

High Grange

Adaptive thinking, Communication, Emotional wellbeing, Independence

Promoting Wellbeing & Safety		
Attendance Policy		
Last Update: November 2025	Responsible: Principal	Page: 1 of 17

This policy promotes ACE because;



This policy promotes ACE: Adaptive thinking through safe problem-solving and early help-seeking. Communication is fostered via clear reporting routes, respectful language, and restorative dialogue. Emotional wellbeing and independence are strengthened through resilience, self-advocacy, and routines that support consistent daily attendance, helping pupils feel secure, capable, and fully engaged in school life.

Contents

Statement of Intent

1. Legal Framework
2. Definitions
3. Key Roles and Responsibilities
4. Training of Staff
5. Pupil Expectations
6. Absence Procedures
7. Contact Information
8. Attendance Register
9. Attendance Officer
10. Lateness
11. Truancy
12. Missing Children
13. Term Time Leave
14. Religious Observances
15. Appointments
16. Young Carers
17. Exceptional Circumstances
18. Rewarding Good Attendance
19. Monitoring and Review

Appendices

- a) Attendance Monitoring Procedures
- b) Attendance Reporting Structure

Statement of intent

High Grange School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
- Following the framework set in section 7 of the Education Act 1996 which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

- (a) to age, ability and aptitude and
- (b) to any special educational needs, he/ she may have

Either by regular attendance at school or otherwise”.

1. Legal framework

1.1. This policy has due regard to the following legislation and guidance, including, but not limited to:

- Education Act 1996 (including section 7)
- School Attendance (Pupil Registration) (England) Regulations 2024
- Equality Act 2010
- Keeping children safe in education (KCSIE) 2025
- Working together to improve school attendance (statutory, Aug 2024)
- Summary table of responsibilities for school attendance (Aug 2024)

1.2. All staff must ensure they adhere to and implement the requirements of any equality legislation.

2. Definitions

2.1. High Grange School defines a Leave of absence for exceptional circumstances (C) as:

- An absence due to a family emergency.
- Where the Principal & The Deputy Headteacher meet to discuss the absence and both agree that leave of absence is granted.

2.2. High Grange School defines an “unauthorised absence” as:

- Parents keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.

2.3. High Grange School defines “persistent absenteeism (PA)” as:

- Persistent absence is below 90% attendance (missing 10%+ of sessions). Severe absence is below 50% attendance. The SAC and attendance team review both cohorts weekly and agree support plans and strategies with staff, families and where applicable the placing LA.

3. Key roles and responsibilities

3.1. The governing body in this case the board of directors at High Grange School has overall responsibility for monitoring the implementation of the attendance policy and procedures of High Grange School.

3.2. The board of directors has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

3.3. Senior Attendance Champion (SAC). The nominated senior is the Senior Attendance Champion and leads strategy, data reviews and escalation with families and the placing Local Authority.

Safeguarding. Any unexplained or patterned absence is treated as a safeguarding concern. Staff must inform the DSL the same day and record on SchoolPod; attendance work runs alongside safeguarding procedures.

3.4. The High Grange School has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.

3.5. The Principal, head teacher and deputy head are responsible for the day-to-day implementation and management of the attendance policy and procedures of High Grange School

3.6. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.

- 3.7. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy
- 3.8. Designated form tutor will take the attendance register at the start of each school day and at the end of the afternoon session in afternoon review of the day – entering the correct attendance code onto the school's School Pod system.
- 3.9. The school will ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- 3.10. The school will inform the LA of any pupil being deleted from the admission and attendance registers if they:
 - Are being educated from home.
 - No longer live within a reasonable distance of the registered school.
 - Have an authorised medical note.
 - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
 - Have been permanently excluded.

HGS shares pupil-level attendance data with the LA in line with statutory guidance and the 2024 Regulations. We notify the LA without delay of required events (admissions/deletions under regulation 8) and work jointly where absence risks becoming persistent or severe.

- 3.11. Parents will be expected to take responsibility for the attendance of their child/children during term-time.
- 3.12. Parents will be expected to promote good attendance and ensure that pupils attend school every day.
- 3.13. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.
- 3.14. All pupils are responsible for their punctuality to lessons.

