



Alleyne's School Policies & Procedures

Attendance and Absence Policy

Name of Policy	Attendance and Absence Policy
Reviewed by	Senior Leadership Team
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This is a whole school policy which applies to all pupils, including those in the Early Years Foundation Stage (EYFS). It provides guidance to parents on attendance, including information relating to authorised and unauthorised absence. It also details specific attendance and absence procedures operated in the Senior School and Junior School.

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1. Aims

Alleyn's recognises the importance of good attendance which is reflected in its whole school approach to pupil wellbeing. It aims to:

- Ensure every pupil has access to the full-time education to which they are entitled
- Facilitate pupils' attendance at school through clearly communicated expectations, systems and structures;
- Have robust and consistently applied measures to reduce absence and address issues around punctuality;

- Work closely with parents to address any issues relating to attendance or punctuality at an early stage
- Ensure an early response to address absence and/or patterns of absence, treating poor attendance as a pastoral matter and in some circumstances, a safeguarding concern;
- Work with external agencies where necessary to address more pronounced and persistent attendance concerns

2. Relevant Guidance and Legislation

This policy has been written with reference to:

- [Working Together to Improve School Attendance \(DfE 2024\)](#) and the accompanying [Summary Table of Responsibilities](#).
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- Paragraph 15 of The Education (Independent School Standards) Regulations 2014
- Southwark Children's and Adults Services: Children Missing Education Protocol (2022)
- [Children Missing Education \(2024\)](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023)
- [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023)
- [Supporting pupils with medical conditions at school](#) (DfE, August 2017)

This Policy should be read in conjunction with other relevant school policies, including but not limited to:

- Safeguarding and Child Protection Policy
- Pupil Code of Conduct and Expectations for Learning
- Students' Social and Emotional Wellbeing and Mental Health Policy
- Children Missing or Absent from Education Policy (Junior School)

3. Responsibilities of the School

The school has various responsibilities in relation to attendance. It ensures that it:

- Has a clear Absence and Attendance Policy (this document) which all staff, pupils and parents understand and which is publicly available on its website.
- Develops and maintains a whole school culture that promotes the benefits of high attendance
- Maintains an admission register which contains details of all pupils on roll
- Maintains attendance registers which record morning and afternoon attendance accurately, using the designated codes for absence
- Has effective systems which monitors day to day absence, including rigorous processes for following up on non-attendance
- Uses absence data to monitor patterns and trends to identify those at risk of severe/persistent absence
- Is aware of the reasons why persistent absence could occur, including health issues, SEND requirements or other vulnerabilities
- Works collaboratively with parents
- Liaises with external agencies where absence is persistent or severe or is at risk of becoming so.

4. Responsibilities of Pupils

Pupils are expected to:

- attend school each day and to be present for key registration times
- be punctual and attend all timetabled lessons

- speak to a member of staff if they are having difficulties that discourage or prevent them from attending school or specific lessons
- not leave the school site during the school day except under the circumstances detailed in paragraphs 10.4 and 10.5 of this policy
- work with an Educational Welfare Officer (EWO) to support them with more complex challenges around attendance.

Failure to attend school regularly or punctually; failure to attend registration and/or lessons without good reason; and leaving the school site without permission can constitute a breach of the school's Behaviour, Rewards and Sanctions Policy.

5. Responsibility of Parents

Parents have a legal duty to ensure that their child receives an effective full-time education suitable to their age and any other relevant circumstances (for example, SEND requirements). This means ensuring that their child attends school punctually each day except in a small number of specific circumstances such as being too ill to attend or if parents have written to the school in advance and have received permission for absence. Such 'authorised absence' is only granted in exceptional circumstances. (See section 8 below on authorised and unauthorised absence.

The School requires all parents to:

- notify the School of any absence on the day, as soon as possible (preferably before 8.30am) and to provide an accurate explanation for the absence;
- make any application for an authorised leave of absence at the earliest opportunity;
- ensure the school has up to date contact details, including those for emergency contacts
- inform the school if there is a change of address or if the living arrangements for their child changes
- as far as possible, to arrange routine dental and other appointments during the school holidays or outside of school hours.
- to inform the School (prior to departure) of the name and contact number for a temporary guardian if they are away from home overnight during term time

Parents are also expected to work with the school to explore any possible barriers to attendance and to support any measures put in place to improve their child's attendance. The DfE considers absence from 10% of school, over an extended period to be 'persistent'. The School may work with appropriate external agencies to understand the reasons for low attendance and to seek guidance about supporting greater attendance at school. Where attendance does not improve, the local authority may take a number of measures. This may include a Penalty Notice, a School Attendance Order, a Parenting Order or prosecution.

