

Earlscliffe (Earlscliffe Ltd)

Policy: Attendance Policy

Members of SLT responsible: Deputy Head (Pastoral & Boarding)

Date of review: March 2026

Date of next review: March 2027

1. Policy Statement

Earlscliffe is committed to promoting excellent attendance and punctuality in order to support student learning, wellbeing and safeguarding.

Regular attendance at lessons, tutorials and scheduled school activities is essential for students to achieve their academic potential and to benefit fully from the opportunities offered by the school.

As an international boarding school operating on a 24-hour basis during term time, Earlscliffe maintains clear oversight of the attendance, supervision and whereabouts of all students.

Low attendance may indicate welfare or safeguarding concerns and will therefore be monitored carefully. The school will work proactively with students, parents and guardians to identify and address any barriers to regular attendance wherever possible.

This policy sets out the procedures for recording attendance, managing absence and supporting students to maintain high levels of engagement with their education.

This policy operates alongside the following school policies:

- Safeguarding Policy
- Missing Student Policy
- Behaviour Policy
- Boarding Handbook
- Admissions Policy

This policy reflects guidance contained in:

- *Working Together to Improve School Attendance* (DfE, August 2024)
- *Keeping Children Safe in Education* (KCSIE)
- *School Attendance (Pupil Registration) (England) Regulations 2024*

2. Attendance Expectations

Earlscliffe expects all students to attend all scheduled lessons and school activities unless absence has been authorised.

Reviewed and updated March 2026

The school expects students to maintain attendance of **at least 95%**.

In line with national guidance:

- **Persistent absence** is defined as attendance below **90%**;
- **Severe absence** is defined as attendance below **50%**.

Where a student's attendance falls below the school's expected standard, the school will monitor the situation carefully and provide pastoral support and intervention where appropriate.

3. Attendance Contacts

Senior Attendance Champion

Deputy Head (Pastoral & Boarding): The Senior Attendance Champion is responsible for leading the school's attendance strategy, monitoring attendance patterns and overseeing attendance interventions. The Senior Attendance Champion works with Senior Tutors, boarding staff, parents and guardians to address barriers to attendance and ensure that concerns are identified and addressed promptly.

Attendance Officers

The School Reception Team acts as the school's Attendance Officers and is responsible for the day-to-day administration of attendance procedures. This includes:

- receiving and recording notifications of absence;
- maintaining attendance records within the school's information management system;
- alerting relevant staff to unexplained absences;
- supporting the monitoring of attendance data.

Day-to-day attendance support

Senior Tutors monitor attendance for their students, follow up patterns of absence or lateness, and communicate with parents or guardians where concerns arise.

Boarding Staff support attendance monitoring by maintaining oversight of boarders' whereabouts, reporting concerns about absence from lessons or activities, and ensuring that boarding registers, sign-out arrangements and welfare concerns are followed up promptly.

Reporting absence

Parents or guardians should contact the School Office or relevant Senior Tutor as soon as possible if a student is unable to attend.

School Office contact details

Telephone: 01303 253951

Email: reception@earlscliffe.co.uk

4. Roles and Responsibilities

Head Teacher

The Head Teacher holds overall responsibility for ensuring that the school maintains effective attendance procedures and complies with relevant legislation and statutory guidance.

The Head Teacher ensures that appropriate systems are in place for monitoring attendance, addressing concerns regarding absence, and reporting attendance information to the Governing Body where required.

Deputy Head (Pastoral & Boarding) – Senior Attendance Champion

The Deputy Head (Pastoral & Boarding) acts as the school's **Senior Attendance Champion** and leads the school's attendance strategy.

Responsibilities include:

- promoting a culture of high attendance across the school;
- monitoring attendance data and identifying patterns of concern;
- overseeing cases of persistent or concerning absence;
- working with Senior Tutors, boarding staff, parents or guardians, and external agencies where appropriate;
- ensuring that attendance concerns are addressed promptly and proportionately;
- reporting attendance trends and concerns to the Head Teacher and Governing Body.

Deputy Head (Academic)

The Deputy Head (Academic) is responsible for ensuring that academic staff follow the school's procedures for recording attendance.

