



ATTENDANCE POLICY

Introduction

- a. This policy should be read in conjunction with:
 - i. Child Protection and Safeguarding Policy
 - ii. Pupil Supervision Policy
 - iii. Guardianship Policy and Agreement
 - iv. Guardianship Protocol and NMS
 - v. Missing Pupil Policy
- b. School attendance is obligatory under the Education Act. It is also part of the School's Terms and Conditions (Paragraph 58).
- c. The policy has been written with specific reference to Working Together to Improve School Attendance (August 2024).
- d. This policy concerns:
 - i. Daily attendance
 - ii. Holidays
 - iii. Children who are absent from Education

2. Attendance of Day Pupils

- a. Day Pupils must arrive at School in time to register at call-over by 08:15 every morning.
- b. On Weekdays, Day Pupils may leave when they have completed all their commitments (usually 18:00) and must sign out from their House.
- c. At Weekends and the end of term, Day Pupils may depart following their final commitments, as agreed with their HSM.

3. Daily Attendance

- a. Pupils are expected to attend School for every day during term time. Please see appendix 1 for isams call-over times.
- b. Should a pupil not arrive to School in the morning, their absence is followed up by the HSM contacting home or reception contacting home should the HSM be unable to do so due to morning commitments.
- c. Should a pupil miss a timetable lesson or commitment, then an absence alert is sent to their HSM and tutor for follow up.
- d. If parents wish for pupils to be absent from School, they may apply for special leave (see section 4)
- e. If permission for absence is granted, then the absence will be recorded as "*Authorised*" with the relevant code applied. If the pupil is absent without authorisation, it will be recorded as "*Unauthorised Absence*".

- f. It should be noted that attendance at the School is part of the terms and conditions. Persistent instances of unauthorised absence would constitute a breach of those terms and conditions.

4. Policy on Special Leave

- a. There will be occasions when it is best that a pupil be away from School for a particular event. Leave, not usually exceeding 24 hours, will normally be given to boys and girls to attend events affecting their own family i.e., parents, brothers and sisters, including step-relations. Included will be Marriages, Christenings, Funerals, 21st Birthdays, Investitures and Confirmations.
- b. All applications for leave of any kind should come from the parents and be addressed to the HSM and not the Headmaster. The HSM will then seek permission from the Senior Deputy Head where required (see (c) and (d)).
- c. The HSM may approve leave after consultation with the parents for various reasons including:
 - i. Medical
 - ii. social e.g. family function
 - iii. academic, e.g. university Open Days; university admissions testing; study leave
 - iv. compassionate, e.g. funeral, visiting close family member in hospital.
- d. HSMs must seek permission from the Senior Deputy Head for any request outside the above, which would include leave from school for a longer period e.g. early flights.

5. Holidays, Exeats and Coach Weekends

- a. There are three main holidays in the year: the Christmas Holiday, the Easter Holiday and the Summer Holiday. Pupils are required to depart School during the holidays except when they are invited to an event organised by the School.
- b. There is an Exeat (half-term break) each term when School is closed and pupils are required to go to parents, relatives, friends or guardians.
- c. Pupils are required to leave School for Coach Weekends and holidays.
- d. Term dates are published at least a year in advance to give parents sufficient time to make plans that do not clash with term time.
- e. All pupils are expected to return to School on time and are not expected to leave before the term ends. Requests to leave early or return late, should be made in accordance with the section on Special Leave (see section 4).
- f. Applications for special permission to leave early or to return late should be made by the parents in good time, in writing, to the pupil's HSM. The Senior Deputy Head will then approve them if they are deemed appropriate.
- g. All arrangements for a pupil's travel to or from Shrewsbury must be made by the parents or guardian. HSMs should be informed of flight numbers and details when pupils are travelling to or from school via i-gtm.

6. Children absent from Education

- a. Attendance of pupils is tracked at house level by HSMs. This is done via automated alerts in addition to a weekly email regarding unauthorised absences sent centrally to each HSM.

- b. Any patterns of absence are identified by HSMs and followed up directly with parents of the relevant pupil.
- c. Where there is a safeguarding concern linked to non-attendance of school (day pupils), the case is immediately passed to the Designated Safeguarding lead for further investigation.
- d. In line with Local Authority requirements, the School follows the 10-day and 15-day reporting requirements of Shropshire Council. The School is required to supply the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised. The school is also required to provide the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the School has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

Owner: ARP – Designated Safeguarding Lead

Reviewed June 2025

Next review September 2026

Appendix 1

Call-Overs

There can be few more important things to consider than knowing where the pupils in a House are at any given time. All call-overs must be taken by an adult – or by a pupil with an adult present. The call-over structure is as follows:

Monday to Friday	Saturday	Sunday
8.15am in House (8.45am on Friday) *to be added to isams*	8.15am in House *to be added to isams*	Morning in House (house specific timings) *to be added to isams*
12.30 – 1.45pm in Lunch *to be added to isams*	Staggered lunch due to fixtures *to be added to isams*	Afternoon in house (house specific timings) *to be added to isams*
7pm in House *to be added to isams*	7pm in house *to be added to isams*	7pm in house *to be added to isams*
10pm in House (Bedtime)	Bedtime	Bedtime

All call over records must be kept and bound at the end of each term.

Appendix 2

Shropshire Council requirements of schools

10-day unauthorised absence.

There is now a requirement for schools to complete an absence return for pupils who have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

We will collate this information for the purposes of ensuring the school is fulfilling our duty to track, trace and report absence in line with Shropshire Council guidance. Any report is submitted monthly to the council and to facilitate this an automated report of 10 day absence is generated on the last Friday of the month.

15-day authorised absence.

Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. The LA are required to monitor and ensure consideration has been made by schools in relation to the guidance regards children who can't attend because of health needs / mental health/EOTAS/EBSA.