

Student Attendance Policy Appendices

Recommended By: CRST Attendance Steering Group

Approved: 25.02.2025

Ratified by LAGB: 24.09.25



Signed:

Position on Board: Chair

Next review: September 2026

Policy Tier (Central/Hub/School): Central/WHHS



Appendix 1: Safeguarding responsibilities / Children who are absent from school.

Students who are absent from school / education for prolonged periods and /or repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation – particularly county lines. It is important our school response to ‘persistently absent students’ and ‘children missing education’ supports identifying such abuse, and in the case of absent students, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where students are already known to local authority children’s social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

The flow charts below demonstrate our schools process for how we ensure students identified as vulnerable children and non-vulnerable students are monitored and actioned:



Absence Flow Chart for Vulnerable Children

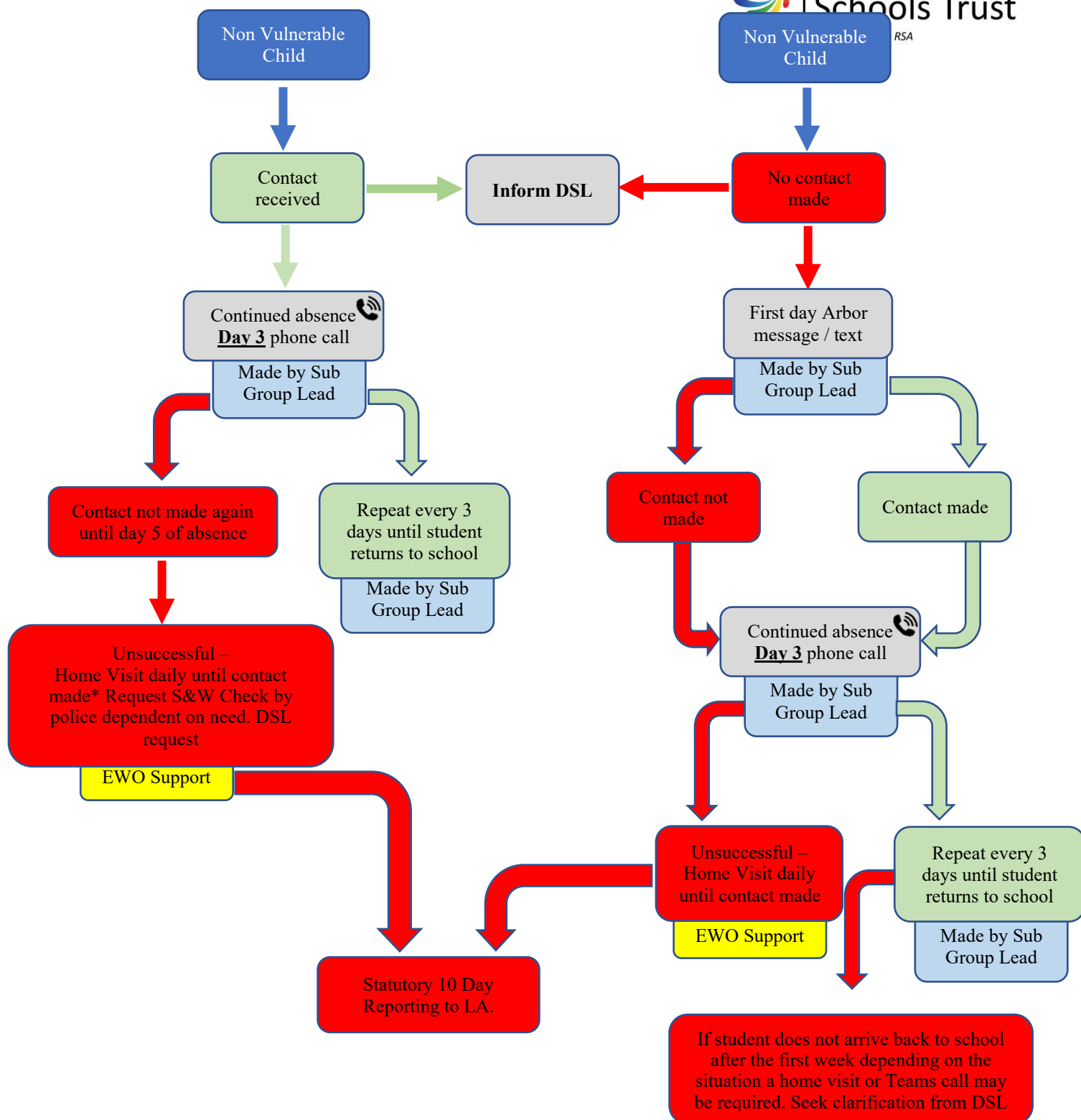


All home visits and Teams calls must be logged on MyConcern

Absence Flow Chart for Non-Vulnerable Children



Central Region
Schools Trust



Appendix 2: Attendance team & Roles and Responsibilities

At Waseley Hills High School all staff are fully aware that positive attendance and promoting this is the responsibility of all staff. Although there are key staff who lead attendance drives and initiatives, attendance is everyone's responsibility.

These Responsibilities include:

For all Students we will:
<ul style="list-style-type: none"> • Have a clear school attendance policy on the school website which all staff, students and parents understand. • Develop and maintain a whole school culture that promotes the benefits of good attendance. • Accurately complete admission and attendance registers. • Have robust daily processes to follow up absence. • Have a dedicated senior leader with overall responsibility for championing and improving attendance.
For students at risk of becoming persistently absent we will:
<ul style="list-style-type: none"> • Proactively use data to identify pupils at risk of poor attendance. • Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. • Where out of school barriers are identified, signpost and support access to any required services in the first instance. • If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
For persistently absent students we will:
<ul style="list-style-type: none"> • Continue support as for pupils at risk of becoming persistently absent and: • Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners. • Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future. • Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention. • Where there are safeguarding concerns, intensify support through statutory children's social care. • Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
For severely absent students we will:
<ul style="list-style-type: none"> • Continue support as for persistently absent students and: • Agree a joint approach for all severely absent students with the local authority.
For cohorts of students with lower attendance than their peers we will:
<ul style="list-style-type: none"> • Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them. • Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
For students with medical conditions or SEND with poor attendance we will:
<ul style="list-style-type: none"> • Maintain the same ambition for attendance and work with pupils and parents to maximise attendance. • Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the student's EHCP is accessed. • Consider additional support from wider services and external partners, making timely referrals. • Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.
For students with a social worker, we will:
<ul style="list-style-type: none"> • Inform the student's social worker if there are any unexplained absences and if their name is to be deleted from the register.

The local academy governing body (LAGB)

The LAGB is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance.
- Holding the Principal to account for the implementation of this policy
- Link governor for attendance is Niall Brennan. They are responsible for challenging and holding Attendance Lead to account.

The Principal/Head of school

- The Principal/Head of School is responsible for:
- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The designated senior leader responsible for attendance

- The designated senior leader responsible for attendance is: Gemma Loveridge, Vice Principal.
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data.
- Building relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Gemma Loveridge and can be contacted via the school office on 0121 4535211 and on email gloveridge@waseleyhills.worcs.sch.uk

The attendance officer.

- The school attendance officer is responsible for:
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Principal.
- Working with education welfare officers to tackle persistent absence.
- Advising the Principal/designated senior leader responsible for attendance (authorised by the Principal) when to issue fixed penalty notices
- Make first day phone calls for those students who whereabouts is unknown, this will be endeavoured to be completed within 90 minutes of the start of the school day.

The attendance officer is Louise Whitcombe-Troth and can be contacted via the school office on 0121 4535211 and on email LWT@waseleyhills.worcs.sch.uk

Class teachers/form tutors

- Class teachers/form tutors are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office via our schools MIS Arbor. This must be done within the first 10 minutes of each lesson.

School admin/office staff

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school MIS system.
- Transfer calls from parents/carers to the head of year/pastoral lead to provide them with more detailed support on attendance.
- Make first day phone calls for those students who whereabouts is unknown, this will be endeavoured to be complete by 10am.