6. Designated Senior Leaders/Champions for Attendance

The School has appointed a designated senior leader/champion for attendance:

- Gavin English, Deputy Head Pastoral - deputyheadpastoral@alleyns.org.uk

Erica Olley, Junior School Deputy Head supports the attendance champion to ensure high levels of attendance across the whole school.

Both work closely with the school's Designated Safeguarding Lead (DSL):

Mel Joel, Assistant Head, Safeguarding and DSL - safeguarding@alleyns.org.uk

7. Responsibilities of staff

7.1 Senior School

a) Attendance Officer and Section Administrators

The school has a dedicated Attendance Officer who monitors pupil attendance data.

Section Administrators support the Attendance Officer in communication with parents/carers and pastoral leads to enable accurate records of absence to be maintained. This includes:

- Contacting parents and/or carers of pupils who have not been authorised as absent in advance and who have not registered as present before the end of the morning registration window to ascertain a reason for the pupil absence
- Ensuring that all registers are taken each morning and afternoon and that appropriate codes are used
- Maintaining the appropriate records of the register
- Supporting the Attendance Champion and Heads of Section to remind parents of the appropriate mechanisms for requesting absence
- Notifying the Designated Safeguarding Lead of any patterns of absence which cause a safeguarding concern
- Producing reports that facilitate the appropriate review of attendance data allowing the school to identify and address persistent absence

b) Tutors, Heads of Year and Heads of House

The Head of Section is responsible for dealing with any parental requests for authorised absence.

Heads of Year follow up initially if a child has poor attendance or a pattern of non-attendance.

Heads of Year work alongside Heads of House, and potentially Heads of Section, to support pupils experiencing regular, severe or persistent absence, coordinating with the Deputy Head Pastoral and DSL as appropriate.

The Tutor and/or Head of Year will ordinarily be the members of staff who support a child with reintegration to school, including catching up on missed work, after periods of extended absence.

c) Educational Welfare Officers

The school has dedicated Educational Welfare Officers who are based in The Well, the school's central wellbeing space. They are non-teaching staff who can be deployed by the Deputy Head Pastoral to provide support to pupils who present with more complex challenges around attendance. Guidance around the engagement with an EWO, particularly if home visits are required, is under the direction of the DSL.

7.2 Junior School Staff

(a) The Head has responsibility for dealing with any parental requests for absence.

(b) The Deputy Head has responsibility for:

- monitoring and analysing attendance data.
- raising staff awareness to the dangers of pupils missing regular education and other safeguarding concerns related to absence
- coordinating any intervention required for pupils

The Junior School Head or Deputy Head are responsible for contacting parents to remind them of the proper procedures should their child be away from school for a reason that has not been authorised.

(c) The office receptionist has responsibility for:

- contacting parents if a pupil has not yet arrived by the end of the morning registration window at 9am and no explanation for absence has been received.
- ensuring the registers are completed at each morning and afternoon session and that appropriate absence codes are used
- reporting to Local Authority any case of concern about patterns of absence, including after 10 continuous days of unauthorised absence
- alert the Designated Safeguarding Lead (DSL) of any pupils whose attendance causes concern, for further action if appropriate
- monitors pupil absences over time in consultation with the Junior School Deputy Head, Junior School Nurses and the Deputy Designated Safeguarding Leads
- annually and regularly reminds parents of the protocol for seeking permission for absence in exceptional circumstances

8. Authorised and Non-Authorised Absence

The responsibility for authorising absence lies with the School. The School will normally authorise absence for the following reasons:

- **Illness:** Where the school accepts that a pupil is ill, absence will be authorised. The school can and will at times request parents to provide medical evidence to support absence for illness.
- **Appointments:** The school will usually grant dental and medical appointments as authorised absences. Where possible such appointments should be made outside of school hours and patterned absence for these reasons may be challenged.
- **Religious observance:** Alleyn's is proud of its cultural diversity and, although holy days are taken into consideration in the setting of term dates, the School recognises that different faiths have days of observance that fall within term time. In balancing this with the academic welfare of pupils, parents are encouraged to consider ways of observing faith holidays that do not affect school attendance. Each request for absence on the grounds of faith will be considered on a case-by-case basis.
- **Exceptional circumstances/unavoidable causes:** Authorised absence can be granted for compassionate reasons such as a serious family illness or bereavement.