4. Training of staff

- 4.1. At High Grange School, we recognise that early intervention can prevent pupils getting into bad habits and not accessing school. As such, members of staff will receive training in identifying potentially at-risk pupils.
- 4.2. Teachers and support staff will receive training on the implementation of the attendance policy / procedure at High Grange School.
- 4.3. Senior leadership team will positively impact on pupil's poor attendance by implementing individual pupil attendance interventions. Due to the nature of High

Grange School pupils having high functioning autism, PDA, mental health and ADHD – most have a history of poor attendance at previous schools and many have missed a term, a year or in some cases a key stage of their education due to not coping at previous schools. Attendance at High Grange School is prioritised, and staff are constantly reminded of this in handovers, division meetings, positive behaviour meetings and annual reviews of EHCP and education progress reports.

5. Pupil expectations

- 5.1. Pupils will be expected to attend school every day, unless pupils are completing specific timetables or on attendance interventions, such as a pastoral timetable.
- 5.2. High Grange School expects all pupils to attend lessons and complete work set. All pupils record attendance and work completed in pupil planners (optional) that are reviewed at the end of each day.
- 5.3. Pupils will be expected to catch up work if they have missed lessons due to refusing to attend if there is no genuine reason, anxiety or authorised reason for missing the lesson. Our pupils suffer from high anxiety so there always must be a level of understanding given to our pupil's complex needs.

6. Absence procedures

- 6.1. Parents are required to contact the school as soon as possible on the first day of any absence. The school has a parent liaison officer that is contactable on a mobile phone from 07.00 our administration staff can also be called on 01332 412777 from 08.30
- 6.2. Parents are required to contact the parent liaison officer to explain absence. If a pupil is absent the school do not have a reason as to why then the school will follow its absent procedure (see appendix A).
- 6.3. Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- 6.4. The school will always follow up any absences in order to:
 - Ascertain the reason for the absence.
 - Ensure that proper safeguarding action is being taken if required.
 - Identify whether the absence is authorised or not.
 - Identify the correct code to use to enter the data onto the School Census System.
- 6.5. In the case of persistent absence, arrangements will be made for parents to speak to the Principal, head teacher, deputy head teacher, pastoral teacher, school nurse or parent liaison officer.
- 6.6. The Attendance Team completes first-day calling, follows up the same day, and escalates to the DSL where contact or the reason is not established. Where

attendance risks becoming persistent or severe, HGS convenes an attendance support meeting and agrees an attendance contract with the family and placing LA where appropriate.

- 6.7. If pupil attendance drops below 80 per cent, the placed local attendance will be informed by the school principal (if the local authority does not already know that the pupil's attendance is low)
- 6.8. High Grange School will inform the placing LA of any pupil who fails to attend school regularly; or has been absent without the school's permission for a continuous period 5 days consecutively.

7. Contact information

7.1. Parents must provide accurate and up-to-date contact details.

7.2. Parents are responsible for updating the school if the details change.

8. Attendance register

The schools form teachers will take the attendance register at the start of each school day and at the end of the afternoon session during form tutors review of the school day.

8.1. High Grange School will use adapted national attendance codes on School Pod to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used

Code	Category (chapter heading)	Meaning (short description)	Statistical classification
/	Attending the school	Present at school (morning session)	Attending. (GOV.UK)
\	Attending the school	Present at school (afternoon session)	Attending. (GOV.UK)
L	Attending the school	Late arrival before the register is closed	Attending. (GOV.UK)
K	Attending a place other than the school	Attending LA-arranged education (e.g., s.19 EA 1996 or CFA 2014)	Attending an approved educational activity. (GOV.UK)
V	Attending a place other than the school	Educational visit or trip arranged by/on behalf of the school	Attending an approved educational activity. (GOV.UK)
P	Attending a place other than the school	Participating in a supervised sporting activity	Attending an approved educational activity. (GOV.UK)

