


Earlscliffe

Senior School | Sixth Form



Attendance Policy

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“If children are to get the full benefits of school, including the aspects that they value the most, such as face-to-face learning with teachers, any additional support they need, time with their friends and access to their favourite extra-curricular activities, then they need to attend school regularly.”¹ Dame Rachel De Souza, Children’s Commissioner

1. Policy Statement

Earlscliffe aspires to high standards of attendance and expects that all Students strive for a culture of 100% attendance and 100% punctuality. The school recognises that good attendance is underpinned by a calm, orderly, safe and supportive environment where all Students feel valued, want to be and are keen and ready to learn.

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.

High levels of attendance are strongly linked to attainment, personal wellbeing and wider life chances. For the most vulnerable Students, regular attendance is also an important protective factor, providing the best opportunity for needs to be identified and support provided. 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 aims: -

- to develop and maintain a whole-school culture that promotes the benefits of good attendance and punctuality.
- to ensure, so far as possible, that every Student in the school is able to participate fully in school life and benefit from the opportunities available.
- to prioritise and, where possible, improve attendance and punctuality across the school, reduce absence and set out the school’s approach to the management of absence/non-attendance.
- to recognise the strong link between attendance/absence and Student wellbeing, specifically ensuring a consistent school-wide approach to safeguarding.
- to help to promote a school culture rooted in safety, equality and protection for all Students.

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

¹ Foreword taken from the Children’s Commissioner’s ‘Guide for Attendance Officers (September 2022).

2. Regulatory Framework

The legal framework governing school attendance is summarised in ‘Working Together to Improve School Attendance (August 2024)’, published by the Department for Education (DfE) and The School Attendance (Student Registration) (England) Regulations 2024.

This policy has also been prepared to meet the school’s responsibilities under:

- Education (Independent School Standards) Regulations 2014,
- Education and Skills Act 2008,
- Equality Act 2010,
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

3. Publication and Availability

This policy is published on the school website and can be made available in large print or another accessible format if required.

4. Related Documents and Policies

- Admission Policy
- Attendance and Absence Codes Guidance
- Behaviour Policy
- Children Missing Education Policy
- Group Tutor Guidance
- SEND Policy
- Safeguarding and Child Protection Policy
- Supervision of Students Policy
- Terms & Conditions (Parent Contract)
- Children’s Commissioner ‘Guide for Attendance Officers (September 2022)’
- DfE Behaviour in Schools: Advice for Headteachers and School Staff (February 2024)
- DfE Children Missing Education: Policy and Procedure Checklist (September 2025)
- DfE Children Missing Education: Statutory Guidance for LAs and Schools (September 2025)
- DfE Summary of Responsibilities for Children Missing Education (September 2025)
- DfE Keeping Children Safe in Education (September 2025)
- DfE Mental Health and Behaviour in Schools (November 2018) DfE Mental Health Issues Affecting a Student’s Attendance: Guidance for Schools (February 2023)
- DfE Providing Remote Education: Guidance for Schools (updated August 2024)
- DfE School Behaviour and Attendance: Parental Responsibility Measures (May 2020)
- DfE Summary Table of Responsibilities for School Attendance (August 2024)
- DfE Toolkit for Schools: Communicating with Families to Support Attendance (August 2024)
- DfE Working Together to Improve School Attendance (August 2024) ▪ NHS ‘Is my child too ill for school?’ (April 2024)

5. Definitions and Interpretation

- **Attendance** refers to a student being present for all or part of the school day.
- **CME** stands for children missing education. This refers to children of compulsory school age who are not registered at a school and are not receiving suitable education otherwise (for example, through elective home education or alternative provision). These children may be at increased risk of harm, exploitation, or poor outcomes. Please see the school's Children Missing Education Policy for further information.
- **Parent** refers to:
 - all natural parents, whether married or not.
 - any person who has parental responsibility for a student; and
 - any person who has day-to-day responsibility for a student (e.g. someone who lives with and looks after a student).
- **Student** refers to any individual receiving education at the school, except anyone aged 19 or over receiving further education, or a person for whom part-time education suitable for over compulsory school age is provided.

