in the child's whereabouts.

Extended absences: The Lyceum will discuss with parents and pupils how the pupils will continue their learning journey during any extended period of absence. This will be discussed with the class teacher, DSL/ Deputy Head on a case-by-case basis.
Emergency Occasions: There are occasions, e.g. a bereavement in the family, where it would be appropriate for children not to attend school; The Lyceum will be sympathetic to such needs. Please notify the Admin Staff/Headmaster of these circumstances through the channels described above.

5.1 Illness
We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the sickness. The Lyceum may request appropriate medical evidence where there is a genuine and reasonable doubt about the authenticity of illness, or where evidence will assist the school in understanding prolonged, recurring or complex health-related absence and identifying appropriate support. The school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

The NHS has produced a helpful guide for parents regarding childhood illness and school:
Is my child too ill for school? - NHS
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.

5.2 Mental Health and Wellbeing
Our school supports pupil mental health and wellbeing following DfE guidance, Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK (www.gov.uk). Parents who have concerns about their child's mental wellbeing should contact the relevant Class Teacher and DSL/Deputy Head for further information on the support available. Online Mental health support and advice can be accessed: Children's mental health - Every Mind Matters - NHS (www.nhs.uk) Parents can also contact their GP or the NHS Helpline by telephoning 111 for advice if they are concerned. In case of an emergency, parents should dial 999.

The school will give particular consideration to pupils who are statistically at greater risk of persistent or severe absence, including pupils with SEND, pupils with a social worker, young carers, pupils with medical needs and pupils experiencing mental health difficulties. Attendance data for these groups will be monitored regularly and support intervention implemented where required. The school will maintain effective working relationships with social workers and Virtual School professionals where applicable to ensure attendance barriers are identified and addressed promptly.

5.3 Pupils taken ill during the school day.

Only the school's lead first aider should make the decision to send a pupil home. In circumstances where the lead first aider is not available, the decision will be made by a member of the Senior Leadership Team.
Parents will be informed of this decision. Parents must always be contacted and spoken to directly by a member of staff to inform them that their child is ill and needs to be collected. Should a pupil be sent home owing to illness, this information will be shared with the Attendance Champion, so the correct code can be entered in the register. In most cases, the Admin Team will enter the correct code in the register as soon as the pupil leaves the school building.

5.4 Following Up Procedure on Unexplained Absence
Where any pupil we expect to attend school does not attend, or stops attending, without reason, The Lyceum will:

- Inform the DSL of any absence if there are any existing safeguarding concerns
- Check whether the absence has been approved
- Call the pupil's parent/guardian on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach the pupil's parents or any emergency contacts, the school, in collaboration with the DSL or Headmaster, may contact the Local Authority or the Police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the absence. If, after 5 working days, no reason has been ascertained, the absence should be marked as unauthorised.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If the absence continues, the school will consider involving an educational welfare officer in collaboration with the DSL or Headmaster.
- If a child is subsequently identified as a school refuser, meet with the parents and offer support to the child and/or parents to improve their attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referral(s).
- Where support is not appropriate, not successful, or not engaged with, a formal absence meeting will be held.

Number of Days	Action	
A continuous period of at least 10 school days	Attendance Return	Subject to Section 444 of the Education Act 1996
15 days of illness consecutive or cumulative	Sickness Return	Subject to Section 444 of the Education Act 1996
10 days immediately after the end of the period of leave	Deletion Return	Deleted from the School admission
20 consecutive school days	Deletion Return	Deleted from the School admission

The school must inform the local authority of the following:

New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

6. Planned Absences

6.1 Approval process
The Headmaster will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances outlined in The School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Participating in a regulated performance or regulated employment abroad
- Attending an interview
- Study Leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Leave of absence will not be permitted for a pupil to engage in protest activities during school hours. A leave of absence will only be granted in exceptional circumstances, so it is improbable that it will be approved for the purpose of a family holiday.
"Schools must judge each application individually, considering the specific facts, circumstances, and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance." Working together to improve school attendance (2024)

The Headmaster may permit students to be absent from the school premises for designated educational activities or to participate in programs at other schools or educational settings. The school considers each application for term-time absence individually, considering the specific facts, circumstances, previous attendance, and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence by emailing the Headmaster at frontdesk@lyceumschool.co.uk. The Headmaster may request evidence to support any request for a leave of absence.

Other valid reasons for authorised absences include (but are not limited to):

- Illness, including mental health illness and medical/dental appointments
- Religious observance refers to a day designated solely for religious practices by the religious group to which the pupil's parent(s) belong. If required, the school will consult with the parents' religious organisation to verify whether the day has been set apart for such observance
- Parents travelling for occupational purposes
- If a pupil is currently suspended or excluded from school.

Other reasons the school may allow a pupil to be absent from the school site, which is not classified as absence, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity, visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority.

