



# Attendance Policy

## September 2025

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**Last reviewed on:** September 2025

**Next review due by:** September 2026

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### **1. Aims**

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student 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 make sure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### **2. Legislation and guidance**

This policy is based on the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern 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 \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Student Registration\) \(England\) Regulations 2024](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

### **3. Roles and responsibilities**

#### **3.1 Local Governing Body**

Local Governing Body is responsible for:

- Setting high expectations of all school leaders, staff, students and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding Principal to account for the implementation of this policy

## 3.2 Principal

Principal is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, by authorising the school's EWO (Educational Welfare Officer) to be able to do so
- Working with the parents/carers of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of students who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of students who the school believes will miss 15 days consecutively or cumulatively because of sickness

## 3.3 The Designated Senior Leader responsible for Attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is the Vice Principal, Mr R North, and can be contacted via email on [northr@fullbrook.surrey.sch.uk](mailto:northr@fullbrook.surrey.sch.uk).

## 3.4 The Attendance & Educational Welfare Officer

The school Attendance & Educational Welfare Officer is responsible for:

- Monitoring and analysing attendance data

- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and Principal
- Working with families to make them aware of school absence and help to remove barriers to school attendance
- Working with key staff to carry out home visits and meetings with parents to help families to improve students' attendance
- Working with students, parents/carers and staff to agree attendance targets and set up school attendance agreements
- Working with the Surrey School Attendance Service to tackle persistent absence
- Advising Principal/Vice Principal when to issue fixed-penalty notices

The Attendance and Education Welfare Officer is Ms D Sherman, who can be contacted via email on [shermand@fullbrook.surrey.sch.uk](mailto:shermand@fullbrook.surrey.sch.uk).

### **3.5. Form Tutors, Classroom Teachers and the Wider Staff Body**

- Form Tutors and classroom teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), registers will be taken in the first 10 minutes of the tutor time or lesson
- Classroom teachers are responsible for providing a welcoming and safe learning environment
- Classroom teachers will alert the attendance team to any student who has registered in school but has not arrived to their lesson, using the mechanisms in place in school
- Form Tutors will have conversations with the parents/carers of students in their tutor groups if 2 separate absences are recorded, or if students frequently arrive late to school (see p16)
- Heads of Year will have conversations with the parents/carers in their year group if a further 2 separate absences are recorded, if there are concerns about persistent lateness to school (see p16)

### **3.6 Student Support Team and Admin Staff**

Student support and admin staff will:

- Record absences in accordance with emails from parents and update the register on the school system on a day-to-day basis
- Respond to parents/carers in collaboration with the pastoral lead where appropriate, in order to provide them with more detailed support on attendance
- Prepare documentation, arrange meetings and send attendance letters home on behalf of the pastoral team where appropriate

### **3.7 Parents**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Perform their legal duty to ensure their child attends every day on time
- Ensure their child is fully prepared for the school day

- Contact the school to report their child's absence before 8:30am on the day of the absence and advise when they are expected to return to school. Contact can be made via email to [attendance@fullbrook.surrey.sch.uk](mailto:attendance@fullbrook.surrey.sch.uk).
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Provide medical evidence for any absence of 5 or more consecutive days
- Keep to any actions set out in school attendance agreements that they make with the school and/or Surrey Attendance Service
- Seek support, where necessary, for maintaining good attendance, by contacting their child's Form Tutor or a member of the pastoral team.

### **3.8 Students**

Students are expected to:

- Attend school every day, on time
- Sign in at Student Services if they miss tutor registration for any reason
- Attend tutor time and every timetabled lesson, on time
- Attend school in the correct uniform and equipped for the day
- Discuss any issues that deter them from attending school with their Form Tutor or Head of Year immediately
- Sign out at reception before leaving the school site to attend an appointment and sign back in at reception when they return

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an electronic attendance register, and place all students onto this register.

We will take our attendance register at the start of the school day and once during the afternoon session. The school day starts at 8.30 am and ends at 3.05 pm. The register for the morning session will be taken between 8.30 – 9.00 am and will be kept open until 9.00 am. The register for the afternoon session will be taken at 1.25 pm.