Parents/carers

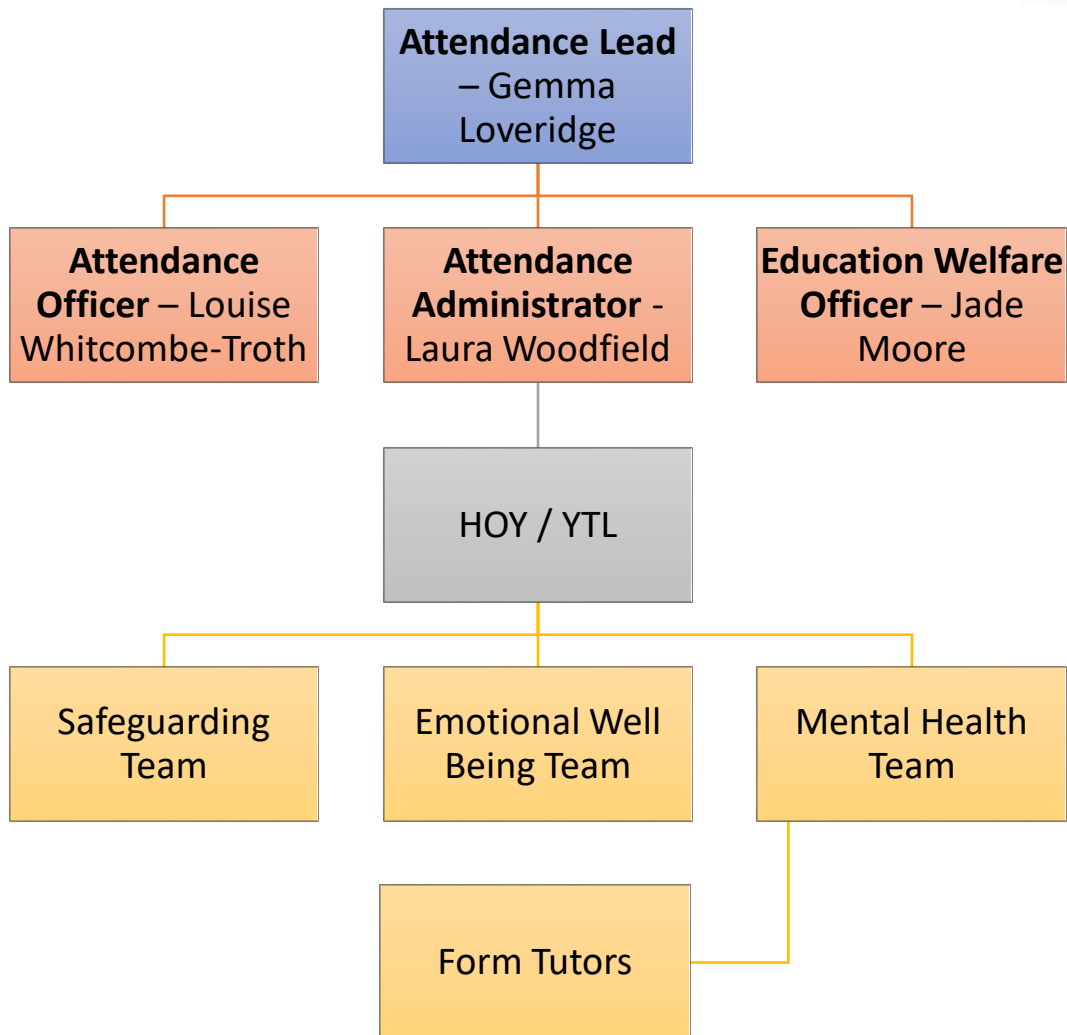
Parents/carers are expected to:

- Make sure their child attends every day and every timetabled session on time
- Report their child's absence before 8am on the day of the absence via Arbor (including Sixth Form), and on each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

Students

Students are expected to:

- Attend school every day on time.
- Attend every timetabled session on time



Strategic lead, analyses the data, identify trends, weekly meetings with Attendance officer, action plans, Trust Attendance Steering Group

Ensure data is entered, present the data, meet with TAC, identify targeted groups, conduct home visits, send appropriate communications / sanctions

Apply context, share information with Attendance officer, identify targeted groups, send appropriate communications, direct tutors

Apply context, share information with HOY/YTL

Apply context, share information with HOY/YTL, send appropriate communications / sanctions / rewards.



