



# TALBOT HEATH SCHOOL “Honour Before Honours”

## ATTENDANCE POLICY: Whole School, including EYFS

**Date adopted:** 20<sup>th</sup> May 2025

**Date for next adoption:** Summer Term 2026

**Reviewed by:** FGB

***As a school, we will make reasonable adjustments to this policy, in line with the SEND Code of Practice (2014) and the Equality Act (2010), for students with SEND.***

**School Attendance Champion** - Mrs Joanna Brown - [jbrown@talbotheath.org](mailto:jbrown@talbotheath.org)

Improving attendance is everyone’s responsibility, good attendance begins with school being a calm, safe, orderly and supportive environment where all pupils are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore improving attendance should be a collaborative effort between school, the pupil and the parent.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of the parent/ carer to ensure that their child has a full time, suitable education as stated in the Education Act 1996 <https://www.legislation.gov.uk/ukpga/1996/56/section/7/enacted>

This policy is written in line with the DfE Working Together to Improve School Attendance guidance [https://www.gov.uk/government/publications/working-together-to-improve-school-attendance?utm\\_medium=email&utm\\_campaign=govuk-notifications-topic&utm\\_source=395d3dbc-3a46-4080-95d7-eeceaf200e7a&utm\\_content=weekly](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=395d3dbc-3a46-4080-95d7-eeceaf200e7a&utm_content=weekly)

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy.
- Missing Pupils Policy and Procedures.

### **Expect**

At Talbot Heath School we view education as a partnership between parents, the pupil and the school. We are committed to providing the best teaching and learning experience for our pupils.

School attendance is vital to the life chances of children and young people. Being in school improves the health, wellbeing and social skills of children. The greatest benefits come from children and young people attending school regularly.

Talbot Heath aspires to high standards of attendance from all pupils and parents. We have built a culture where all pupils can and want to be in school and ready to learn by prioritising their attendance.

### **The School Day**

All pupils are required to be in school by 8:40am, registration closes at 8:50am. Pupils who arrive after this time are required to sign in at the office so that they can be marked as present and a reason for late arrival will be recorded.

	<b>EYFS Kg-Rec</b>	<b>KS1 Y1-2</b>
<b>Early Morning Care</b>	8:00 am	8:00 am
<b>Registration</b>	8:40 am -8:50am	8:40 am -8:50am
<b>Session 1</b>	8:50 am - 10:40 am	8:50 - 10:40 pm
<b>Snack and Break</b>	10:40 am -11:15 am	10:40 am -11:15 am
<b>Session 2</b>	11:15 am-12:15 pm	11:15 am- 12:55 pm
<b>Lunch</b>	12:15 pm-1:30 pm	12:55 pm-2:00 pm
<b>Registration</b>	1:30pm-1:40pm	2:00pm-2:10pm
<b>Session 3</b>	1:30 pm-3:30 pm	2:10 pm- 3:30 pm
<b>End of the day</b>	3:30 pm	3:30 pm
<b>After School Care</b>	3:30 pm-5:30 pm	3:30 pm-5:30 pm

	<b>Years 3-6</b>	<b>Years U3-U6 (7-13)</b>
<b>Early Morning Care</b>	8:00am	
<b>Registration</b>	8:40am -8:50am	8:40am- 8:50am
<b>Assembly/ Tutor Time</b>		8:55 am-9:15 am
<b>Lesson 1</b>	8:50am	9:15am
<b>Lesson 2</b>	10:05am	10:05am
<b>Break</b>	10:55 am -11:15am	10:55 am -11:15am
<b>Lesson3</b>	11:15am-12:05pm	11:15am-12:05pm
<b>Lesson 4</b>	12:05pm- 1:55pm	12:05pm- 1:55pm
<b>Lunch</b>	1:55 pm-2:00 pm	1:55 pm-2:00 pm
<b>Registration</b>	2:00pm - 2:10pm	2:00pm - 2:10pm
<b>Lesson 5</b>	2:10 pm- 3:00 pm	2:10 pm- 3:00 pm
<b>Lesson 6/ Assembly</b>	3:00pm- 3:50pm	3:00pm- 3:50pm
<b>End of the day</b>	3:50pm	3:50pm
<b>Prep</b>	3:50 pm-5:30 pm	3:50 pm- 5:00 pm

## **Registration**

It is essential that pupils are prompt to registration.

### Form Tutor Responsibility

Form Tutors must register pupils during morning registration 08:40 am - 08:50 am and afternoon registration 2:00pm- 2:10pm. Attendance will be recorded on ISAMS.

If a pupil is late to morning registration then must be sent to the office to sign in so that the reason for lateness and the number of minutes late can be recorded.

If a pupil is late to afternoon registration, the form tutor will record the number of minutes late on the register.