We will mark, using the appropriate national attendance and absence codes from the School Attendance (Student Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register 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

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

### **Alternative provision and students off site**

Some students attend another site for all or part of the week. For these students we will:

- Contact the education providers every day to check attendance and for safeguarding purposes
- Access on-line learning systems regularly to monitor attendance and engagement where relevant
- Make visits every half term to monitor attendance, progress and safeguarding
- Track attendance on the school systems, review each cycle and liaise with parent/carers and education providers to take corrective action when necessary.

## **4.2 Unplanned absence**

The student's parent 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. Contact can be made via email to [attendance@fullbrook.surrey.sch.uk](mailto:attendance@fullbrook.surrey.sch.uk).

- All absences must be reported for each day a child is not at school
- We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness
- Where the absence is longer than 4 days, or there are doubts about the authenticity of the illness, the school will ask for 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 will be notified of this.

## **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. Contact can be made via email to [attendance@fullbrook.surrey.sch.uk](mailto:attendance@fullbrook.surrey.sch.uk).

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary and must be in school prior to and after the appointment.

For appointments during the school day students must sign out at Reception on leaving school and sign back in at Reception on their return. Evidence of the appointment should be obtained and presented to Reception.

If a student becomes unwell during the day, they must go to Student Services to be assessed. If the first aid staff member on duty decides they are not well enough to stay in school their parent/carer will be contacted and arrangements made for their collection. **Students must not contact their parents directly** and will not be released from the school site unless they have reported to the first aid team.

Students are not allowed to leave the school site without school permission.

Parent/carer's must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 5 of this policy sets out which term-time absences the school can authorise.

#### **4.4 Lateness and punctuality**

The school day starts at 8.30am with morning registration. Afternoon registration is taken at 1.25 pm at the start of period 3.

Students are expected to arrive by 8.25 am on each school day. If a student arrives late to school, they must:

- (before 8.55am) go directly to their tutor room where they will be registered by their tutor with a late mark
- (after 8.55 am) go directly to Student Services where they will be registered with a late mark. Students arriving after 9.00 am will be coded as "U" which is an unauthorised absence

Students should expect their tutor to investigate their late arrival to school and agree actions to be taken to prevent a recurrence. Fullbrook's punctuality policy is designed to support students with improving their punctuality as follows:

- Students who arrive after 8.30am will be recorded as late. If they are late on 5 occasions, they will be required to sit a 1-hour detention on the day after the 5<sup>th</sup> occasion. Parents/carers will be notified via the app
- If the student is late 10 times in a term, the Head of Year will hold a punctuality contract meeting with the student and their parents/carers
- Failure to improve will result in referral to the Fullbrook Attendance and Educational Welfare Officer who will invite parent/carers and the Head of Year to a school attendance support meeting.

Students who persistently arrive after the register has closed could be liable to prosecution by the Local Authority

#### **4.5 Following up unexplained absence**

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Send an automated message on every occasion a student is absent from school without explanation and parent/carer responses will be recorded on the attendance system

- Call the student's parent/carer on the morning of the first day of an unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts (or the social worker if involved), the school may make a home visit or if concerned, contact the police
- Establish 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 session(s) for which the student was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Surrey School Attendance Service
- Where relevant, report the unexplained absence to services working with the family including the social worker, the family support worker or the student's youth offending team officer
- Where appropriate, offer support to the student and/or their parents to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
  
- Where support is not appropriate, not successful, or not engaged with, issue a notice to improve or a penalty notice or other legal intervention in accordance with the Department for Education's statutory guidance on school attendance.

#### **4.6 Reporting to parents**

The school will regularly inform parents/carers about their child's attendance and absence levels through attendance letters, emails, academic reports and via the school app. Parents/carers will be contacted if there are repeated absences, and invited into school for meetings to agree a plan for improvement.

## **5. Authorised and unauthorised absence**

### **5.1 Approval for term-time absence**

Principal will allow students to be absent from the school site for certain educational activities, or to attend other schools or settings.

Principal will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

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

A leave of absence is granted at Principal's discretion, including the length of time the student is authorised to be absent for.

Leave of absence will not be granted for a student to take part in protest activity during school hours. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence.

Parents/carers are required to complete a leave request form which can be downloaded from the attendance page in the parents' area of the school website; printed copies can also be collected from Reception. Principal may require evidence to support any request for leave of absence.