6. Attendance Expectations

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

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.

7. Responsibilities of the School

Earlscliffe School: -

- recognises that good attendance is fundamental to securing positive outcomes for all Students including their safeguarding and welfare and that everyone shares responsibility for actively supporting and improving attendance.
- will consistently promote the benefits of regular attendance by setting high expectations for every Student and consistently and clearly communicate those expectations to both Students and parents.
- will work effectively and respectfully with Students, their families and, where appropriate, the local authority and other local partners to address barriers to attendance and risk of becoming CME.

- will respond to non-attendance and lateness proactively, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the school's Terms and Conditions. It will act in a proportionate and targeted way and ensure intervention is regularly reviewed.
- will maintain robust systems to track and record attendance, reasons for absence and emerging patterns – both at an individual level and by cohort or group level. The school will regularly monitor and analyse this data proactively to identify Students at risk of non-attendance/becoming CME, including those who are persistently absent, and uses it to inform early and effective intervention.
- will accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up unexpected and unexplained absence promptly.
- will be particularly mindful of Students absent from school due to mental or physical ill health or their special educational needs and/or disabilities and provide them with additional support.
- take action without delay where there is a concern that a child's safety or wellbeing is at risk.

8. Staff Responsibilities

Senior Attendance Champion (SAC)

At Earlscliffe the SCA is the Deputy Head (Pastoral & Boarding). The SAC's responsibilities include: -

- setting a clear vision and high expectations for improving school attendance,
- establishing and maintaining effective systems for tackling absence and ensuring the systems are followed by all staff,
- regularly monitoring and evaluating progress, including reviewing the effectiveness of the school's attendance strategies and processes,
- overseeing and analysing attendance data to identify Students or cohorts needing support with their attendance and implementing effective strategies. This includes escalating concerns with other agencies such as children's social care and early help services when appropriate.
- communicating clear and consistent messages to Students and parents about the importance of regular attendance,
- following up with teachers or Group Tutors who occasionally fail to complete attendance registers.
- considering requests for leave of absence in exceptional circumstances.
- monitoring the impact of any intervention, making adjustments where necessary and using findings to inform future strategies,
- ensuring staff receive appropriate professional development and support to implement attendance systems effectively,
- providing governors with an accurate view of school attendance, including a detailed termly review with the safeguarding governor,

- engaging governors in escalation procedures where appropriate,
- establishing and monitoring the implementation of sanctions for absence.
- working with Group Tutors, boarding staff, parents and guardians to address barriers to attendance and ensure that concerns are identified and addressed promptly.

9. 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.

10. Group Tutors and staff with responsibilities for attendance

The Group Tutors of Students have primary responsibility for registering their tutees in the morning and following up absenteeism and lateness and keeping a record of all correspondence relating to absences and applications for an authorised leave of absence.

They are expected to:

- have a formal routine for registers being taken accurately, morning and afternoon.
- record all absences promptly and accurately using the processes specified.
- seek explanations of absences required from Students on their return to school.
- make enquiries about unexplained absences, including those within the school day, and follow up with the student or boarding staff to ensure that an explanation has been formally given to the school.
- look out for trends or patterns in a student's attendance and inform the SAC and the relevant pastoral lead of any specific concern.
- deal with lateness to lessons consistently and promptly.
- consider appropriate sanctions for Students who arrive late to a lesson in line with the school's Behaviour Policy
- discuss non-attendance and/or lateness with Students, boarding staff and parents (where possible) and emphasise the importance of punctuality and attendance.

Further, they should: -

- rehearse and reinforce attendance and punctuality expectations continually.
- emphasise the importance of attendance and its impact on attainment.
- promote the next lesson and the sequence of the lesson to motivate Students to be in the classroom,
- promote rewards and celebrate progress but continue to outline sanctions.
- apply rewards and sanctions consistently.