### Teacher Responsibilities

Senior School teachers must take a registration at the start of every lesson. If a pupil does not arrive to the lesson, and is not accounted for, the teacher must contact the office immediately. Follow the Missing Pupils Policy and Procedures

### Office Staff Responsibilities

After morning and afternoon registration closes, the office will check for unexplained absences and contact parents by phone. If unreachable, an email will be sent and further contact attempts will follow. Any concerns will be shared with the Attendance Champion and DSL for safeguarding review. Office staff must sign in any pupils who arrive after registration closes with a reason for late arrival and the number of minutes late. This must be recorded on ISAMS.

Office staff will send out attendance lists to teaching staff by 10:00 am and print an out of school list in case of evacuation.

### Swimming Academy and Morning Club Providers

Coaches will take a register at the start of every session using Google Sheets.

### Registration Codes ISAMS

/ Present for Morning Registration.

\ Present for Afternoon Registration

L Late arrival before the register is closed.

V Attending an educational trip or visit.

P Participating in a sporting activity (tennis or swimming academy)

W Attending Work Experience

B Attending another approved educational activity (e.g. taster day)

C1 Participating in a regulated performance (e.g. Acting performance/ audition)

M Attending a medical or dental appointment

S Study Leave for public exams.

X Non-compulsory school age pupil not required to attend school (Kindergarten)

C2 Pupil on a part time timetable

C Exceptional Circumstances leave

R Religious observance

I Illness

E Suspended or permanently excluded.

G Holiday not granted by school

N No reason yet established.

O Other or unknown circumstances  
U Arrived at school after registration closed.  
# Planned whole school closure

### **Processes for reporting and requesting absence**

A pupil must attend school every day that it is open, except for a number of allowable circumstances such as being too ill to attend or being given permission for an absence by the school in advance.

### **Absence due to illness**

It can be hard for a parent to decide whether to keep their child off school due to illness.

Government guidelines about whether a child should be kept off school can be found here [https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm\\_medium=email&utm\\_source=govdelivery](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm_medium=email&utm_source=govdelivery)

### Parent responsibility

If a pupil is unwell and unable to attend school, parents should email [office@talbotheath.org](mailto:office@talbotheath.org) for Senior pupils and [jsoffice@talbotheath.org](mailto:jsoffice@talbotheath.org) for Junior pupils and EYFS. Emails should be sent before 08:30 am on the first day of the absence giving a reason for the absence. Contact should then be made each morning of additional days absence.

### Office Team responsibility

#### **Illness during the school day**

Talbot Heath has a nursing team located in the Medical Centre.

### Pupil Responsibility

If a pupil becomes ill during lesson time they must request permission to attend the medical room to receive treatment.

Pupils do not have permission to contact a parent during the school day to ask to be collected due to illness, they must be assessed by the nursing team.

### Nursing Team Responsibility

The nursing team will assess the pupil and make a decision as to an appropriate course of action. If the nursing team decide that a pupil needs to be sent home they will contact the parent to collect.

### **Absence for Medical and Dental Appointments**

Where possible Talbot Heath requests that appointments are made before and after school. However, the school is aware that this is not always possible.

### Parent Responsibility

If a pupil needs to attend a dental or medical appointment parents must complete the Exceptional circumstances absence request form <https://www.talbotheath.org/leave-of-absence-request/found> on the website to notify the school of the appointment arrangements.

Pupils should be returned to school where possible after appointments so there is minimal disruption to learning.

### **Request for leave for exceptional circumstances**

Term time is for education. This is the priority. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure to be an exceptional circumstance. Holidays should not be booked in term time. However, at Talbot Heath, we are aware that there are some exceptional circumstances when absence during term time is unavoidable.

Examples of exceptional circumstances are:

- Religious festivals
- Family weddings
- Family funerals

Sustained periods of absence are disruptive to a pupil both pastorally and academically.

If this is unavoidable, parents must complete an absence request form at least two weeks prior to the event <https://www.talbotheath.org/leave-of-absence-request/> this will be reviewed by the Attendance Champion and Head Teacher. Notification of a decision will be emailed.

### **Monitoring Attendance**

As a school, Talbot Heath is committed to supporting pupils and parents/ carers with regard to school attendance. There is a proven link between a pupil's academic progress and their attendance.

Not only can progress be affected by persistent absence, we also find that friendships can be impacted, it can be hard for a pupil who misses school to form strong relationships with their peers.