Absence in exceptional circumstances does not ordinarily include the following: birthdays, holidays, days out and family celebrations. Absence for such reasons will be recorded as unauthorised.

Where absence is authorised, pupils will be expected to make their best effort to catch up on the work missed. Pupil's teachers will support them in this endeavour but teachers will not ordinarily prepare work in advance for absent pupils or set specific tasks after the fact. Individual support will be offered to those pupils authorised as absent on a medium to long term basis, for example, as a result of a period of ill health.

9. Reporting Absence and Advance Requests for Absence

9.1 Senior School

Illness or 'On the Day' Absence

For illness or 'on the day' absence, parents/carers should contact absence@alleyns.org.uk or call the absence line on 0208 557 1538 before registration commences at 08.30.

Parents are required to do this each day a pupil is absent.

This is still required for days that do not follow the normal pattern e.g. Field Days.

The school reserves the right to ask for a doctor's note where a pupil has been away from school for five or more consecutive days due to illness.

If a child has had any vomiting or diarrhoea, they should remain off school for a full 48 hours after their last bout of illness.

Advance Requests for Absence

As described above in paragraph 8, parents should only request absence from school in exceptional circumstances. Any request should be submitted to the relevant Head of Section, via email.

Short term requests requiring only partial absence (e.g. a medical or dental appointment) may be submitted via the Absence Inbox absence@alleyns.org.uk, copying in the tutor.

9.2 Junior School

Illness or 'On the Day' Absence

Parents are asked to send an email to the School Office (juniorschool@alleyns.org.uk), copying in their child's form tutor and the nurse (jnurses@alleyns.org.uk) with reasons for absence.

Parents are required to do this each day a pupil is absent.

If a child has had any vomiting or diarrhoea, they should remain off school for a full 48 hours after their last bout of illness.

Dental or Medical Appointments

For appointments that parents are unable to schedule for outside the school day, parents should email the same group of staff as noted above.

Lateness and early collection from school

If a child arrives after the registers have closed at 8:40am, parents need to sign their child in at the Junior School Office in the Rose Building.

If a child needs to be collected early, then they should be collected from the Rose Building Junior School office and signed out from there.

Advance Requests for Absence

As described above in paragraph 8, parents should only request absence from school in exceptional circumstances. Any request should be submitted to the Head of the Junior School, via email.

Requests for short term absence should be sent in advance to the form tutor and the Junior School Office (juniorschool@alleyns.org.uk).

10. Senior School Daily Processes

Each school day, all pupils are registered during a morning and afternoon registration period using iSAMS. Pupils are also registered by subject teachers at the start of each lesson.

Pupils absent for an approved activity or who are present in 'The Well' (often for pastoral reasons) are registered remotely at the same intervals.

A list of codes used to record absence can be found in the Appendix at the end of this policy.

Individual music lessons and occasional sporting fixtures may sometimes be scheduled during lesson time. Music lessons are arranged to minimise disruption to pupil engagement in any one subject. LAMDA lessons take place during lesson time in Yr 7&8 only. In all cases, appropriate efforts are made to register the pupils involved.

10.1 Morning Registration

Pupils are expected to be in tutor rooms by 08.30am when a register is taken by the tutor.

Pupils arriving later than 08.35 are sent to the section administrator for registration as part of the 'Late at the Gate' process and are registered as late using the L code.

Parents of pupils arriving after 08.35 are notified by email by the Attendance Officer that their child has arrived late.

Pupils arriving after the start of period one (09.00) must sign in with Section Administrators and are registered as arriving after the close of the AM registration period using the U code.

Some pupils will have reasonable adjustments in place, agreed with the Head of Section, that allow them to bypass the 'Late at the Gate' system and sign in directly with the section administrator if arriving between 08.35 and 09.00.

