

# Jessie Younghusband School

## Attendance policy



*Reviewed March 2026*  
*Nest Review March 2028*

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## 1. Aims

This policy demonstrates our commitment to meeting obligations regarding school attendance, including those laid out in the Department for Education's (DfE) statutory guidance on [working together to improve school attendance \(effective 19 August 2024\)](#). Our whole-school culture values good attendance by:

- Setting high expectations for attendance and punctuality for all pupils
- Promoting the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to full-time education
- Acting early to address patterns of absence
- Building strong relationships with families to support attendance

We also promote punctuality in attending lessons.

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## 2. Legislation and Guidance

This policy is based on the DfE's statutory guidance on [working together to improve school attendance](#) and [parental responsibility measures for attendance](#). It reflects the following legislation:

- Education Act 1996 (Part 6)
- Education Act 2002 (Part 3)
- Education and Inspections Act 2006 (Part 7)
- Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments
- School Attendance (Pupil Registration) (England) Regulations 2024
- Education (Penalty Notices) (England) Regulations 2013 and 2024 amendment

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

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## 3. Roles and Responsibilities

### 3.1 The Governing Board

The governing board is responsible for:

- Setting high expectations for attendance for all stakeholders
- Ensuring school leaders fulfil statutory duties
- Overseeing accurate attendance recording and data sharing
- Working with local partners to remove attendance barriers
- Promoting attendance importance throughout school policies and ethos
- Prioritising resources to support pupils who need it most
- Reviewing attendance data regularly and challenging school leaders

- Setting attendance goals and supporting improvement plans
- Ensuring staff receive adequate attendance training
- Holding the headteacher accountable for policy implementation

*Governor with responsibility for attendance: Clare Few / Ian Lomax (Chair of Governors)*

## **3.2 The Headteacher**

The headteacher is responsible for:

- Leading and championing attendance improvement
- Implementing this policy
- Monitoring absence data and reporting to governors
- Supporting staff with individual pupil attendance monitoring
- Issuing fixed penalty notices where necessary
- Communicating attendance expectations to pupils and parents
- Benchmarking attendance data for improvement focus
- Working with Pupil Entitlement to tackle persistent absence

## **3.3 Designated Senior Leader Responsible for Attendance**

The designated senior leader (Luke Hanna, contact: [office@jys.org.uk](mailto:office@jys.org.uk)) is responsible for:

- Regularly monitoring and evaluating attendance progress
- Working with parents of pupils with SEND to develop tailored support
- Liaising with local authority regarding pupils with EHC plans and attendance barriers
- Establishing effective absence tackling systems with the headteacher
- Liaising with pupils, parents, and external agencies
- Creating intervention and reintegration plans
- Delivering targeted support to pupils and families
- Monitoring attendance data with the headteacher

## 3.5 Class Teachers

Class teachers are responsible for:

- Recording attendance accurately for morning and afternoon sessions using correct codes (see Appendix 1)
- Submitting registers by 8.50am (morning) and 1.05pm (afternoon)

## 3.6 School Office Staff

School office staff will:

- Record absence notifications from parents/carers
- Transfer calls to headteacher for detailed attendance support
- Provide regular attendance reports to staff
- Advise headteacher on issuing fixed penalty notices

## 3.7 Parents/Carers

Parents/carers are expected to:

- Ensure their child attends school every day on time
- Notify the school of absence before 9am on the first day and subsequent days
- Provide more than one emergency contact number
- Arrange medical appointments outside school hours where possible
- Comply with attendance contracts
- Seek support from the school if attendance issues arise (contact: 01243 782192, office@jys.org.uk)

## 3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

## **4. Recording Attendance**

### **4.1 Attendance Register**

- The school keeps an electronic attendance register for all pupils
- Registers are taken at 8.45am (open until 8.50am) and 1.00pm (open until 1.05pm)
- Attendance is recorded using national codes per the 2024 regulations (see Appendix 1)
- Amendments to the register include original entry, amended entry, reason, date, and staff member name
- Records are kept for 6 years

### **4.2 Unplanned Absence**

- Parents must notify absence by 9am on the first day or as soon as possible
- Absences due to illness are authorised unless authenticity is doubted
- Medical evidence may be requested for absences over 5 days or where authenticity is questioned
- Unauthorised absence will be recorded if evidence is insufficient

### **4.3 Planned Absence**

- Medical/dental appointments are authorised if notified in advance
- Parents must complete a 'Request for Absence from Learning' form for planned absences
- Appointments should be outside school hours where possible

### **4.4 Lateness and Punctuality**

- Arrival before register closes is marked late
- Arrival after register closes is recorded as unauthorised absence

### **4.5 Following Up Unexplained Absence**

- School contacts parents on first day of unexplained absence
- Attendance code is updated as soon as reason is known (within 5 working days)

- Daily contact continues if absence persists
- Referral to West Sussex Pupil Entitlement Service may occur if absence continues
- Relevant external agencies informed as needed
- Support offered to families to improve attendance
- Local authority involvement if support is not engaged or successful

## 4.6 Reporting to Parents

- Attendance reports sent half-termly via Bromcom
- Parents informed and attendance discussed at Parents' Evenings if below 95%

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# 5. Authorised and Unauthorised Absence