### **Impact of absence on a child's progress**

<b>Attendance level</b>	<b>Impact on education</b>
<b>97%+</b>	These children have every chance to make really strong progress at school.
<b>95%</b> Equivalent to missing: 0.25 days a week, 9 days an academic year = 1.8 weeks.	These children benefit from strong overall attendance and are well placed to make good progress at school.
<b>90%</b> Equivalent to missing: 0.5 days a week, 18 days per academic year = 3.6 weeks	Children in this group are missing nearly a month of school over the academic year; it will be difficult for them to achieve their best.
<b>85%</b> Equivalent to missing: 0.75 days per week, 26 days per academic year = 5.2 weeks	Children in this group are missing over 5 weeks of school per year; there is a real risk that this lower attendance will hinder children's progress. Absence below 90% is considered persistent absence.
<b>80%</b> Equivalent to missing: 1 day per week, 35 days per academic year = 7 weeks.	Children in this category are missing a year of school over five years of education. They are not benefiting from their right to be educated.
<b>75%</b> Equivalent to missing 1.25 days per week, 44 days per academic year = 8.8 weeks	This is a serious concern and will significantly contribute to low levels of achievement. This level may trigger the school to consider consulting with outside partners such as social services if deemed appropriate.
<b>70%</b> Equivalent to missing 1.5 days per week, 53 days per academic year = 10.6 weeks	This is a serious concern and will significantly contribute to low levels of achievement. This level may trigger the school to consider consulting with outside partners such as social services if deemed appropriate.

Absence is often the symptom of wider issues that a family may be facing so by monitoring and rapidly addressing low attendance rates, the school is able to explore barriers to attendance and provide support.

#### Governor Responsibility

Regularly review attendance data at the Education and Staffing Committee meeting. This should include examination benchmarking against the local authority area.

Work with the Attendance Champion to set goals or areas of focus for attendance and provide support around delivery against these areas.

#### **Listen, Understand and Facilitate Support**

Attendance under 90% is considered by the Government to be a persistent absence.

#### Attendance Champion Responsibilities

The Attendance Champion will review attendance regularly and highlight any pupils of concern.

When a pattern is spotted, the pupil will be discussed by the Pastoral Team.

The Attendance Champion will arrange for a member of the Pastoral Team to make contact with the pupil (if appropriate) and parents to listen to and understand barriers to attendance and agree how all parties can work together to resolve these.

The Pastoral Team will then work to remove barriers in school to improve attendance. If there are external barriers the Attendance Champion and Pastoral Team will help pupils and parents access the support they need to overcome these.

Attendance percentages are shared on School Reports and at the EYFS, KS1 and KS2 parents' evenings when parents meet with their daughter's Form Tutor. Attendance percentages are also shared on all responses to exceptional circumstance absence requests. Information on the importance of regular attendance at school and the impact of low attendance on academic progress and wellbeing is also included.

If attendance does not improve the Attendance Champion, with the support of the Pastoral Team, will initiate the Fast Track to Attendance Process.

#### Nursing Team

Nursing team will make contact with parents of pupils with regular short-term minor ailments at the request of the Attendance Champion or Pastoral Team. The nursing team will offer advice and support to encourage parents to send their daughter to school on these days.

#### Parents

Work with the Attendance Champion, Pastoral Team and Nursing Team to improve attendance.

#### **Formalise Support**

Where absence persists and voluntary support is not being working or engaged with, the Attendance Champion, with the Pastoral Team, will explain the consequences clearly. Depending on circumstances support may be formalised through the Fast Track to Attendance process.

#### **Fast Track to Attendance**

Fast Track to Attendance is a 12-week process where clear attendance targets are set at the initial meeting and an Attendance Contract drawn up with the aim to resolve any issues preventing regular

attendance and identifying the support required to enable regular attendance. This process is used for children of statutory school age (This is on the 31st March, 31st August, 31st December after their fifth birthday)

**Step 1.-** Invitation to a Fast Track to Attendance Meeting

**Step 2.** Fast Track to Attendance Initial Meeting between Attendance Champion, Parents and Pupil (if age appropriate) to discuss and address any in school barriers. At this meeting, the Attendance Champion will explain the consequence of persistent and severe absence to the pupil and family.

**Step 3** Formal Attendance Support Plan drawn up with measures to improve pupil attendance signed by parents and Pastoral Lead or Attendance Champion.

**Step 4** Fast Track Review Meeting 6 weeks after initial meeting to review measures and make adaptations to the formal Attendance Support Plan.

**Step 5** A final meeting will be held at 12 weeks. If attendance has improved and targets have been met, then an ongoing support plan will be drawn up to ensure that the improvement is maintained. If attendance remains poor then a request may be made to the local authority to initiate legal proceedings.

#### Attendance Champion responsibility

Send a formal letter to parents and anyone with parental responsibility to invite them to the initial attendance meeting.

Attend and lead the initial attendance meeting and agree a Formal Attendance Support Plan between the pupil (if age appropriate), parents and school, this agreement is intended to provide support to improve attendance levels.