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

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail). Parents are expected to supply evidence and the case of repeated absences will not continue to be authorised without appropriate evidence from a relevant clinician
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from school (and no alternative provision has been made)

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

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student 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

## 5.2 Sanctions

Fullbrook school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before requesting a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## **6. Strategies for promoting attendance**

We believe that good attendance is necessary for students to achieve their potential. Fullbrook works hard to provide a caring and welcoming environment and to encourage good attendance. To this end the school will:

- Respond promptly to a student or parent/carer concern about school that may have an impact on school attendance
- Display attendance data and success stories of past students with good attendance
- Display posters and graphs showing attendance levels for tutor groups and year groups on noticeboards and on digital screens
- Promote the benefits of good attendance in tutor time and in assemblies and reward individual and tutor group attendance in celebration assemblies
- Regularly monitor and assess the attendance data for individuals and groups and award intermittent prizes and awards
- Maintain intervention strategies to provide additional support for students with poor or irregular attendance, including referrals for counselling, wellbeing support and intervention groups as appropriate
- Contact parents/carers to understand circumstances following repeated absence, and offer guidance and support from our pastoral and student support team
- Arrange meetings with students and families, pastoral leaders and external agencies to surface issues and understand barriers to school attendance so that we can work together to develop plans of action when a problem with attendance arises.

## **7. Supporting students who are absent or returning to school**

### **7.1 Students absent due to complex barriers to attendance**

We ask that families work closely with our attendance and pastoral team to ensure that we are able to understand barriers to school attendance. Actions we take to address complex barriers include:

- Meeting with families so that they can share information about their family context
- Home visits by our Fullbrook Attendance and Educational Welfare Officer or HSLW
- Additional support from our HSLW to provide sustained initiatives and actions through home school agreements
- School attendance meetings with the Fullbrook Attendance and Educational Welfare Officer and relevant Head of Year to agree how to tackle barriers to attendance and draw up school attendance contracts
- With the consent of families, making referrals to appropriate agencies including Children's Services, for targeted or specialist support for the child and/or family

### **7.2 Students absent due to mental or physical ill health or SEND**

The statutory guidance is clear that in most circumstances where a student has a health need, they should be fully supported so that they have full access to a suitable education that meets their needs from their school. This can include:

- Working with families and children to understand their needs and establish what support can best help them to be in school every day that they can
- Putting reasonable classroom adjustments in place and informing all staff that work with the student or need to know about their mental or physical health needs

- Requesting parents seek a referral for specialist physical or mental health support from their GP
- Accessing the school wellbeing team which includes youth workers, ESLA, Child Wellbeing Practitioner, and Eikon support
- Developing an Individual Health Plan (IHP) for children with medical needs
- Working with families to review specialist reports from medical and other professionals
- Ensuring that sufficient staff are trained to deliver against all individual healthcare plans, including in contingency and emergency situations.
- Referrals to other professionals for support such as Children’s Services, STIPs Education Psychologist, ASD Outreach and other agencies
- Making a referral to Mindworks for mental health support
- Working with families to complete a parental or school led EHC plan request for assessment
- Referral to the Local Authority for support from Access to Education for interim education support for children who are medically unfit to attend school (medical evidence of suitability is required)
- Where a student has an education health and care (EHC) plan and their attendance becomes a concern, the school will inform the local authority

### **7.3 Students returning to school after a lengthy or unavoidable period of absence**

When a student has been absent from school for a prolonged period, we will agree an implementation plan with the student and their parents/carers in consultation with any professionals working with the family. Support provided by the school will include:

- Working with parents/carer and the student to understand any barriers to school attendance and their presences on how their return is managed
- Support from their Head of Year and the pastoral team
- Support from their SENDCo and any LSAs assigned to the student
- Support from the wellbeing team and other mental health support practitioners.

If a reduced timetable is necessary to support a student’s re-integration, the agreement will be clearly documented together with regular reviews in consultation with the pastoral team and professionals supporting the student.

#### **Moving to another school or to elective home education (EHE)**

If parents/carers decide to send their child to a different school, or withdraw their child from Fullbrook School roll for any reason, they must inform the school in writing, addressed to Principal. Guidance is set out on the attendance page in the parents’ area of the school website. The minimum information required is:

- Name and address of the new school, or plans for their child’s education at home
- Date of entry to the new school (students must attend Fullbrook up to this date), or date of commencement of EHE
- Their new home address if they are moving house.

In the event that the school does not receive information about the move or confirmation from the new school, Fullbrook School will make a referral to the Surrey Attendance Service.