Section Administrators and the Attendance Officer begin phoning parents at 09.00 if pupils are absent and no parental notification has been received. Ordinarily, the school will complete this process by the end of Period 1.

On some occasions, such as Whole School Assembly, students are registered at the beginning of Period 1 as the formal AM registration slot. The 'Late at the Gate' process remains in effect on these days.

10.2 Afternoon Registration

Afternoon registration starts at the beginning of period six at 14.10. Registers are taken by the subject teacher or coach/activity coordinator (in the case of games afternoons) leading period six. Afternoon registration closes at the end of P6 at 15.00.

The senior school teaching day formally finishes at 15.45.

10.3 Fixtures and Educational Visits

Teachers use Evolve to record the names of any pupils required to be out of school for an approved fixture or educational visit. This includes the dates and times that these pupils will be out of school.

The Section Administrator or Attendance Officer then assigns these pupils as 'out of school' in the attendance register using the Educational Visit/Trip Code (V).

Fixture details are uploaded to SOCS and those pupils assigned out of school by the PE Administrator. These pupils are recorded using the Approved Sporting Activity Code (P).

10.4 Medical Appointments/in-school illness

If a pupil is unwell, the School Nurse may arrange with the parents for a pupil to be collected early or the pupil may be given permission to leave. Signing out takes place at Reception where the name of the pupil is verified and a sign out card is issued along with a record made of the pupil's departure. Heads of Section and Section Administrators are also informed.

For pupils leaving the site during the day for a medical appointment, prior email notification by parents to the Section Administrator/Attendance Officer (and tutor) is necessary. The Section Administrator/Attendance Officer will inform Reception of the time the pupil will be signing out. The pupil will be issued a signing out card by Reception which they must present to the Lodge in order to leave the School site.

10.5 Upper School Privileges

When Upper School (US) privileges have been granted, US students may leave the school site at 1 pm but must sign back in before period 6 when they are registered. US students who are free during the last lesson of the day may sign out from 3pm. US students may sign out from 1 pm on Wednesday if they are not taking part in Games.

11. Junior School Daily Processes

11.1 Morning Registration

Pupils are expected to be in their Form Rooms by 8:30am, where the register is taken via ISAMS by Form Tutors. Any pupil who arrives after 08.40 will be considered late and registered as such using the L code. The AM registration period closes at 09.00. Any pupil arriving after that point will be registered using the U code.

11.2 Afternoon Registration

Form Tutors collect children from the playground at 1 pm, and register them via ISAMS in their Form Rooms

Pupils attending fixtures are registered on SOCs prior to their departure. The School Office check this information via iSAMS to ensure the PM registration window is completed appropriately.

Pupils attending trips are registered by trip leaders on iSAMSs upon departure. The School Office cross references this information with the PM registers to ensure that all pupil are accounted for.

Tutors are made aware of those pupils that have music lessons during the afternoon registration period. The VMT coordinator will inform the form tutor immediately if a pupil has not arrived at their music lesson at the start of the PM registration window.

12. Addressing absence causing concern & working with external partners

Pastoral intervention in the Senior School is dictated by the Deputy Head Pastoral in conjunction with the relevant pastoral staff, including the Education Welfare Officers. In the Junior School, the Deputy Head coordinates appropriate intervention.

Where the school is aware that a pupil has a social worker, the school will inform the social worker if the pupil is absent, even if an explanation has been provided by the parent.

The school is required to work with the LEA to agree an approach for severely absence pupils. The school has agreed to inform the LEA if, for any pupil, unauthorised absence exceeds 5% of their total attendance over a sustained period.

The School may also contact the local authority if any single absence raises safeguarding concerns, including if a pupil has ten consecutive days of unauthorised absence in a given period. This may trigger an Early Help or Team Around the Child (TAC) processes when attendance flags deeper need.

Working Together to Improve School Attendance (2024), sets out the National Framework for Penalty Notices which may be used if parents and/or careers have failed to ensure that their child is regularly attending school.

13 Data Monitoring

13.1 Senior School

The Attendance Officer is responsible for monitoring pupil attendance data and for benchmarking this against national statistics.

The Attendance Officer produces a weekly attendance report which is circulated to relevant tutors, Heads of Year and Heads of Section.