## 5.1 Approval for Term-Time Absence

- Leave of absence granted only for specific circumstances per 2024 regulations:
  - Regulated performance or employment abroad
  - Interviews
  - Study leave
  - Temporary part-time timetables
  - Exceptional circumstances (e.g. bereavement, embassy appointments)
- Leave for family holidays or protest activity during school hours will not be authorised
- Requests must be submitted in writing at least 2 weeks prior, with evidence if required
- Other authorised absences include illness, religious observance, occupational travel for traveller families, suspension/exclusion without alternative provision
- Non-absence classifications include approved offsite activities, dual registration, work experience, unavoidable causes

## 5.2 Sanctions

- The school uses a range of sanctions on a case-by-case basis to address poor attendance
  - Fixed Penalty Notices (FPN) may be issued after consultation with local authority and per West Sussex Code of Conduct:
    - First referral: £160 per parent per child (reduced to £80 if paid within 21 days)
    - Second referral: £160 per parent per child (no reduction)
    - Third referral: No FPN; possible prosecution or alternative intervention
  - Maximum of 2 FPNs per parent per child in 3 years
  - Legal action likely for repeated unauthorised holidays or absences of 15+ days
  - Notices to Improve may be issued if support is appropriate but not engaged with, with clear improvement periods and warnings
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## 6. Strategies for Promoting Attendance

- Good attendance is expected and recognised by staff and parents
  - Regular communications via newsletters, emails, texts, leaflets, and posters
  - Attendance is a focus in parent meetings
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## 7. Supporting Pupils Who Are Absent or Returning

### 7.1 Pupils Absent Due to Complex Barriers

- School supports pupils with anxiety or other barriers by working with families and agencies
- Attendance remains an expectation to support wellbeing and education
- Adjustments and reasonable accommodations made under Equality Act 2010
- Sickness returns made to local authority for prolonged illness absences
- SEND pupils receive tailored support and adjustments

## 7.2 Pupils Returning After Lengthy Absence

- Reintegration plans focus on confidence building and bridging gaps
  - Parents meet with Headteacher, SENDCo, and teaching staff
  - Pastoral care and phased return plans implemented and reviewed
  - Social workers and external agencies kept informed
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## 8. Attendance Monitoring

- Registers taken twice daily and reviewed by school office
- Unaccounted absences followed up by phone calls to parents and emergency contacts
- Late arrivals signed in at main reception
- Attendance data monitored half-termly, termly, and yearly at multiple levels
- Concerns flagged to Pastoral and Safeguarding teams for early intervention
- Data shared securely with DfE and benchmarked against local and national levels

### 8.1 Analysing Attendance

- Regular analysis to identify pupils or groups needing support
- Patterns and trends reviewed to inform strategies

### 8.2 Using Data to Improve Attendance

- Targeted actions developed for pupils or cohorts with attendance concerns
- Reports provided to staff and governors, including safeguarding leads and pupil premium lead
- Collaborative work with other schools and agencies to support pupils at risk

### 8.3 Reducing Persistent and Severe Absence

- Persistent absence: missing 10%+ of school
- Severe absence: missing 50%+ of school

- Regular meetings with parents of vulnerable or persistently absent pupils
- Barriers explored and support offered
- Sanctions implemented if necessary
- Engagement with West Sussex attendance team

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## 9. Monitoring Arrangements

- Policy reviewed annually or as guidance changes
- Reviewed by Headteacher and approved by governing board

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## 10. Links with Other Policies

- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy

*To be read alongside Chichester Locality Attendance Expectations (review due October 2024)*

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## Appendix 1: Attendance Codes

/	Present (am)	Pupil present at morning registration
\	Present (pm)	Pupil present at afternoon registration
L	Late arrival	Pupil arrives late before register closes
K	Attending education provision arranged by local authority	Pupil at alternative provision
V	Educational visit or trip	Pupil on approved trip

P	Sporting activity	Pupil participating in approved sport
W	Work experience	Pupil on approved work placement
B	Other approved educational activity	Pupil attending other approved activity
D	Dual registered	Pupil registered at another setting
C1	Regulated performance or employment abroad	Pupil undertaking approved employment
M	Medical/dental appointment	Pupil at medical appointment
J1	Interview	Pupil at interview
S	Study leave	Pupil on study leave for exams
X	Not required to be in school	Pupil not compulsory school age
C2	Part-time timetable	Pupil on part-time timetable
C	Exceptional circumstances	Leave for exceptional reasons
T	Parent travelling for occupational purposes	Traveller child absent due to travel
R	Religious observance	Pupil observing religious day
I	Illness	Pupil absent due to illness
E	Suspended or excluded	Pupil suspended/excluded without provision
Q	Lack of access arrangements	Local authority failed to provide access
Y1	Transport not available	Transport disruption
Y2	Widespread travel disruption	Emergency travel disruption
Y3	Part of premises closed	Partial school closure

Y4	Whole school site closed	School closed unexpectedly
Y5	Criminal justice detention	Pupil detained by legal authorities
Y6	Public health guidance or law	Attendance prohibited by law
Y7	Other unavoidable cause	Other unavoidable absence
G	Holiday not granted by school	Unauthorised holiday
N	Reason not yet established	Absence reason unknown
O	Unknown circumstances	Reason not satisfactory
U	Arrived after register closed	Late after register closed
Z	Prospective pupil not on register	Pupil not yet started
#	Planned whole-school closure	Known school closure