11. All Staff

All staff must:

- understand the importance of good attendance and be consistent in their communication with Students and parents.
- attend training and professional development on attendance as requested by the school.
- understand the school's strategies and procedures for tracking, following up and improving attendance.
- take immediate action if they have a safeguarding concern about a child following the school's Safeguarding and Child Protection Policy and involving the designated safeguarding lead/DDSL.

12. Responsibilities of Parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude and any special education needs they may have (Section 7 Education Act 1996). This is also a requirement under the school's Terms and Conditions and failure to ensure a child's attendance or engage with the school about it could amount to a breach of contract or a finding that the parent is treating the school unreasonably.

Parents are expected to:

- ensure their child attends school every day it is open, except in a small number of allowable circumstances - such as when the child is too ill to attend or when permission for an absence has been granted in advance by the school.
- notify the school of an unexpected absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this (e.g. sickness).
- Parents can send an email to reception@earlscliffe.co.uk, the boarding staff or the student's Group Tutor by 9am explaining the reason for absence or call the school. An answering machine facility is available before this time if parents wish to leave a message.
- Daily reporting of absence is required until the student returns to school. If the outlined procedure is not followed, the school will contact parents to find out why their child is absent to ensure safeguarding.
- inform the school of the name and contact details of a temporary guardian when they are away from home overnight during term time. This information should be provided when the student registers for admission.
- if proposing to withdraw their child from school, notify the school in writing that their child will no longer attend after a certain day and supply information to the school about how their child will be continuing to receive suitable education (e.g. providing the name and address of the new school, elective home education).

13. Authorised Absence

Authorised absence means that the school has received notification from the parent and either given approval in advance for a student to be away or has accepted an explanation offered afterwards as justification for absence.

Apart from illness, no Student should be away from school without prior permission. Applications for authorised leaves of absence during the school day will only be granted in specific circumstances and will only be permitted if done by emailing the reception@earlscliffe.co.uk, who can approve the absence after consultation with the SAC. The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short.'

Where the request for absence is exceptional, the deputy head (SAC) will make the final decision on whether any absence is authorised. The school will consider each application for an authorised leave of absence individually, considering the specific facts and circumstances, the student's past attendance record and the relevant background context behind the request.

Parents wishing to take their son/daughter out of school for exceptional circumstances such as attending a funeral of a close relative or religious observance, elective surgery, involvement in professional music or drama performances or involvement in a regional or national sports competition, must seek authorisation from the school.

Where there is a planned absence for an important medical appointment or a university visit, parents should provide the reason for non-attendance well in advance – normally at least 48 hours beforehand.

Students cannot be excused from school for family holidays under any circumstances as school term dates are published at least a year in advance. If a leave of absence is granted, it is for the school to determine the length of the time the student is permitted to be away from school. It will be recorded as an authorised absence.

14. Responsibilities of Students

Students should be aware that:

- they are expected to be present in-person for the duration of the school day when they are fit and well.
- they are expected to arrive at school in time for morning registration each day during term time and attend all timetabled lessons.

Registration commences at 8.25am promptly each morning with school day finishing at 4.00pm every day. Students must remain on school premises from morning registration to the end of the last afternoon lesson unless they have an authorised leave of absence.

Students in certain year groups may be granted study leave during periods of public and internal / mock examinations.

- if, for any reason, they need to leave a lesson or the school site during the school day, they should first seek permission from their Group Tutor or senior member of staff.
- any unexplained absence will be followed up.
- failure to attend school regularly or punctually or failing to attend registration without good reason or leaving the school without an exeat constitute breaches of the school's Behaviour Policy and may lead to disciplinary action being taken.
- persistent lateness or non-attendance will result in action being taken by the school which may take the form of:
 - offers of support to seek to identify and address any barriers to attendance,
 - communication with parents,
 - sanctions against them or their parents in line with the school's Behaviour Policy,
 - reporting to other agencies such as children's social care as appropriate.

If a student has difficulties that might discourage or prevent them from attending school or specific lessons regularly, they may speak to any member of staff, although the school encourages them to speak to the Group Tutor in the first instance. Students are entitled to expect this information to be managed sensitively.

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.