If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

6.2 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, at a time, for a day exclusively set apart for religious observance by the religious body to which the parent belongs. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

6.3 '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, as well as the 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, following consultation with other staff as required, including the Designated Safeguarding Lead. If any leave of absence is granted, the school will determine the number of days the pupil 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 write to their relevant Headmaster at frontdesk@lyceumschool.co.uk to request a leave of absence. The request should be submitted as soon as possible, and wherever feasible, at least two weeks prior to the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please note that you may be required to provide additional evidence to support your request. If we have any concerns about possible safeguarding risks, such as the risk of FGM or Forced Marriage, we will follow the necessary protocols.

6.4 Medical/Dental Appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parents notify the school in advance. Please email the class teacher and frontdesk@lyceumschool.co.uk to notify us of all appointments. We strongly encourage parents to schedule medical and dental appointments outside of school hours whenever possible. If that's not possible, pupils should only be absent for the shortest time necessary. It is not acceptable for a child to miss a whole day of school for an appointment, unless absolutely necessary; in such cases, the school will require an explanation for the absence. If a pupil needs to attend a medical appointment during the school day, they must be signed out by a parent/guardian.

6.5 Pupils on Reduced (Part-time) Timetables

Pupils 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 pupil with a full-time education due to the pupil's needs, we will work with the pupil, their parent, and other relevant agencies where appropriate to come to a mutually convenient arrangement. Reduced timetable arrangements will always be temporary, time limited, agreed with parents, regularly reviewed with a clear end date. A return to full-time provision should be planned for as soon as possible.

7. Responses to poor attendance

Our school will utilise a full spectrum of responses - including, but not limited to, those listed below - to address poor attendance:

- 1st warning letter sent from the Attendance Champion/DSL
- Formal absence meeting with the Attendance Champion/DSL to discuss an action plan regarding the attendance rate
- Where appropriate, the school will implement an Attendance Support Plan which identifies barriers to attendance, agreed actions, review dates and responsibilities of all parties. Attendance Support Plans will be reviewed at agreed intervals and adjusted where evidence indicates support is not achieving the desired impact.
- Where engagement in support proves challenging, the school will hold a formal conversation with the parents (and the pupil, if they are old enough to understand) and

may include the child's point of contact in the local authority's School Attendance Support Team
- Contacting Social Services for advice on a Child Missing in Education threshold
- Making a referral to the Local Authority

The school will normally review attendance where attendance falls below 95%.

Attendance below 90% constitutes persistent absence.

Attendance below 50% constitutes severe absence.

8. Strategies for Promoting Attendance

Strategies for promoting good attendance can include, but are not limited to:

- Class teachers encourage good attendance through regular class discussions and PSHE lessons
- Attendance and lateness will appear on the front of the pupil's termly reports
- Parents of children with poor attendance will be invited into school to discuss how to improve their child's attendance and create a joint action plan
- Details of the conditions of absences are included in the terms and conditions of the Parent Contract
- Reminders about the attendance policy are sent to parents at the start of each academic year and are freely available on our school website.

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil'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 exacerbate the issue. As a school, we need to understand the reasons why a pupil is reluctant to attend to support them and their parents in the best way.

9. Supporting Pupils Who are Absent or Returning to School

The school will pay particular attention to attendance patterns among vulnerable groups, including pupils with SEND, pupils with a social worker, young carers and pupils experiencing mental or physical health difficulties.

9.1 Pupils absent due to complex barriers to attendance, including mental or physical ill health or SEND

- If the school has concerns about barriers to attendance, it will discuss these with parents to gain a clearer understanding of the issues and offer support
- Where possible, strategies will be implemented to help eliminate in-school barriers. These may include reasonable adjustments to school hours, a class teacher, or a member of the Leadership Team meeting the child at the gate each day
- Where a pupil has an Education, Health, and Care (EHCP) plan and their attendance declines, or the school becomes aware of barriers to attendance related to the pupil's needs, the school will inform the local authority.

9.2 Reasonable Adjustments

Where attendance difficulties are linked to a disability, medical condition or special educational need, the school will consider and implement reasonable adjustments in line with the Equality Act 2010. Support strategies may include adaptations to the school day, phased reintegration arrangements, pastoral support plans and multi-agency working where appropriate.

9.3 Pupils returning to school after a lengthy or unavoidable period of absence

- Meetings will be held with parents to facilitate a smooth transition back to school
- Strategies to support returning to school may include, but are not limited to:

o Children may return to school while other children are not present to become familiar with the surroundings again.

o Children may be entitled to reasonable adjustments to school hours.

Any phased return or reduced timetable arrangement will be time limited, formally reviewed and implemented only where it supports the pupil's reintegration into full-time education.

