

6.07 Attendance Policy

Independent Day School for Girls

September 2025

This policy should be read in conjunction with the following school policies:

- 6.34 Missing Child Policy
- 6.36 Non-collection of Children Policy
- 6.51 Supervision of Students Policy
- 6.10 Child Protection and Safeguarding Children Policy
- DfE School Attendance
- Children Missing Education (2016)
- Working Together to Improve School Attendance (May 2022)

INTRODUCTION

This document is available on the website. This policy applies to all pupils, including those in EYFS (Early Years Foundation Stage).

1. Rationale

It is crucial that we know where pupils are at all times so that we can fill out duty of care; this applies whether pupils are on site or being educated elsewhere.

We recognise the strong link between attainment and attendance and the important partnership between parents and the school in ensuring that students in our care achieve their potential both socially and academically. The school is committed to working with students and their parents to achieve the highest level of attendance possible. School attendance is subject to various education laws and this policy is written to reflect these laws, recognising the guidance 'Working together to improve school attendance (August 2024)', 'Keeping Children Safe in Education (September 2025)', 'Children Missing Education' (Department for Education, revised 2024).

This policy is published on the school website and sent to parents add new pupils as they start. All parents are reminded of its important start of each school year.

We ensure that our pupils are made aware of the importance of regular attendance and how this will benefit them. This is promoted through PSHE, assemblies, posters, tutor periods, school reports and with parent meetings.

Maynard School is committed to raise the achievement of all its pupils and to ensure that it meets the following aims:

- To promote high level of punctuality and attendance;
- To reduce further the numbers of authorised absences;
- To put in place support and interventions to help pupils to achieve excellent attendance and therefore achieve their potential

All parents/carers are aware of their responsibility to send their children to school on time. and to provide reasons for absence or persistent lateness;

- Peoples are aware of what is expected of them
- Electronic registers are taken, twice daily at the beginning of the AM and PM session and for every lesson in senior school
- Registers are accurate and personal details are kept up to date
- Staff concerns about absence, and all punctuality are reported to the relevant head appear and pastoral team
- Stop where appropriate, share an update information on CPOMS and in pastoral meetings
- Pupils causing a concern are monitored and strategies and interventions developed.
- Staff use the procedures for irregular attendance and punctuality consistently and fairly.
- The links between attendance and punctuality and safeguarding and pastoral issues are recognised as potential concerns and outside agencies are involved as in as appropriate.
- In developing and implementing this policy, the school must consider its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Our attendance expectations are:

97-100% expected

95-97% emerging concern

90-94% cause of concern (weekly tutor monitoring)

10% absence means the equivalent of 1 day of more per fortnight across a full year.

2. ROLES AND RESPONSIBILITIES

The Governing Body will:

- Meet regularly and review attendance figures and monitor progress and set high expectations
- Ensure implementation of this policy and ensure senior leaders fulfil expectations and statutory duties
- Make sure the school works effectively with local partners to help help remove barriers to attendance and keeps them informed regarding specific peoples were appropriate.

The Headteacher and Attendance Champion takes overall responsibility for the implementation and monitoring of the policy by:

- Developing and monitoring policies that create an environment in which all pupils feel valued and safe and in which they are encouraged and able to achieve success
- Meeting with the governing body and reporting on attendance figures
- Monitoring the impact of attendance strategies
- Work with parents of pupils with low attendance and SEND students to develop specific support approaches.
- Identifying clear roles and responsibilities and ensuring that staff have the time, training and resources to fulfil them
- Communicate with the local authority when a pupil with an education, health and care (EHC) plan has failing attendance, or where there are barriers to attendance that relate to pupil's needs.
- Communicate the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- The designated senior leader responsible for attendance is Caroline Leigh and can be contacted via carolineleigh@maynard.co.uk

The Assistant Headteachers and Heads of Year, as Phase leads will:

- Ensure that attendance has a high profile within their year groups.
- Ensure that attendance and punctuality procedures are followed consistently across their year groups
- Monitor for internal truancy
- Look for patterns of absence and consider the impact of the curriculum upon attendance alongside other causes
- Ensure that pupils on long term absence/exclusion access the curriculum and are supported on their return
- Liaise fortnightly with the Attendance Officer and tutors and pastoral team to ensure procedures are being followed for pupils with continued low attendance
- Assist the attendance officer in meeting with parents and students within their year whose attendance is low and/or below 90%.
- Ensure that attendance is regularly discussed in the tutor programme and assemblies and that pupils with high levels of and/or improved attendance are praised and rewarded regularly
- Analyse the attendance data to ensure that pupils with low attendance are detected early and appropriate action is taken.
- Be aware of the school's priorities with regard to attendance, persistent absence and punctuality, and plan interventions to secure improvements for targeted groups
- Ensure that tutors make contact with families and record and pass on information to relevant staff.
- Direct tutors to make subsequent contact for students with repeated absences.

- Make home visits to pupils with persistent absence.
- Work with the local authority to tackle persistent absence

The Attendance Officer will:

- Monitor registers and absence daily
- Organise office staff to ensure 1st day contact with parent/carers of students with unexplained absence
- Mark the student register with the appropriate code and forward information as necessary
- Inform tutors/phase leaders/safeguarding team of any vulnerable student absence by 9.30am
- Send appropriate letters to parent/carers of pupils to update them on the child's attendance
- Monitor the attendance register, alerting the relevant staff when concerns arise
- Provide weekly attendance data to Phase Leads and tutors
- Provide data to the governing body and external agencies, as required for the census etc.
- Authorise planned absence for work experience and exams and record on the PORTAL
- The attendance officer is Rhi Thompson-Ambrose and can be contacted via rhithompson-ambrose@maynard.co.uk

Reception Staff will:

- Take calls/read emails about absence on a day-to-day basis
- Contact parents with unexplained absence requesting symptoms
- Record illness and medical absence codes on iSAMS
- Raise concerns to attendance officer, tutor and phase lead and record on CPOMS

Form Tutors (Senior School) and Class Teachers (Junior School) will:

- Ensure attendance a high profile
- Class teachers in the Junior School and form tutors in the senior school will record attendance using the correct code for registration and lessons and submit the information via iSams.
- Communicate attendance concerns to their Phase Leads and the Attendance Officer and record on CPOMS
- Ensure that pupils who have been absent are made to feel welcome and supported on their return
- Ensure that pupils who have been absent for a length of time for whatever reason have support to catch up with missed with specific targets set for students in the senior school
- Use data provided to comment weekly on attendance levels both as a group and on an individual basis, ensuring that pupils with high levels of attendance and improved attendance are appropriately praised
- Contact parents on further days of absence and with concerns regarding attendance and the impact on attainment, as directed by their Phase Lead/Attendance Officer
- Ensure that issues of bullying, difficulties with work/peers/travel etc. are dealt with effectively and that relevant staff are informed

Teachers will:

- Give attendance a high profile by praising students with high attendance, relating this to attainment
- Ensure that the register is taken each lesson at the correct time, using the correct codes
- Set work for students who are absent for a long period
- Ensure that systems are in place so that work missed can be easily made up
- Ensure that the classroom continues to be a safe environment where plans are made to meet individual student needs and lessons continue to be as relevant and stimulating as possible
- Contact parents if pupils have missed their lesson multiple times and a cause for concern
- Refer concerns to relevant staff

Support staff will:

- Refer concerns to relevant staff

Pupils will:

- Attend every session, on time

Parents will:

- Parents/carers have the primary responsibility for ensuring that children of compulsory school age (5 to 18 year olds) with a Statement of Special Educational Needs or an Education, Health and Care Plan attend an establishment authorised by their Local Authority (LA). This includes a legal obligation to ensure children attend regularly and on time.
- Legally inform the school of any absence for each day of absence
- Ensuring regular and early bedtimes, appropriate to the age of the child
- Having uniform and equipment prepared the night before
- Reporting any academic or social concerns promptly
- Retaining open and honest communication with the school
- Promoting resilience and emphasising the importance of attending every day
- Not keeping their child off school if they have a minor ailment e.g. cold
- Managing their child's workload e.g. homework and extra-curricular.