This includes ensuring that teachers and Group Tutors:

- complete lesson and registration registers accurately;
- record attendance using the appropriate national attendance codes;
- complete registers promptly and consistently in accordance with school procedures.

The Deputy Head (Academic) monitors register completion and addresses any issues relating to accuracy or timeliness.

Teachers and Group Tutors

All teaching staff share responsibility for the accurate and timely recording of student attendance.

Teachers and Group Tutors must:

- complete lesson and registration registers accurately using the school's information management system;
- record attendance using the appropriate national attendance codes;
- complete registers promptly in accordance with school procedures;
- notify relevant staff promptly if a student expected to attend is absent or arrives significantly late.

Group Tutors are responsible for ensuring that the **AM and PM tutor registers are completed**, forming the school's official daily attendance record.

Senior Tutors

Senior Tutors play a key role in monitoring attendance and supporting students whose attendance falls below expected levels.

Responsibilities include:

- monitoring attendance and punctuality of their students;
- identifying patterns of absence or lateness;
- communicating with parents or guardians where concerns arise;
- supporting attendance improvement plans where appropriate;
- working with the Senior Attendance Champion where further intervention is required.

Boarding Staff

Boarding staff support attendance monitoring by maintaining oversight of boarding students' whereabouts outside the academic day.

Responsibilities include:

- maintaining accurate evening boarding registers;
- monitoring student sign-out and leave arrangements;
- reporting unexplained absence or welfare concerns promptly;
- supporting communication between the boarding team, Senior Tutors and the Senior Attendance Champion where attendance concerns arise.

5. Registration and Recording Attendance

Earlscliffe operates a system of attendance and supervision registers to ensure accurate monitoring of both academic attendance and student whereabouts throughout the day.

Attendance and supervision are recorded using two systems:

- **iSAMS**, the school's academic information management system;
- **Orah**, the school's boarding management system.

These systems together support the school's safeguarding responsibilities and contribute to the accuracy of statutory attendance records.

Academic Registers (iSAMS)

Attendance during the academic day is recorded using **iSAMS**.

Registers are taken:

- at **Group Tutor Registration (AM)**;
- at **Group Tutor Registration (PM)**;
- at **each timetabled lesson**.

The **AM and PM Group Tutor registrations constitute the school's official attendance record** for each school day.

Teachers and Group Tutors must:

- complete registers accurately using the appropriate national attendance codes;
- complete registers promptly in accordance with school procedures;
- normally complete registers within the first **10 minutes of the lesson or registration period**.

Students who arrive late should be recorded using the appropriate attendance code.

Lesson registers also assist staff in monitoring student whereabouts during the academic day.

Boarding Registers (Orah)

Boarding attendance and student whereabouts outside the academic timetable are recorded using **Orah**, the school's boarding management system.

Boarding staff complete regular roll calls to confirm that boarding students are accounted for throughout the day and evening. These typically include:

- **Morning roll call**, confirming that boarding students are present before the start of the academic day;
- **Early evening roll call**, confirming students' presence following the end of the academic day and evening activities;
- **Late night roll call**, confirming that all boarding students are present within their boarding houses at the end of the day.

Orah is also used to record:

- student sign-out and leave permissions;
- boarding supervision and location tracking;
- welfare or safeguarding concerns relating to student whereabouts.

Attendance and Student Whereabouts

The **AM and PM registers recorded in iSAMS form the school's official attendance record.**

Lesson registers and boarding records provide additional oversight of student whereabouts and supervision throughout the day.

Where a student cannot be accounted for or their whereabouts are unknown, staff will follow the procedures set out in the **Missing Student Policy**.

6. Boarding Attendance and Student Presence

Earlscliffe operates a 24-hour boarding provision and therefore maintains continuous oversight of student presence both during and outside the academic day.

Boarding attendance forms an integral part of the School's wider attendance monitoring systems and supports the accurate recording of student presence and whereabouts at all times.

Boarding staff are responsible for:

- completing structured **morning, evening and night-time registers** to confirm student presence within boarding houses;
- maintaining accurate records of student whereabouts through the School's boarding management system (Orah);
- ensuring that all student movements on and off site are recorded through agreed **sign-in and sign-out procedures**.

Boarding registers are used alongside academic registers (iSAMS) to provide a complete picture of student attendance and presence throughout the day.