Code	Category (chapter heading)	Meaning (short description)	Statistical classification
W	Attending a place other than the school	Work experience	Attending an approved educational activity. (GOV.UK)
B	Attending a place other than the school	Any other approved educational activity off-site	Attending an approved educational activity. (GOV.UK)
D	Attending a place other than the school	Dual registered at another school (pupil scheduled to attend the other school)	Not a possible attendance (avoids double counting). (GOV.UK)
C	Absent – leave of absence	Exceptional circumstances (school discretion)	Authorised absence. (GOV.UK)
C1	Absent – leave of absence	Regulated performance or regulated employment abroad (licensed/BOPA/JP order)	Authorised absence. (GOV.UK)
M	Absent – leave of absence	Medical or dental appointment (agreed in advance)	Authorised absence. (GOV.UK)
J1	Absent – leave of absence	Interview for employment or admission to another education setting	Authorised absence. (GOV.UK)
S	Absent – leave of absence	Study leave for public examinations	Authorised absence. (GOV.UK)
C2	Absent – leave of absence	Temporary part-time timetable (exceptional, agreed with parent)	Authorised absence. (GOV.UK)
X	Absent – leave of absence	Non-compulsory school-age pupil not required to attend / sessions not timetabled	Not a possible attendance. (GOV.UK)
R	Absent – other authorised reasons	Religious observance (day exclusively set apart)	Authorised absence. (GOV.UK)
I	Absent – other authorised reasons	Illness (physical or mental health)	Authorised absence. (GOV.UK)
E	Absent – other authorised reasons	Suspended or permanently excluded and no alternative provision	Authorised absence. (GOV.UK)
Q	Absent – unable to attend (unavoidable cause)	Lack of access arrangements / eligible travel not provided	Not a possible attendance. (GOV.UK)
Y1	Absent – unable to attend (unavoidable cause)	Transport normally provided not available	Not a possible attendance. (GOV.UK)

Code	Category (chapter heading)	Meaning (short description)	Statistical classification
Y2	Absent – unable to attend (unavoidable cause)	Widespread disruption to travel	Not a possible attendance. (GOV.UK)
Y3	Absent – unable to attend (unavoidable cause)	Part of school premises closed	Not a possible attendance. (GOV.UK)
Y4	Absent – unable to attend (unavoidable cause)	Whole school site unexpectedly closed	Not a possible attendance. (GOV.UK)
Y5	Absent – unable to attend (unavoidable cause)	Pupil in criminal justice detention	Not a possible attendance. (GOV.UK)
Y6	Absent – unable to attend (unavoidable cause)	Public-health guidance/law prevents attendance	Not a possible attendance. (GOV.UK)
Y7	Absent – unable to attend (unavoidable cause)	Any other unavoidable cause (emergency affecting the pupil)	Not a possible attendance. (GOV.UK)
G	Absent – unauthorised	Holiday not granted by the school	Unauthorised absence. (GOV.UK)
N	Absent – unauthorised	Reason not yet established (must resolve within 5 school days)	Unauthorised absence. (GOV.UK)
O	Absent – unauthorised	Other/unknown circumstances	Unauthorised absence. (GOV.UK)
U	Absent – unauthorised	Arrived after the register closed	Unauthorised absence. (GOV.UK)
Z	Administrative	Prospective pupil not on admission register	Administrative code. (GOV.UK)

8.2. All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment, and the name and role of the person who made the amendment.

8.3. The register opens at 8:50am and the register closes at 10:00am for each session. Pupils arriving before close are L. Pupils arriving after close are U.

Registers are legal records and are preserved for 6 years. Any amendment must show the original entry, the amended entry, the reason, the date and the name of the person making the change. Where code N is used, it must be replaced with the correct code within 5 school days or changed to O if no reason is established.

9. Attendance officer

- 9.1. If they are persistently absent, pupils will be referred to the local attendance SEND or SENAR team who will attempt to resolve the situation through a parent agreement. If social workers are assigned to pupils then the school can notify and work alongside the social worker to positive impact upon pupils attendance.
- 9.2. If the situation cannot be resolved and attendance does not improve, the local attendance SEND or SENAR has the power to issue sanctions / support.