15. The role of Boarding Staff

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. They also maintain 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, Group Tutors and the Senior Attendance Champion where attendance concerns arise.

16. School Arrangements for Attendance / Absence / Punctuality

Managing Attendance

The school monitors, records and shares data about Student attendance and as part of its duty to safeguard and protect Students and promote attendance. It accurately completes admission and attendance registers as required by law. The school has robust day to day processes to track and follow up unexpected and unexplained absence and poor punctuality which are rigorously applied across the school. The processes developed meet the needs of our Students and contexts.

The school expects all Students to be present at school for the whole of the school day, usually from registration at 8.25am to close at 4.00pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

Registration Procedure and Attendance Checks

Morning registration is at 8.25am. The registers will remain open for 10 minutes after the start of morning registration.

Afternoon registration is at 2.15pm pm after period 7. The register remains open for 5 minutes after the start of the afternoon registration.

Registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

- Group Tutors should be in the form room between 8.20am and 8.35am in the morning for registration.
- Group Tutors should log onto ISAMS no later than 8.25am. It is expected that Group Tutors have checked their emails in advance of registration to make sure any

absences are accurately recorded and all relevant messages and notices are relayed to their tutees.

- For AM registration any Student arriving after 8.25am should be recorded as late (code 'L').
- PM registration should be completed by the Group Tutor after period 7.
- During registration Group Tutors must complete the register on ISAMS using the correct national attendance and absence codes.
- Group Tutors should check on the reason for absence where a student was present at AM registration but absent at PM registration without prior permission. Group Tutors should inform the SAC of unexplained absences.
- If Group Tutors are unable to log on to ISAMS the school reception should be emailed a list of absentees so that ISAMS can be updated.
- Students should remain in form rooms for the duration of registration.
- It is important for the Group Tutor to be punctual both to set a good example, to develop the form Group Tutor/Student relationship and complete the necessary administration and uniform checks,

Attendance and Absence Codes

Group Tutors must identify the national attendance and absence code to be entered in the attendance register ISAMS using the school's Attendance and Absence Code Guidance. The full list of national codes can be found in The Appendix to this policy.

17. 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.

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.

18. Managing Absence and Lateness

The school understands its duty to follow up any absences in the following ways:

- ascertaining the reason for absence (ill, medical appointment etc),
- identifying whether this absence is approved or not,
- ensuring that the appropriate documentation is received,
- identifying the correct code to use before entering it on the school's register,
- ensuring that the appropriate safeguarding action is taken, where required.

At the start of the school day, the receptionist checks the voice messages and immediately informs the Group Tutor of any reported absences.

Nominated staff will contact parents / boarding staff when absence is unexplained, ensuring that an explanation has been formally given so that the attendance register can be updated accordingly.

Reception will ensure all AM registration Ns are cleared during the morning and will follow up on any Ns for PM registration.

Group Tutors should retain an overview of absence levels amongst their tutees.

Group Tutors must discuss each absence with the tutee and seek confirmation of clearance from parents or colleagues for the absence as necessary.

Group Tutors should report any worrying patterns of absence to the SAC. This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (e.g. many Tuesdays).

19. Student going missing during the school day

This procedure concerns Students going missing during the school day. A Student may be identified as missing:

- after an absence from a lesson that is not confirmed in the register or by the general office,
- following investigation of a report of a missing student by a fellow Student, a parent or a member of staff.

Following a concern for a missing student that has not been authorised, the responsible teacher will contact the SAC. Following this, checks may be made: -

- contact with the student's teachers (including form Group Tutor),
- the medical room and medical records for the day,
- the student's peer group (where appropriate)
- all lists of trips out of school.
- changes to timetable including scheduled meetings or events,

If the Student is still found to be missing, the SAC will, as appropriate:

- initiate and oversee a search of the school buildings and grounds.

If the site and ground search fail:

- contact the student's parents,
- contact the police (or any other external agencies),
- the headteacher will be informed, and following a meeting with the police, all involved parties will decide on the most suitable course of action, and advise all teachers due to teach or Group Tutor the Student later that day that they must immediately inform him if the student appears, and

If a Student goes missing during an off-site activity:

- The SAC should be telephoned immediately.
- The SAC will advise on the next steps to be taken and refer to the rest of the missing Student policy as appropriate.