## **8. Attendance monitoring – Fullbrook School’s Process**

The school reviews attendance on a daily basis and follows up on poor or irregular attendance or punctuality.

The Fullbrook Attendance and Educational Welfare Officer meets with the Heads of Year each cycle to discuss attendance concerns and share and record information. All students are reviewed and where there is no valid reason for low attendance the following process and sanctions are put into place:

After two absences a phone call is made to parent/carers by the student’s tutor and a general information letter (Letter 1) is sent to them explaining the Local Authority thresholds for attendance and the school attendance process.



If a student has been absent on four separate occasions, another letter (Letter 2) is sent to parents/carers to advise them that future absences will not be authorised unless medical evidence is received. Parents/carers will be contacted by the student’s Head of Year and offered support. The family will be offered a meeting with the Head of Year to discuss the student’s unauthorised absences and offer support to ensure that their attendance improves.



If there is limited or no improvement, parent/carers will be invited into school for a school attendance meeting in which an action plan will be drawn up to address the issues identified. Parent/carers will be requested to sign a School Attendance Agreement. The school may also issue a Notice to Improve and set a review period to monitor improvements.



If the student fails to sustain regular full-time attendance and/or there have been 10 unauthorised absences in the preceding 10 school weeks, the school is required to make an application for the Surrey Attendance Service to issue a penalty notice or issue a summons to parents/carers to appear before the Magistrates Court for failing to ensure their child’s regular school attendance under Section 444 of the Education Act 1996.

The school has granted the DfE access to its management information system so that data can be accessed regularly and securely. Specific student information will be shared with the DfE on request. Data will be collected each term and published at national and local authority level through the DfE’s school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with Local Governing Body.

## **8.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## **8.3 Using data to improve attendance**

Fullbrook School will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to Heads of Year and Form Tutors, to facilitate discussions with students and families, and to Local Governing Body and school leaders, including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

## **8.4 Reducing persistent and severe absence**

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

Fullbrook 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 students 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, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

## **9. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Mr North, Vice Principal. At every review, the policy will be approved by the full Local Governing Body.

## **10. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Code of conduct (behaviour) policy

## **Fullbrook 6 Attendance**

### **Registration and punctuality**

Fullbrook 6 students are expected to attend every lesson unless their absence has been approved in advance by the F6 leadership team. Attendance at assemblies and tutor registration periods on Tuesdays and Thursdays is compulsory.

Students must sign in using the MAG card scanner when they arrive at Fullbrook 6 and sign out again with the MAG card scanner before they leave site. Students should provide their tutor and the F6 team with their current mobile telephone number.

Students are expected to be punctual to tutor registration and to lessons. Persistent lateness will be followed up in accordance with the Fullbrook 6 Student Agreement.

Students should expect their tutor to follow up any attendance issues through face to face conversations, telephone or email. Attendance is monitored by the F6 leadership team and concerns will be raised with students and parents/carers where necessary so that actions can be agreed to support students with improving their attendance.

## **Absence**

If a student is unwell or absent from Fullbrook 6 for any reason, a parent/carer must send a message via the school app, or telephone the F6 Student Support Officer by 9am.

If a student is absent for more than three days the parent/carer should contact the F6 Student Support Officer who will liaise with subject staff to send work home.

Absence will only be authorised in cases of illness and medical appointments, or other situations which have been discussed in advance with the F6 leadership team. In the case of long term or frequent absence due to medical conditions, verification from a GP or medical professional may be requested before the absence can be authorised.

Students should not make appointments with the dentist, doctor, opticians etc. nor arrange driving lessons, voluntary work or interviews not related to Fullbrook 6 activities during lesson time. Part-time paid work must not take place during the sixth form day or impact on sixth form work.

It is Fullbrook 6 policy not to authorise any absence for holiday taken in term time. In exceptional circumstances special consideration may be given by the F6 leadership team and the Head of School. If a student needs to miss Fullbrook 6 for any period of time, including for university open day visits, they must inform Fullbrook 6 in advance. If a student is over compulsory school age, leave can be requested or agreed by the student or a parent they normally live with.

- For absences of half a school day, parents/carers should send an email to [Fullbrook6@fullbrook.surrey.sch.uk](mailto:Fullbrook6@fullbrook.surrey.sch.uk) or write and sign a note to the student's tutor
- For absences of one school day or more, parents/cares are required to complete a leave request form which can be downloaded from the attendance page in the parents' area of the school website; printed copies can also be collected from the F6 Student Support Officer. The Head of School may require evidence to support any request for leave of absence.