3. SCHOOL PROCEDURES: AUTHORISED AND UNAUTHORISED ABSENCES

a) The coding of absences will be in accordance with the guidance provided by the Department of Education (Appendix A).

b) Absence Notification

First day of absence and each subsequent absence parents inform office by 8:00 AM. If people, people are unable to attend school by 9:15 and there has been no contact from parents, office staff will begin the process of telephoning/emailing parents to ascertain the reason for the absence. It is important that the school is made aware of any changes to parents contact details.

Requests concerning matters other than illness are requested through the PORTAL the attendance team or head teacher to authorise and are to be requested 2 weeks in advance of the absence.

There are two main categories of absences:

Authorised absence is when school has accepted the explanation of it and is allowed in accordance with the DfE

Unauthorised absence is when the school has not received a reason for absence, or it has not been approved after the parent's request.

Examples of unauthorised absence include:

- Parents/carers keeping children off school to go shopping, to care for a sibling, for a family birthday
- Refusal by the student to attend an allocated session
- Absences that have never been explained
- Children who arrive too late to get a mark
- Illness without medical evidence
- Holidays in term-time

If a child is reluctant to attend school, or absence is not explained further follow up may be necessary.

With regard to the regulation outlined above the school policy is as follows:

1. Parents must request leave for exceptional circumstances as far in advance as possible.
2. The request should be made in writing via the PORTAL Requests cannot be made orally.
3. This must include the reason why parents/carers feel that it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons, including evidence of circumstances such as medical certificate or letter from employers. On receipt of an application

together with any supporting documentation, consideration will be given to the circumstance. An emailed letter outlining the decision

of the school will be sent to the applying parent/carer.

4. The attendance rate of the pupil will be taken into consideration.

5. Absence may be authorised for 1 day for special family celebrations such as family weddings, graduations etc.

4. PUNCTUALITY

The Maynard School expects all pupils and students to arrive on time for their scheduled provision. Late arrival is disruptive and can lead to pupils/students missing out on important work and information.

The pupils' day start with Tutor time between 8:40-9.15am and students are expected to be in school in preparation for this start time by 8.30am. Afternoon register takes place during period 4 at 1.50pm.

In the event that the pupil has a music lesson or activity that prevents her from attending morning or afternoon registration, she should sign in at the office.

Lateness is monitored by the attendance team: attendance officer, Assistant Headteachers Junior and Senior School.

For repeated lateness, parents/carers will be contacted by the tutor/class teacher and senior school students will attend a detention

5. SPECIFIC PHASE ATTENDANCE PROCEDURES

Junior School attendance

No Junior girl is allowed to leave the school premises without a known adult (unless there is written permission from parents). Collection is supervised each day by members of the Junior School staff.

A second member of staff supervises the bus register and takes the students down to the school buses. Those travelling on the school minibuses are collected each day from the Junior School Hall. After the first few weeks of the start of the academic year, Yr 6 will go to the mini-buses independently.

After school care, or the Late Room as we call it, is available each day until 17.30 and is supervised in the Junior School Hall for Y3 – 6 and in the Pre-Prep classroom for Reception to Y2 (known as Owls Club). Y3 – 6 parents collect their daughters from the Junior School Hall where they must be signed out. Reception – Y2 parents collect their daughters from the Pre-Prep classroom where they must also be signed out.

Parents are asked to collect their children from Junior School Hall in person. On isolated occasions we ask that any parent wishing their daughter to walk home, or to the car, or to walk to a bus without an adult accompanying them, either on a regular basis or as a 'one off', writes to the class teacher saying that the parent takes responsibility for this. Apart from such situations, no child will be allowed to leave the school premises without a known adult. Parents must collect their daughter from Reception if the child is leaving before the end of the school day.

U3-U5

Any girl may use the Late Room after school. This operates in the Senior School Library from 16.00 to 17.30 and is supervised by a member of staff. All pupils attending the Late Room need to sign in at Reception and also in the library. They then need to sign out in both places when they leave

Any pupil who is still in the Late Room at 17.30 will be taken down to Reception to await collection. We ask that parents collect their daughter promptly by 5.30pm. U3 to U5 students are to be collected from main reception by a parent/guardian; written parental permission must be provided if U3-L5 students are allowed to leave the site independently after Late Room. If pupils attend clubs that finish later than 5.30pm, they will be signed out by the teacher leading the club.