If the Student is found:

- those directly involved in the search will be informed,
- the SAC will review the full matter, and a record of events will be kept; and
- safeguarding concerns will be considered. Any event of a missing Student will be considered as a possible safeguarding matter.

20. Reporting Duties

The school is legally required to share information from their registers with the local authority (LA). Although numbers of day students are very low, the school recognises that, for those students, that duty includes:

- **New Student and Deletion Returns:** Notifying the local authority as soon as possible but within 5 days when a day Student's name is added to or deleted from the school admission register outside of standard transition times. The local authority may also request returns for standard transitions in which case the school will comply.
- **Attendance Returns:** Providing the local authority with the names and addresses of all Students of compulsory school age who fail to attend school regularly or have been absent for a continuous period of 10 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).
- **Sickness Return:** Providing the local authority with the full name and address of all Students of compulsory school age who have been recorded as ill (code I) and who the school has reasonable grounds to believe will miss 15 or more school days because of sickness (consecutively or cumulatively) during the academic year.
- Action will also be taken in accordance with the Children Missing Education Policy and Safeguarding and Child Protection Policy if any absence of a student from the school gives rise to a concern about their welfare. This includes referring any concerns about a student to local children's social care services and instigating a police welfare check where necessary.

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.

In the event that a student holding a student or Child Student visa sponsored by the school under the Points Based System goes missing, the school will follow UKVI guidance and report to UKVI if the student misses 10 consecutive expected contact points. Each time the school's morning register is completed it is treated as a contact point for these purposes.

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

- a Pastoral Review or formal meetings 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.

21. 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.

22. Analysing Attendance and Absence Data

As poor attendance is habitual, prevention and early intervention is crucial. The school will undertake regular data analysis to identify and provide additional support to Students and Student cohorts that need it and look at historic and emerging patterns across the school and develop strategies to address them. This includes proactively using data to identify Students at risk of becoming CME.

To achieve this, the school will:

- monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to Students. Weekly totals of Students whose attendance fall below 95% are emailed to staff with pastoral responsibility so emerging concerns can be followed up and, where necessary, discussed with parents.

- use the analysis to provide regular attendance reports to form Group Tutors to facilitate discussions with Students and to leaders (including the special educational needs coordinator and designated safeguarding lead).
- conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends.
- devise specific strategies to address areas of poor attendance identified through data.
- monitor the impact of school-wide attendance efforts, including any specific strategies implemented.
- provide data and reports to governors to support their work.

23. Information Sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The school is legally required to share information from the registers with the local authority (LA). As a minimum this includes:

- new Student and deletion returns,
- attendance returns,
- sickness returns.

The law allows local authority officers access to the attendance and admission registers to carry out their functions under the Education Acts to support joint working between schools and the local authority. These officers are also permitted to take digital or physical extracts of the school's registers.

The school must provide specific Student information on request to the Secretary of State. The LA may also request, and the school must provide, additional information, for example details of standard transitions or data for an individual Student.

In the event that a student holding a Student or Child Student visa sponsored by the school under the Points Based System goes missing, the school will report to UKVI if the student misses 10 consecutive expected contact points.⁶ The UKVI guidance will be followed.

24. Record Keeping and Confidentiality

The school maintains accurate and up-to-date attendance and admission records for all Students in accordance with statutory requirements. All attendance data, including reasons for absence, patterns of non-attendance and any interventions, are recorded securely on ISAMS. Access to attendance records is restricted to authorised staff only and shared only where there is a clear and lawful basis for doing so, such as with the local authority, external safeguarding partners or in line with the school's Privacy Notice and Data Protection Policy.

The school is committed to handling all Student information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and its own privacy notice.

25. Appendix A – Attendance Codes

Earlscliffe uses the full range of national attendance codes in accordance with the School Attendance (Student 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.

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

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

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 Student 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

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

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