Any student who is expected but not present must be followed up immediately as part of the School's safeguarding procedures. Unexplained absence or any concern regarding a student's whereabouts will be escalated without delay and managed in accordance with the School's Missing Student Policy.

This integrated approach ensures that attendance, safeguarding and student supervision are closely aligned within the boarding environment.

7. Absence Procedures

If a student is absent from school, parents or guardians must inform the School as soon as possible on the first day of absence, using the designated reporting procedures.

Where a student is absent and no reason has been provided, the School will follow this up promptly with parents or guardians to establish the reason for absence. This forms part of the School's safeguarding responsibilities.

Absence may be authorised only where there is a valid reason. Examples of authorised absence include:

- illness;
- medical or dental appointments;
- exceptional circumstances approved in advance by the School.

Where possible, medical appointments should be arranged outside of the school day.

The School may request medical evidence to support an absence where there are concerns about the authenticity or frequency of illness.

If no satisfactory explanation for absence is provided, or if the reason is not considered valid, the absence will be recorded as unauthorised.

The School monitors patterns of absence closely and will work with students, parents and guardians to address any concerns and support improved attendance. The School will make every effort to ensure that absence is minimised and that students are supported to return to full attendance as quickly as possible.

8. Leave During Term Time

Parents or guardians must request permission in advance for any absence during term time.

Requests should normally be submitted to the student's Senior Tutor and will be considered by the School. Final approval rests with the Deputy Head (Pastoral & Boarding) or another designated senior member of staff.

Leave of absence during term time will only be granted in **exceptional circumstances**. The School places a high value on attendance and expects parents and guardians to **make every effort to ensure that students attend all scheduled lessons and activities**.

Students and families should not make travel arrangements until written approval has been granted by the School.

As an international boarding school, the School recognises that, in rare cases, circumstances beyond a family's control may impact travel arrangements. This may include significant disruption to international travel, visa or immigration requirements, or geopolitical events. Such cases will be considered on an individual basis and may constitute exceptional

circumstances where appropriate evidence is provided. The School will, however, continue to expect families to **make every effort to plan travel arrangements in a way that avoids disruption to term time attendance wherever possible.**

Where leave is granted, it is the student's responsibility to catch up on any missed work. The School will prioritise minimising disruption to learning wherever possible.

Absence during term time that has not been approved in advance will be recorded as unauthorised.

9. Monitoring Attendance and Statutory Reporting

Attendance data is monitored regularly by:

- the Deputy Head (Pastoral & Boarding) (Attendance Champion);
- Senior Tutors;
- the Senior Leadership Team.

The School uses attendance data to identify patterns, trends and emerging concerns at an early stage, in line with national attendance guidance.

Students whose attendance falls below **95%** will normally meet with their Senior Tutor to discuss the reasons for absence and to identify any support required.

Where attendance falls below expected levels, the School will implement a **graduated response**, which may include:

- increased monitoring;
- communication with parents or guardians;
- pastoral support or intervention;
- formal attendance meetings or action plans where appropriate.

In line with national guidance:

- **Persistent absence** is defined as attendance below 90%;
- **Severe absence** is defined as attendance below 50%.

The School will work proactively with students and parents or guardians and will make every effort to support improved attendance.

In accordance with statutory requirements:

- where a student has been absent for **10 consecutive school days without authorisation**, or where there are concerns about a student's whereabouts, the School will make a referral to the Local Authority;
- where a student's absence due to illness reaches or is likely to reach **15 days or more**, the School will notify the Local Authority.

These processes ensure that appropriate safeguarding, support and, where necessary, alternative provision can be considered.

Attendance concerns may also be shared with relevant external agencies where appropriate, in line with safeguarding responsibilities.

The School will continue to review attendance data regularly to ensure that all students are supported to achieve high levels of attendance and engagement. Attendance data is reviewed at both individual and cohort level to ensure that no group of students is disproportionately affected.

10. Sponsored International Students

Good attendance is a requirement for students studying in the UK under the conditions of their visa sponsorship.

Earlscliffe monitors the attendance of sponsored students carefully in accordance with UK Visas and Immigration (UKVI) requirements.