Sixth Form attendance

Excellent attendance in the sixth form remains critical for good educational outcomes and preparation for the future. Students are expected to attend morning registration and timetabled sessions published on their timetable.

If leaving the school site during a free period, pupils sign out at main reception or via the sixth form ipad.

Absence and registration protocols are the same for years U3-U5.

6. ABSENCE CONCERN

95-97% Attendance	Emerging concern. Form tutor/class teacher monitor to see if further support is required
90-94%	Cause for concern Letter to parents, tutor/class teacher talk to student/parents, intervention if required
Below 90%	Attendance support plan, phase lead speak to parent/carers and pupil and meet with DSL. Refer to external agencies/Early Help/Home Visit. Attendance team monitor fortnightly.
Below 85%	DSL and Phase Lead monitor weekly, support plan reviewed. External agency support where appropriate
Below 75%	Meeting DSL, phase lead, involve external agencies. Possible repeat of year.

7. CHILDREN MISSING EDUCATION

Safeguards in place to prevent children missing education include:

- The Maynard School must hold a minimum of two emergency contact numbers for each pupil/student, unless there is a genuine reason why this is not possible e.g. parent fleeing domestic violence.
- Any child going missing from education will always get immediate attention from the Designated

Safeguarding Lead (DSL). Staff are trained to be alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

- When a pupil/student is absent without notification, the attendance administrator will record the absence in the register and the school will endeavour to contact the parents/carers and other emergency contacts in order to determine the reason for the absence. This will happen for every

day of non-attendance where no call has been received informing the school of absence and reasons why.

- Any unexplained absence of a pupil/student with a Child Protection Plan will be reported to the pupil/student's social worker within one day.
- Where a pupil/student does not present for school as expected, the school will endeavour to ascertain that pupil/student's whereabouts and wellbeing without delay, using all available parent/carer and secondary/emergency contact details. Where no contact can be made with either the pupil/student or any named emergency contacts, a member of school staff should generally phone the police.
- Staff at school will attempt to get eyes on any student missing for over 10 school days where no professionals have had contact and parents have not supplied medical evidence for their absence but have been in contact with school
- Staff will always report to the Local Authority the name of any child who has been newly registered to attend the school but does not arrive on the expected day.
- Staff will always report to the Education Welfare Service the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date.
- The Maynard School maintains accurate attendance and admissions registers (all pupils/students are on both), in line with statutory requirements. This includes paying careful attention to off-rolling pupils/students in association with the Local Authority and knowing, and recording, pupil/student destinations consistently on the admissions register. Where a pupil/student destination is unknown, and unable to be established after significant follow-up, the Local Authority, Education Welfare Service and/or Social Care Services will be informed.
- Pupils/students will not be deleted from the admissions register.

Staff will alert the child's Local Authority immediately if:

- the pupil/student has been taken out of school by their parents/carers and is being educated outside the school system e.g. home education
- the pupil/student has ceased to attend school
- the pupil/student has been certified as medically unfit to attend school or is in custody.

Keeping Local Authorities up to date is crucial so that they can check if children of compulsory school age are missing education and might therefore be in danger of not receiving an education and be at risk of abuse or neglect.

When students are designated as Children Missing Education and have exceeded 10 days with no contact, The Maynard School follows the processes in line with the statutory guidance set out in DFE 2016 we are in 11 regular contact with the LA and provide them with information on changes to the roll as required.

No child is removed from the school roll without first notifying the local authority and receiving their approval. Information on transferring files is contained within the Safeguarding and CP policy. In line with practices agreed with the LA and the guidance first set out in DFE-00261-2016 'Children Missing Education' (September 2016), the Attendance Officer will inform the Attendance Service of any student who has been absent from school for 10 consecutive days to report the student as missing from education.

In addition, the attendance officer will inform Designated Safeguard Lead. The DSL will then make an assessment of the child's vulnerability and, where appropriate, a CFCS referral to social care for that child. A Team Around the Child (TAC) meeting will be arranged by the DSL,

if appropriate, in case of continued non-attendance. Appropriate staff will be informed of the outcome of the meeting by the DSL.