10. Monitoring & Reporting of Attendance

The school will monitor attendance and absence data on a monthly basis and report this to the Local Authority. In addition, a termly report is provided for governors. The Lyceum will regularly inform parents about their child's attendance and absence levels via termly reports.

Attendance monitoring will specifically include analysis of vulnerable and priority cohorts including pupils with SEND, pupils with a social worker, young carers, disadvantaged pupils and pupils known to have mental or physical health needs

11. Reducing persistent and severe absence

Persistent absence refers to a pupil missing 10% or more of school, while severe absence indicates 50% or more of missed school days. If the reasons given for an absence raise concerns, the school reserves the right to escalate the issue to the relevant local authority. The School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
- Discuss attendance and engagement at school
- Listen and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority Attendance and Early Help services, where relevant
- Consider alternative support that could be implemented to remove any barriers to attendance and re-engage these pupils. In doing so, the school will consider some of the reasons for absence sensitively
- Implement sanctions, where necessary

The school will pay particular attention to attendance patterns among vulnerable groups, including pupils with SEND, pupils with a social worker, young carers and pupils experiencing mental or physical health difficulties.

Remote education will only be used where attendance at school is not possible and will generally be a temporary measure. Where used, it will form part of a documented plan supporting reintegration to full-time face-to-face education at the earliest appropriate opportunity.

12. Unauthorised Absences

12.1 What Classifies 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 pupil 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 adequately explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, and 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
- In the case of term-time leave, if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

13. Following up on Unexplained Absences

Where no contact has been made with the school, the school will attempt to contact parents by email or telephone to 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 5 school days, we will mark the absence as unauthorised, using the O code. If we are concerned about a pupil's absence and are unable to contact the parents or guardians, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts and safety.

14. Children Missing in Education (CME)

Our school will add and delete pupils from the roll in line with Regulation 9, School Attendance (Pupil Registration) (England) Regulations 2024. The school will report any children leaving our school, on part-time timetables, attending irregularly, or joining the school outside of usual transition phases. If you have any CME-related concerns, please contact cme.education@hackney.gov.uk. This policy directly supports The Lyceum's Safeguarding and Child Protection Policy which can be found on the school's website.

15. Contents of the Admissions Register

The admission register (sometimes referred to as the school roll) must contain specific personal details of every pupil in the school, including the date of admission or re-admission, information about parents, guardians and carers, and details of the pupil's previous school attendance. The school will enter pupils on the admission register at the beginning of the first day on which the school has been informed, either by agreement or notification from the parent, that the pupil will attend. 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.

The admission register will contain all information required by Regulation 7 of the School Attendance (Pupil Registration) (England) Regulations 2024, including:

- pupil's full name
- sex
- date of birth

- address
- names and contact details of parents
- dates of admission and leaving
- previous school details (where applicable)
- destination school information when available.

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS from

August 2024

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
****	Present (PM)	Present
L	Late (before registers closed)	Present
K	**Attending education provision arranged by the local authority**	Approved Educational Activity
B	Educated off site (NOT Dual registration)	Approved Educational Activity
P	Approved sporting activity	Approved Educational Activity
V	Educational visit or trip	Approved Educational Activity
W	Work experience	Approved Educational Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
C1	**Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.**	Authorised absence
C2	**Leave of absence for a compulsory school age pupil subject to a part-time timetable**	Authorised absence
J1	**Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution**	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
M	Medical/Dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	**Late (after registers closed)**	Unauthorised absence

G	**Family holiday (NOT agreed or days in excess of agreement)**	Unauthorised absence
N	**No reason yet provided for absence**	Unauthorised absence
O	**Unauthorised absence (not covered by any other code/description)**	Unauthorised absence
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	**Unable to attend the school because of a lack of access arrangements**	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y1	**Unable to attend due to transport normally provided not being available**	Not counted in possible attendances
Y2	**Unable to attend due to widespread disruption to travel**	Not counted in possible attendances
Y3	**Unable to attend due to part of the school premises being closed**	Not counted in possible attendances
Y4	**Unable to attend due to the whole school site being unexpectedly closed**	Not counted in possible attendances
Y5	**Unable to attend as pupil is in criminal justice detention**	Not counted in possible attendances
Y6	**Unable to attend in accordance with public health guidance or law**	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

KEY

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances

U	Late (after registers closed)	Unauthorised absence
Where a pupil has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence.		