Central Region Schools Trust

Founded by the RSA

Role	Name	Phone	Email	Responsibility
Attendance Lead	Gemma Loveridge	0121 453 5211	gloveridge@waseleyhills.worcs.sch.uk	Strategic lead, analysis the data, identify trends, weekly meetings with Attendance officer, actions plans, Trust Attendance Steering Group
Attendance Officer	Louise Whitcombe-Troth	0121 453 5211	LWT@waseleyhills.worcs.sch.uk	Ensure data is entered, present the data, meet with TAC, identify targeted groups, send appropriate communications / sanctions.
Education Welfare Officer Lead	Jade Moore	0121 453 5211	JMoore@waseleyhills.worcs.sch.uk	Ensure data is entered, present the data, meet with TAC, identify targeted groups, conduct home visits, send appropriate communications / sanctions.
Safeguarding Team Lead	Eleanor Meredith	0121 453 5211	Emeredith@waseleyhills.worcs.sch.uk	Monitor attendance of Vulnerable Children (VC's), support with 'Safe and Well checks'. Share context, share information with attendance team.
Emotional Well Being Team Lead	Kelly Mcleod	0121 453 5211	Kmcleod@waseleyhills.worcs.sch.uk	Share context, share information with attendance team. Monitor attendance of students with Emotional and Well-being needs including mental health. Plan and deliver strategies for support and interventions.
Mental Health Team Lead	Kelly Mcleod	0121 453 5211	Kmcleod@waseleyhills.worcs.sch.uk	Share context, share information with attendance team. Monitor attendance of students with Mental Health issues. Plan and deliver strategies for support and interventions.
SEND Lead	Alis Craciun	0121 453 5211	Acraciun@waseleyhills.worcs.sch.uk	Share context, share information with attendance team. Monitor attendance of students with SEND. Plan and deliver strategies for support and interventions.
Pupil Premium Lead	Gemma Duncan	0121 453 5211	gduncan@waseleyhills.worcs.sch.uk	Share context, share information with attendance team. Monitor attendance of PP students. Plan and deliver strategies for support and interventions.
Head of Year 7	Nitu Joshi	0121 453 5211	njoshi@waseleyhills.worcs.sch.uk	Share context, share information with attendance team. Monitor attendance of students within year group. Plan and deliver strategies for support and interventions.
Head of Year 8	Kate Bradley	0121 453 5211	Kbradley@waseleyhills.worc.sch.uk	Share context, share information with attendance team. Monitor attendance of students within year group. Plan and deliver strategies for support and interventions.
Head of Year 9	Jessica Burke-Martin	0121 453 5211	JBurkemartin@waseleyhills.worcs.sch.uk	Share context, share information with attendance team. Monitor attendance of students within year group. Plan and deliver strategies for support and interventions.



Central Region Schools Trust

Founded by the RSA

Head of Year 10	Megan Green	0121 453 5211	mgreen@waseleyhills.worcs.sch.uk	Share context, share information with attendance team. Monitor attendance of students within year group. Plan and deliver strategies for support and interventions.
Head of Year 11	Joce Williams	0121 453 5211	jewilliams@waseleyhills.worcs.sch.uk	Share context, share information with attendance team. Monitor attendance of students within year group. Plan and deliver strategies for support and interventions.
Head of Sixth Form	Nathan Baker/Stephanie Ashley	0121 453 5211	nbaker@waseleyhills.worcs.sch.uk sashley@waseleyhills.worcs.sch.uk	Share context, share information with attendance team. Monitor attendance of students within year group. Plan and deliver strategies for support and interventions.

Appendix 3: Process for recording attendance

Attendance register

In line with DfE guidance AM and PM registration periods will not be longer than either 30 minutes after the session begins or the length of the form time/first lesson in which registration takes place.

At Waseley Hills High School we will keep an attendance register and place all students onto this register. We will take our attendance register at the start of the first session of each school day 08.50am and once during the afternoon at 12.10pm. The registers will form our AM and PM roll calls. Registers will also be taken within the first 10 minutes of every lesson. Staff will mark whether every student is:

- Present
- Absent

Our attendance officer will use the DfE attendance code to mark absent students appropriately. See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 08.50am on each school day.

The register for the first session will be taken by 9.00am and will be kept open until 9.20am. The register for the afternoon session will be taken at 12.10pm and will be kept open until 12.40pm.

Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8am or as soon as practically possible by sending an in-app message on Arbor or calling reception on 0121 453 5211.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Planned absence.

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

To request a leave of absence parents / carers need to submit a written letter detailing the reason for the request and supply this to the students Head of Year or Year Team lead. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.
- Late detentions will be issued unless they the lateness have been authorised by a member of the senior leadership team.