Attendance data is also reviewed on a termly basis to recognise cohorts experiencing or at risk of experiencing persistent/severe absence and any patterns of attendance (i.e. any particular times when attendance is poor). In reviewing this data the School will seek to observe and/or understand any specific challenges faced by pupils with medical conditions, SEND needs or other vulnerabilities (such as Looked After Children, those with a social worker or those where broader safeguarding concerns exist).

The Attendance Officer is also responsible for the submission of any requested or required data to be provided to the Local Authority.

13.2 Junior School

The School Receptionist produces school attendance data for the Junior School Deputy termly. This information is reviewed with the Junior School Head and presented to the Junior School SLT. The School Receptionist also informs the Junior School Deputy Head each week if a pupil has been away from school for three or more days in a week.

14. The Admission Register

The details of all pupils on roll at Alleyn's are statutorily required to be recorded in the Admission Register. The Admission Register is held by the Registrar. The pupil's name will be entered with an agreed start date. If a pupil fails to attend on the agreed date, the school will undertake reasonable enquiries to establish the child's whereabouts and will consider notifying the Local Authority.

The Admission Register must include for each pupil, details of their:

- full name
- name that the pupil uses at school
- sex
- address
- the full name and address of each of the pupil's parents known to the school
- which of the pupil's parents, if any, the pupil normally lives with
- at least one telephone number by which each such parent can be contacted in an emergency
- day, month and year of the pupil's birth
- day, month and year of the pupil's starting day at the school
- name and address of the last school the pupil attended, if any

If the parent of a pupil notifies the school that the pupil will live at another address, the school will record in the Admission Register:

- The full name of the parent with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at the address

A pupil's name must only be deleted from the admission register if one of certain prescribed grounds are met. These are set out in detail in Working Together to Improve School Attendance (2024), paragraphs 222 to 281.

14.1 Additions & Deletions from the Admission Register at non-standard transition points

The school is required to inform the Local Authority of any pupils joining or leaving the school at non-standard transition points.

A non-standard entry point is any year group other than Reception, Year 7 and Year 12.

A non-standard departure point is at any time other than the end of Year 6, Year 11 and Year 13.

When a pupil's name is added to the Admission Register at a non-standard entry point the school will inform the Local Authority within five days.

When a pupil's name is deleted from the Admission Register at a non-standard departure point the school will inform the Local Authority as soon as possible.

If a pupil leaves at a non-standard departure point parents/carers are requested to notify the School in writing of their departure, giving details of the new school and the expected start date. The School will seek confirmation from the new school to confirm the pupil is registered and confirmation of the start date.

Alleyn's will record in the Admission Register:

- The name of the other school
- The date when the pupil first attended school

In any case where a pupil of compulsory school age is to be deleted from the register where the next school is not known, including if the parents will not disclose the destination school, the school will report the circumstances, as soon as possible, to the local authority.

If any pupil with a social worker is to be removed from the admissions register, the school will notify the social worker of this as soon as possible.

Appendix

School Attendance/Absence Codes

Code	Official meaning of Code	DFE Mapping
/	Marked Present AM	Present AM
\	Marked Present PM	Present PM
L	Late before register closed	Present
#	Planned whole school closure	Does Not Count
N	Reason for absence not yet established	UnAuth Abs
I	Illness	Auth Abs
M	Medical or Dental appointment	Auth Abs
C	Leave of absence for exceptional circumstance	Auth Abs
C1	Leave of absence for purpose of participating in a regulated performance or undertaking regulated employment abroad	Auth Abs
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Auth Abs
U	Arrived in school after registration closed	UnAuth Abs
V	Educational visit	AEA
P	Approved sporting activity	AEA
S	Leave of absence for the purpose of studying for a public examination	Auth Abs
W	Work experience	AEA
K	Attending education provision arranged by the local authority	AEA
Q	Unable to attend the school because of a lack of access arrangements	Does Not Count
O	Absent in other or unknown circumstances	UnAuth Abs
R	Religious observance	Auth Abs
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Auth Abs
G	Holiday not granted by the school	UnAuth Abs
E	Excluded or permanently excluded	Auth Abs
B	Attending any other approved Educational Activity	AEA
D	Dual registration at another school	AEA
T	Parent travelling for occupational purposes	Auth Abs
X	Non-compulsory school age pupil not required to attend school	Does Not Count
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance

Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance
Z	Prospective pupil not on admission register	Does Not Count