Sign the Formal Attendance Support Plan and ensure that all support agreed is put in place for the pupil.

Monitor attendance and support the pupil and parents.

#### Parent Responsibility

Attend the initial meeting to discuss measures that can be put in place to improve the attendance of their daughter.

Agree to the formal Attendance Support Plan and support their daughter to follow the measures to improve attendance.

*If parents do not agree to the Attendance Support Plan then it is possible to agree and record a discussion and actions in a different format.*

A Fast Track Review Meeting will be held 6 weeks after the initial meeting to review attendance, amendments will be made to the Attendance Support Plan, if required.

#### **Non-compliance with the Attendance Support Plan**

##### Attendance Champion Responsibility

Where a parent does not comply with the requirements set out in the Attendance Support Plan, the Attendance Champion will contact the parents and seek an explanation and decide whether it is reasonable. A decision will be made as to whether the Attendance Support Plan remains useful.

If the explanations show that the Attendance Support Plan is proving difficult to comply with through no fault of the parents then a meeting will be arranged with the parents to review and amend it.

If the Attendance Support Plan has not been successful the school will seek advice from the local authority and consider further actions under the powers of the local authority.



## **Appendix 1:**

### **DfE Arranging Education for children who cannot attend school because of health needs**

#### **Aim**

Wherever possible, pupils with medical needs will be supported within school by the nursing team to facilitate their continued education.

#### **Legislation and Guidance**

[Alternative Provision Statutory Guidance for Local Authorities](#)

[Ensuring a good education for children who cannot attend school because of health needs](#)

#### **Part-time timetables**

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, when a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. This may be agreed as part of the Fast Track Attendance Support Plan and will be regularly reviewed with the pupil and their parent.

The Local Authority (BCP) will be notified by the school via the [BCP Reporting Portal](#)

#### **Providing work for pupils who are at home due to illness over 5 days**

For pupils who are absent due to illness or recovering from a medical procedure the Tutor or Key Stage Lead will make contact with the pupil and parent after 5 days of absence. They will offer support and arrange for any work the pupil has missed to be shared via Google Classroom or Homework 4, if appropriate.

The tutor or Key Stage Lead will maintain weekly, regular contact and liaise with the Attendance Champion to discuss next steps if absence exceeds 10 days.

#### **Pupils because of illness, are not able to access education through school**

Under the DfE guidance, arranging education for children who cannot attend school because of health needs December 2023 the local authority is responsible for arranging suitable and (normally) full time education for children of compulsory school age who, because of exclusion, illness or other reasons would not receive suitable education without such provision. This legal duty applies to children who normally attend mainstream schools including independent schools.

[Arranging education for children who cannot attend school because of health needs](#)

#### **Eligibility**

Pupils will be eligible for this provision if:

- They have been absent from school for more than 15 consecutive days due to health issues, confirmed by medical documentation.

[BCP guidance for alternative provision](#)

Talbot Heath will inform BCP where pupils are likely to miss more than 15 days of school, and school are unable to provide suitable education for the child.

Before informing the local authority, Talbot Heath will ensure that we are engaging with the pupil and parent to overcome any barriers to attendance as set out in the Attendance Policy. Talbot Heath will ensure that the parents/ carers of the child are engaging with any support that has been offered and that they are fulfilling their responsibility to ensure their child attends school regularly. Talbot Heath will ensure that we have provided support and made reasonable adaptations to support the pupil's attendance.

When submitting a request for alternative provision Talbot Heath will include any evidence to support the request including:

- Reasons why the pupil will not be able to attend school and evidence that school have concluded that the absence should be authorised.
- Evidence that a Team around the Child (TAC) approach has been taken (with parents and other professionals involved), including any information on how school have worked to mitigate any school-related reasons for non-attendance.
- Evidence of additional pastoral support and reasonable adjustments that Talbot Heath have made to overcome specific barriers to attendance.
- Evidence of referral to both in school and external professional support, including supporting parents to visit a health professional.
- Evidence that the SEND graduated approach has been followed.
- Completion of a Medical Evidence Form by a medical professional.
- Clear evidence from a consultant that a pupil cannot attend school.

Talbot Heath will continue to work with the family and provide educational provision whilst determining with the local authority whether alternative provision should be provided.

If alternative provision is agreed and arranged the accountability for the pupil remains with Talbot Heath.

Talbot Heath and the Alternative Provider will both be responsible for safeguarding the pupil. Safeguarding is everyone's responsibility.

The pupil's plan will be reviewed by Talbot Heath every 6 weeks until she is able to return to Talbot Heats and the alternative provision is no longer required by the local authority.

For more information about the process visit [BCP Exclusion and Alternative Provision Team](#)