10. Lateness

- 10.1. Punctuality is important to High Grange School.
- 10.2. The school day starts at 8:50am; pupils should be in their classroom at this time.
- 10.3. AM Registers are marked by 9.15am; pupils will receive a late mark (L) if they are not in their classroom by this time.
- 10.4. The afternoon register does not close until 15.15; pupils will receive a mark of absence if they have not attended school.
- 10.5. For pupils arriving (late) after Periods 1 (10.00) a U code will be given to the pupil (late after the register closes)

11. Truancy

- 11.1. Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence.
- 11.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.
- 11.3. All pupils are expected to be in their classes by 9.15am and 1.30pm, where the teacher will record the attendance electronically.

11.4. Any pupil with permission to leave the school during the day must sign out at reception and sign back in again on their return.

11.5. Immediate action will be taken when there are any concerns that a child might be truanting.

11.6. If truancy is suspected, the Principal and head teacher are notified, who will contact the child's parents, to assess the reasons behind the child not attending school.

11.7. The following procedures will be taken in the event of a truancy:

- In the first instance, the parent liaison officer will contact parents and carers to inform them that their child is truanting.
- a letter of warning will be sent to the parents / carers of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- A follow up meeting will be organised to discuss the nature of the truancy with parents / carers.

12. Missing children

12.1. Pupils are not permitted to leave the school premises during the school day unless they have permission from the Principal, head teacher, deputy head teacher or senior leadership team.

12.2. HGS follows Children missing education (CME) statutory guidance. Where a child's whereabouts are unknown and reasonable enquiries fail, we notify the LA without delay and follow CME procedures, alongside our safeguarding policy.

12.3. The following procedures will be taken in the event of a pupil going missing during the school day:

- The member of staff who has noticed the missing pupil will inform the Principal immediately. (staff will follow: The missing person protocol/ policy)
- All Staff will also be informed via walkie talkie and education staff will begin to search for the pupil.
- The schools SLT and all other available members of staff will conduct a thorough search of the school premises as directed by the principal / head teacher.

12.4. The following areas will be systematically searched:

- All classrooms
- All toilets
- Changing rooms
- Outside areas
- The school grounds
- Forest
- Offsite if pupil has absconded

- 12.5. Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them, so they can be contacted. School cars can be used to check local community.
- 12.6. If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- 12.7. If the parents have had no contact from the pupil, then the police will be contacted.
- 12.8. The missing pupil's teacher / TA will fill in an incident form on behaviour watch – missing persons, absconson and police involvement boxes will be filled in as required, describing all circumstances leading up to the pupil going missing.
- 12.9. If the missing pupil has an allocated social worker, is a LAC, all High Grange School pupils have special educational needs and additional needs, then the appropriate personnel will be informed.
- 12.10. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- 12.11. The principal / head teacher, deputy head or pastoral teacher will take the appropriate action to ensure the pupil understands they must not leave the premises, and an appropriate response and outcome will be discussed often educating the child why going missing is so dangerous especially as pupils at High Grange School are so vulnerable.
- 12.12. Parents and any other agencies will be informed immediately when the pupil has been located.
- 12.13. The Principal and headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred.
- 12.14. A written report on behaviour watch will be produced and policies and procedures will be reviewed in accordance with the outcome.

13. Term-time leave

Leave of absence is granted only in the circumstances set out in the 2024 Regulations (e.g., regulated performance, interviews, medical/dental, exceptional circumstances) and must be requested in advance by the parent the pupil normally lives with. Holidays are not exceptional and will be coded G if taken without permission.

- 13.1. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.

- 13.2. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be considered.
- 13.3. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions from the placing local authority. Parents wishing for their child to take annual leave in term time can gain authorisation from the placing local authority.