Following up unexplained absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit. Best endeavours will be made to make contact by 10am or earlier.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels, this could include letters, Arbor messages, text message, phone calls or via home visits.

Appendix 4. Authorised and unauthorised absence

Approval for term-time absence

The Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.

The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 6 weeks before the absence, and in accordance with any leave of absence request form, accessible via [Applying for Leave of Absence | Waseley Hills High School](#) The Principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

Legal sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a Principal, local authority officer or the police.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Appendix 5: Effective Interventions.

Support for Attendance Issues

The Academy seeks to be proactive when dealing with attendance issues. We aim to provide high quality teaching and learning, curriculum flexibility, mentoring and multi-agency working. If a student's absence gives cause for concern, the head of year will, where appropriate, instigate a support package, which may include some or all the following:

- A clear focus on the core subjects
- Close liaison with the students' form tutor and subject teachers
- Mentoring
- Use of peer support to assist with the student's social reintegration.
- Attendance at alternative educational courses/projects
- Use of taster sessions/extended work experience to re-motivate.
- Referral for a one-to-one interview with the academy's independent careers advisor
- Liaison with appropriate external agencies
- Continuous liaison and communication with parents/carers

Strategies and Rewards for Promoting Attendance

Good attendance will be promoted through the following non-exhaustive list:

Our school promotes the benefits of good attendance through the following strategies:

- Engaging and challenging experiences in the classroom.
- Engaging experiences outside of the classroom.
- Attendance percentages shared with students regularly
- Tutor attendance challenges.
- The attendance tracker is used to set clear targets for that student using a manageable timeframe.
- Tutor mentoring of target students.
- Place on attendance support card.
- Meeting with tutor and parents in school.
- Meeting with Pastoral leaders and parents.
- Use of the EWO to challenge, support and where necessary prosecute parents.
- Bespoke rewards set with HOY and Year Team Leader.
- Parents Attendance Meetings
- Weekly sharing of tutors' attendance progress in weekly staff briefing
- PM targets to include attendance target for all tutors and Pastoral leaders.
- Parent Contracts

Our school rewards the benefits of good attendance through the following activities:

- Letters home thanking parents
- Certificates
- Celebration assemblies
- Tutor board
- Tutor group: experience rewards
- Individual experience rewards
- Tangible rewards
- Trips

Parental/Carer support

We ask that parents/carers support us by:

- Not letting their child take time off school for minor ailments.
- Arranging appointments and outings after academy hours, at weekends or during academy holidays
- Not taking holidays
- Ensuring that their child attends punctually at 8.50am every day.
- Sending an in-app message on Arbor by 8am on the first morning of all absences, or telephoning reception, with the reason and saying when the student will return (we have a dedicated section of our phone line for this purpose). We ask that this procedure is repeated for any subsequent days' absence.
- Sending in a note explaining the reason for absence on the student's return to the school after an illness.
- Keeping us informed via telephone or Arbor on every subsequent day of absence after the first day.
- Letting us know if there is any on-going medical reason that prevents their child attending the academy.

Appendix 6: Protocol for Removing a Student from Roll and Elective Home Education (EHE)

This refers to the process of a child's name being officially taken off the school's register. It is typically due to continuous extended non-attendance, ceasing to attend the school e.g through Elective Home Education (EHE) in-year transfer or other circumstances. (See DfE Doc removal from roll [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](#))

At Waseley Hills High School, whilst we appreciate and recognise parental preference and right, we do strongly discourage elective home education. We will have met parents and students several times where possible to discuss their needs.

To remove any student from school roll the following processes must first happen.

Parent

- Supply school with a letter of intent
- Meet with HOY and HOS to discuss.

School

- Letter received.
- Letter acknowledged & Principal / Head of School / Attendance Lead informed.
- Parents contacted and if EHE is requested process must be explained & discouraged.
- Meeting held with Parent / HOY/ HOS
- For students with an EHCP, the SENDCo will be involved in the meeting also. An emergency annual review will be arranged and the EHE request submitted to the LA for a decision to be made.
- Contact from Attendance Lead
- Change of school / managed move discussed.
- Mediation / restorative / work offered / adaptation.
- EHE request granted and acknowledged in writing by Principal.
- Provision map and evidence of discouragement attached.
- Once the above criteria is completed the form 'Request to Remove Pupil for Roll' must be completed and submitted to Admissions.

Policy Links

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

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