The School records a **daily contact point** for each student, which is typically evidenced through attendance at either the morning (AM) or afternoon (PM) registration.

Attendance for sponsored students is monitored closely, and any patterns of absence or concern will be addressed promptly through the School's pastoral and attendance procedures.

Where a student accrues unauthorised absences, this may result in:

- a Pastoral Review or formal meeting with the student;
- communication with parents or guardians;
- increased monitoring and support.

Where there are significant or sustained concerns regarding attendance, the School will review the student's visa sponsorship status and will take action in accordance with UKVI requirements. This may include reporting to UKVI where appropriate.

The School will make every effort to support sponsored students in maintaining strong attendance and meeting the requirements of their visa conditions.

11. Part-Time Timetables

All students of compulsory school age are entitled to a full-time education.

In exceptional circumstances, a **short-term, temporary part-time timetable** may be introduced where it is considered to be in the best interests of the student.

Such arrangements will:

- be agreed with parents or guardians;
- have a clear rationale and defined intended outcomes;
- be formally recorded and documented;
- be subject to regular review, with the aim of returning the student to full-time education as soon as possible.

Part-time timetables will not be used as a long-term solution or as a behaviour management strategy.

12. The School Day

The school day begins with Group Tutor Registration at **08:30**, which forms the School's morning (AM) attendance register.

Teaching takes place throughout the day in accordance with individual student timetables.

The school day concludes at approximately **16:00, Monday to Friday**, although individual timetables may vary.

An afternoon (PM) registration point is also completed during the school day to ensure accurate recording of attendance in line with statutory requirements.

Appendix A – Attendance Codes

Earlscliffe uses the full range of national attendance codes in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and current Department for Education guidance.

A summary of the most commonly used attendance and absence codes at Earlscliffe is provided below. The School may also use other national attendance codes where appropriate and in line with statutory guidance.

1. Present Codes

Code	Meaning	Typical use at Earlscliffe
/	Present (AM)	Student present at morning registration
\	Present (PM)	Student present at afternoon registration
L	Late before register closes	Student arrives late but within the registration period

2. Approved Educational Activity Codes

Code	Meaning	Typical use at Earlscliffe
B	Attending any other approved educational activity	Approved off-site educational activity
K	Attending education provision arranged by the local authority	Used only where applicable
P	Participating in a sporting activity	Approved sports fixture or sporting event
V	Attending an educational visit or trip	School trip or educational visit
W	Attending work experience	Approved work experience placement

3. Authorised Absence Codes

Code	Meaning	Typical use at Earlscliffe
C	Leave of absence for exceptional circumstances	Authorised exceptional circumstances approved by the School
C1	Leave of absence for a regulated performance or employment	Used only where applicable
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Approved temporary part-time timetable
E	Suspended or permanently excluded and no alternative provision made	Used only where applicable
I	Illness	Absence due to illness
J1	Leave of absence for an interview	Interview for employment or another educational institution
M	Medical or dental appointment	Approved medical or dental appointment
R	Religious observance	Approved day of religious observance
S	Study leave	Used only where applicable
T	Parent travelling for occupational purposes	Used only where applicable

4. Unauthorised Absence Codes

Code	Meaning	Typical use at Earlscliffe
G	Holiday not granted by the School	Unauthorised holiday during term time
N	Reason for absence not yet established	Temporary code pending clarification
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived after register closed	Late after the register has closed

5. Not Possible Attendance Session Codes

Code	Meaning	Typical use at Earlscliffe
D	Dual registered at another school	Used only where applicable
Q	Unable to attend the school because of a lack of access arrangements	Used only where applicable
X	Not required to attend school	Non-compulsory school age student not required to attend
Y1	Unable to attend due to transport normally provided not being available	Used only where applicable
Y2	Unable to attend due to widespread disruption to travel	Used only where applicable
Y3	Unable to attend due to part of the school premises being closed	Used only where applicable
Y4	Unable to attend due to the whole school site being unexpectedly closed	Used only where applicable
Y5	Unable to attend because the student is in criminal justice detention	Used only where applicable
Y6	Unable to attend in accordance with public health guidance or law	Used only where applicable
Y7	Unable to attend because of any other unavoidable cause	Used only where applicable