14. Religious observances

- 14.1. High Grange School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 14.2. Parents must inform the school in advance if absences are required for days of religious observance.
- 14.3. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

15. Appointments

- 15.1. As far as possible, parents should attempt to book medical and dental appointments outside of school hours.
- 15.2. Where this is not possible, parents need to contact the school parent liaison officer to register the appointment.
- 15.3. If the appointment requires the pupil to leave during the school day, the pupil must be signed out by their form teacher.
- 15.4. Pupils must attend school before and after the appointment wherever possible.

16. Young carers

- 16.1. High Grange School understands the difficulties young carers face and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school.

16.2. High Grange School takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

17. Exceptional circumstances

17.1. Exceptional circumstances include when a pupil is unable to attend because:

- The school is fully or partially closed.
- Transport provided by the school or LA is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.
- Mental Health & Wellbeing- The School recognises the important of mental health & wellbeing and the school's SLT may think it best for pupils to have a morning/afternoon/full day away from the school to focus on their mental health & wellbeing. During these times the school will be in touch with the family and the pupil, through the schools' clinical psychologist or pastoral team.

18. Rewarding good attendance

18.1. High Grange School acknowledges 96%+ percent attendance in the following ways:

- End of year trip
- Attendance end of year certificate and voucher
- Assembly certificates / awards ½ termly

18.2. Good attendance and punctuality will be rewarded in the following ways:

- Form tutor rewards – daily /weekly / ½ termly and termly rewards
- Cards home
- Certificates of attendance

19. Monitoring and review

19.1. High Grange School monitors attendance and punctuality throughout the year.

The principal reports to the board of directors termly. The assistant head that is responsible for attendance and the attendance team analyse weekly attendance data and report weekly to the SLT and termly to the Board. HGS shares pupil-level data with the LA in line with DfE data-sharing requirements.

19.2. High Grange School attendance target is 95% each year – with the threshold for intervention being less than 90%.

19.3. Details of our absence levels can be found on School Pod and termly reports to the boards

19.4. Parents are monitored of their child's attendance during the annual review process.

19.5. This policy will be reviewed annually by the Principal

19.6. Any changes made to the policy will be communicated to all members of staff.

Appendix A – Attendance Monitoring Procedures

- 1 • Form tutors complete attendance twice daily - School Pod (by 9.15 in the morning and 3.00 in the afternoon). Attendance will be discussed by form tutors and divisional leads daily
- 2 • If a parent/carer has not contacted the school/parent liaison officer by 9.15, or any absence that is unexpected the schools **parent liaison officer** will phone parents and enquire why the student is absent from school.
- 3 • Students absent for 5 days consecutively (unauthorised) - The attendance officer will contact parents and the Principal inform the LA . Students authorised absence - daily contact with parent liaison officer - until return date established. 10 consecutive days off authorised or unauthorised LA informed + reasons given.
- 4 • Student attendance drops below 90% due to unauthorised absence –schools SLT will speak to student, meet with parents, inform social workers, meet internally with schools MDT team, write to parents and if required contact LA - through phone call or e mail
- 5 • student attendance (unauthorised) is consistently below 90% - parents will attend meeting with principal, positive attendance strategies discussed, letter sent to parents and LA stating concern over students attendance. MDT, form tutor, parent liaison and possible clinical psychologist visit home to see if wider school team can positively impact on attendance. student timetable discussed and home intervention may begin - short term attendance goals set - LA informed
- 6 • student attendance has not improved through early interventions and remains below 90% dropping to 80-85% - principal will arrange a meeting that will include head teacher, senior teacher- divisional lead, MDT, clinical psychology, parent liaison, school nurse, pastoral teacher social worker, local authority - further strategies and intervention put in place - written outcomes, targets and agreements circulated to all key stakeholders - attendance closely monitored
- 7 • If attendance has not improved within a set time frame - LA will be contacted and further meeting will be arranged. Early / emergency EHCP review may be arranged. Placement review may be required and discussion as to whether High Grange School is successfully meeting students needs. Action plan devised in terms of next steps. All key stakeholders informed of targets/ outcomes
- 8 • Education Welfare protocol will be followed and a parental contract will be drawn up – there will be a four week monitoring period.
- 9 • Possible alternative education placement / home tuition / LA direct intervention / home schooled / transition into alternative education provision