G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence

N	No reason yet provided for absence	Unauthorised absence
Correct code should be put in no more than 5 days after the session. If can't establish a reason after 5 days, schools should put in the O code		

O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
No reason for absence established or the school is not satisfied with the reason given is an authorised absence		

B	Educated off site (NOT Dual registration)	Approved Education Activity

Attending an off-site educational activity that has been approved by the school and supervised by someone authorised by the school. Using B code means that the school is certifying that safeguarding measures have been put in place – must be a supervised activity.
Must take place in the session it is recorded.
Schools must also record the nature of the approved educational activity Should not be used for remote education - this should be the most appropriate absence code
For example:

- attending taster days at other schools;
- attending courses at college
- attending unregistered alternative provision arranged or agreed by the school

K	Attending education provision arranged by the local authority	Approved Educational Activity
Attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). If the pupil does not attend, the school should mark as absent Schools must record the nature of the provision (eg, home tutoring) This could also include: ● attending courses at college; ● attending unregistered alternative provision such as home tutoring.		

P	Approved sporting activity	Approved Educational Activity
Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity. The school will need to be satisfied that appropriate measures have been taken to safeguard the pupil. The activity must be supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil. The school should record the pupil's absence using the relevant absence code.		

V	Educational visit or trip	Approved Educational Activity
An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded. The school should record the pupil's absence using the relevant absence code.		

W	Work experience	Approved Educational Activity
Work experience is for pupils in the final 2 years of compulsory school age.		

C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
● Must be granted in advance. Granted at HT discretion only. Circumstances must be considered exceptional. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance ● Pregnant pupils		

C1	Participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
Must be granted in advance. Granted at HT discretion only and in the following circumstances: ● Local authority have granted a licence for the pupil to take part in a performance ● Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963 ● Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933		

C2	A compulsory school age pupil subject to a part-time timetable	Authorised absence
Reduced timetable agreed to be in the best interests of the pupil ● Parent agreement is essential ● Agreement around days and times to attend ● Not to be used for		

E	Excluded (no alternative provision made)	Authorised absence
Can be used for up to 5 days. 6th day, alternative provision must be made		

I	Illness (NOT medical or dental etc. appointments)	Authorised absence
No need for evidence. Parents tell them on the first day they are unable to attend. Schools should only ask for medical evidence where schools have a genuine and reasonable doubt about the authenticity of the illness		

M	Medical/Dental appointments	Authorised absence
Should get schools agreement in advance and pupil should only be out of school in the minimum time necessary. If pupil is present at registration but has a medical app in that session, no absence needs to be recorded for that session		

R	Religious observance	Authorised absence
Day set by the parents' religious body Parents must apply for additional days and schools can grant and Code C Seek advice from religious body if in doubt		

S	Study leave	Authorised absence
Unsupervised and therefore an absence Used sparingly and only for year 11 pupils during public examinations		

T	Traveller absence	Authorised absence
It must only be used when the pupil's parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. Must attend for at least 200 sessions/ year Should also be dual registered		

D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Main examples: PRU, hospital school or special school on temporary basis Check whether the pupil has been added to the admission register of the school to determine whether D or B code should be used		

Q	Unable to attend because of a lack of access arrangements	Not counted in possible attendances
Local authority has a duty to make access arrangements and have failed to do so Access arrangements must be made for pupils under Section 508B(1) of the 1996 Act		

X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
For example, where parents have chosen for their 4 year-old child to attend part time until later in the school year but not beyond the point at which the child reaches compulsory school age		

Y1	Unable to attend due to transport normally provided not being	Not counted in possible attendances
	available	

● School not within walking distance ● Transport that is usually provided is not provided

Y2	Unable to attend due to widespread disruption to travel	Not counted in possible attendances
● Widespread travel disruption caused by a local or national or international emergency		

Y3	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
● Part of the school premises is out of action and therefore certain pupils are not able to attend		

Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted in possible attendances
● Planned to be open for the whole session but due to unexpected emergency, school is closed to all pupils ● All pupils should be marked with this code ● Not to be used for planned closures		

Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
The pupil is unable to attend the school because they are: ● in police detention ● remanded to youth detention, awaiting trial or sentencing ● detained under a sentence of detention Do not use this code if: ● they are serving a community based (i.e. non-detained) part of a sentence of detention ● referral order ● youth rehabilitation order that requires them to be absent during the school day Use Y7 for these situations		

Y6	Unable to attend in accordance with public health guidance or law	Not counted in possible attendances
A pupils travel or attendance at school would be contrary to any guidance relating to the incidence or transmission of infection or disease		

Y7	Unable to attend because of any other unavoidable cause	Not counted in possible attendances
Anything not covered above Unavoidable cause should relate to pupil not parent Must record nature of unavoidable cause 'staggered starts' or 'induction days' where different term dates have been		

agreed for different year groups - this code is used to record the year group(s) that is not due to attend;

Z	Pupil not yet on roll	Not counted in possible attendances

#	School closed to pupils	Not counted in possible attendances

- days between terms
- half terms
- occasional days (for example, bank holidays)
- weekends (where it is required by the management information system)
- up to 5 non-educational days
- use of school as a polling station

Written by ST October 2024
Updated by ST October 2026

Next Review: September 2027 unless legislative changes require earlier review.