On the rare occasions that the Maynard School pupils/students are excluded for a fixed term, the school will confirm this in writing to both the family (and the placing Local Authority where this exclusion exceeds five days). While the school will provide the pupil/student with work to complete during their external exclusion (and mark it), the school is not responsible for the pupil/student's safety and welfare during their time at home.

PENALTY NOTICES

Continuous absences will affect a student's overall attendance. When attendance falls below 85% (with 50% or more of the absences being recorded as unauthorised for any 6-week period, our procedures for persistent absence (see below) will be followed. This could result in parent(s)/carer(s) being issued with a Penalty Notice and further legal action.

UNEXPLAINED CONTINUOUS ABSENCE

1st Day of Absence

All students not seen at registration should be marked as an unexplained (N) absence, unless tutors have prior knowledge and proof of the reason for the absence – which should be advised to the Attendance Officer immediately. The administration team guided by the Attendance Officer will phone home on the first day of absence if no explanation has been received.

3rd Day of Continuous Absence

The attendance officer will phone home to follow up on the absence and a communication will be via email, requesting explanation for the absence. If **no contact** with family is made to obtain a reason for absence on the third day of absence, the school will call all contacts listed on child's profile to raise concern and obtain information of student whereabouts.

A nominated member of staff will make a home visit. A re-integration plan will be made. The parent/carers will be offered additional support as appropriate and/or requested. The seriousness of the situation will be stressed including notification of the possibility of a penalty notice. Should there be no-one at home or no response, a letter will be hand delivered noting the visit outlining the possible next steps as above and requesting urgent contact with the Maynard School.

5th Day of Continuous Absence If no contact with the family has been made for 5 consecutive days and no information was obtained following home visit(s) the school will refer to the student to Devon Children's Services.

10th Day of Continuous Absence If the student has been absent for 10 consecutive days and no update provided to school in all the steps above the child will be referred to 'Children Missing in Education' to Devon Local Authority. No child is removed from the school roll without first notifying the local authority and receiving their approval. For children where there are concerns regarding wellbeing or welfare, or for children who are subject to any safeguarding plan, we may conduct a home visit at any time to ensure that the child remains safe

8. RECORDING ATTENDANCE

The school records attendance in accordance with the following statutory attendance codes on iSAMS:

Attendance codes

Table 1

CODE	MEANING	TYPE
/ \	Present at the school / morning \ afternoon	Present mark
B	Attending any other approved educational activity: - Alternative provision not arranged through the approved framework	Present mark
C	Authorised circumstance (see Table 2: The C code for breakdown).	Authorised Absence
D	Dual registered at another school.	Present mark
E	Suspended or permanently excluded and no alternative provision made.	Authorised Absence
G	Holiday not granted by the school or term-time leave not granted by the school.	Unauthorised Absence
I	Illness (not medical or dental appointment).	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.	Authorised Absence
K	Attending education provision arranged by the local authority: - Home tutoring - Approved framework for alternative provision - Blended learning.	Present mark
L	Late arrival before the registers have closed.	Present mark
M	Attended a medical appointment.	Authorised Absence
N	Reason for absence not yet established.	Unauthorised Absence
O	Absent in other or unknown circumstances.	Unauthorised Absence
P	Participating in a sporting activity.	Present mark
Q	Unable to attend the school because of a lack of access arrangements.	Not expected to attend
R	Religious observance.	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed.	Unauthorised Absence
V	Attending an educational trip or visit.	Present mark
W	Attending work experience.	Present mark
X	Non-compulsory school age pupil not required to attend school.	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see Table 2: The Y code for breakdown).	Not expected to attend
Z	Prospective or previous pupil not on admission register.	Not expected to attend

Table 2

CODE	MEANING	TYPE
The Y code: Unable to attend school because of unavoidable cause, is broken down into the following subcodes to provide better differentiation of the reason:		
Y1	Unable to attend due to transport normally provided not being available.	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel.	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
The C code: Authorised Absence is broken down into the following subcodes to provide better differentiation of the reason:		
C	Leave of absence for exceptional circumstances. 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.	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

Fire alarms

The school iSAMS (School Information Management System) provides an instant record of who is on site which is then checked during the Fire Alarm line up.