Year 12 to Year 13 entry will be dependent on student commitment to studies, attainment and attendance throughout the year. We do not expect F6 students to have any unauthorised absences on their registration record.

The F6 Student Sixth Form Contract states that if a student's attendance falls below an agreed limit they may be asked to pay for private entry to exams. If a student fails to attend a public examination for which they have been entered without good reason, parent/carers will be liable to reimburse the full cost of each exam entry to Fullbrook.

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

| Code   | Definition  | Scenario   |
|--|---|--|
| /  | Present (am)  | Student is present at morning registration   |
| \  | Present (pm)  | Student is present at afternoon registration   |
| L  | Late arrival  | Student arrives late before register has closed  |
| <b>Attending a place other than the school</b> |   |  |
| K  | Attending education provision arranged by the local authority                       | Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V  | Attending an educational visit or trip  | Student is on an educational visit/trip organised or approved by the school  |
| P  | Participating in a sporting activity  | Student is participating in a supervised sporting activity approved by the school  |
| W  | Attending work experience   | Student is on an approved work experience placement  |
| B  | Attending any other approved educational activity                                   | Student is attending a place for an approved educational activity that is not a sporting activity or work experience                     |
| D  | Dual registered   | Student is attending a session at another setting where they are also registered   |
| <b>Absent – leave of absence</b>               |   |  |
| C1   | Participating in a regulated performance or undertaking regulated employment abroad | Student is undertaking employment (paid or unpaid) during school hours, approved by the school   |

|  |   |  |
|--|---|--|
| <b>M</b>   | Medical/dental appointment                  | Student is at a medical or dental appointment  |
| <b>J1</b>  | Interview                                   | Student has an interview with a prospective employer/educational establishment   |
| <b>S</b>   | Study leave                                 | Student has been granted leave of absence to study for a public examination  |
| <b>X</b>   | Not required to be in school                | Student of non-compulsory school age is not required to attend   |
| <b>C2</b>  | Part-time timetable                         | Student is not in school due to having a part-time timetable   |
| <b>C</b>   | Exceptional circumstances                   | Student has been granted a leave of absence due to exceptional circumstances   |
| <b>Absent – other authorised reasons</b>                             |   |  |
| <b>T</b>   | Parent travelling for occupational purposes | Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes                      |
| <b>R</b>   | Religious observance                        | Student is taking part in a day of religious observance  |
| <b>I</b>   | Illness (not medical or dental appointment) | Student is unable to attend due to illness (either related to physical or mental health)   |
| <b>E</b>   | Suspended or excluded                       | Student has been suspended or excluded from school and no alternative provision has been made  |
| <b>Absent – unable to attend school because of unavoidable cause</b> |   |  |
| <b>Q</b>   | Lack of access arrangements                 | Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school |

|                                      |  |   |
|--------------------------------------|--|---|
| <b>Y1</b>                            | Transport not available                | Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available  |
| <b>Y2</b>                            | Widespread disruption to travel        | Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency   |
| <b>Y3</b>                            | Part of school premises closed         | Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open   |
| <b>Y4</b>                            | Whole school site unexpectedly closed  | Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)   |
| <b>Y5</b>                            | Criminal justice detention             | Student is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul> |
| <b>Y6</b>                            | Public health guidance or law          | Student's travel to or attendance at the school would be prohibited under public health guidance or law   |
| <b>Y7</b>                            | Any other unavoidable cause            | To be used where an unavoidable cause is not covered by the other codes   |
| <b>Absent – unauthorised absence</b> |  |   |
| <b>G</b>                             | Holiday not granted by the school      | Student is absent for the purpose of a holiday, not approved by the school  |
| <b>N</b>                             | Reason for absence not yet established | Reason for absence has not been established before the register closes  |

|                             |   |   |
|-----------------------------|---|---|
| <b>O</b>                    | Absent in other or unknown circumstances      | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence |
| <b>U</b>                    | Arrived in school after registration closed   | Student has arrived late, after the register has closed but before the end of session   |
| <b>Administrative codes</b> |   |   |
| <b>Z</b>                    | Prospective student not on admission register | Student has not joined school yet but has been registered   |
| <b>#</b>                    | Planned whole-school closure                  | Whole-school closures that are known and planned in advance, including school holidays  |