LEFT CHILD

- If a child has not been collected at 5.30pm, Reception staff will make every effort to contact parents.
- If this is problematic, a member of the Senior Leadership Team will oversee or arrange for supervision until collection has been made.

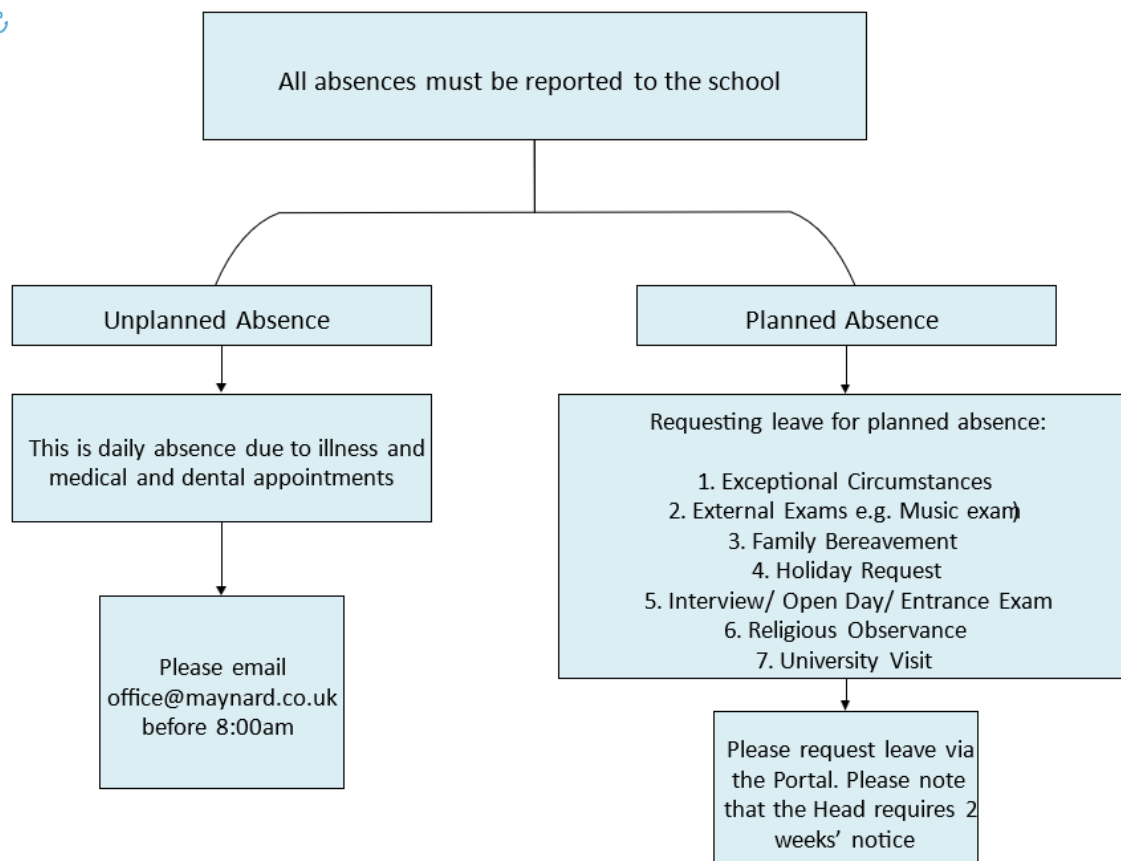
Appendix A

Student Name: Student Attendance Early Help Support Plan

Date	Support Focus	Support Plan in place and by whom?	Action Steps	Review Date	Outcomes after review			Signed		
					Date	Further support?	Date target to be met:	Student	Parent	Staff

Appendix B

Absent Reporting



Policy Written by: PW / TH / SCS	October 2016
Approved annually by: Governors	August 2020
Reviewed annually by: CL	September 2024
Date for Review: SLT	September 2025

Authorised by Governor	
Signed	
Dated	