



BEACONSFIELD HIGH SCHOOL

ATTENDANCE POLICY

Beaconsfield High School

Attendance Policy



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1. Aim of the Policy

The aim of this policy is to ensure that all students at Beaconsfield High School (BHS) receive a full-time education which maximises opportunities for each student to realise their true potential and ensures that no groups are disadvantaged by low attendance. It also aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#)

Our aim is to ensure that all our stakeholders understand the direct relationship between attendance, punctuality and attainment and as such ensure that students value their education and rarely miss a day at school.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Setting high expectations for the attendance and punctuality of all students
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

2. Purpose of the policy

The purpose of this policy is to set out in clear terms the roles and responsibilities of all stakeholders at BHS together with the procedures to be followed in ensuring that the aim is met.

2.1 Specific aims:

- To outline the procedure for recording and reporting attendance and punctuality;
- To ensure the overall Percentage Attendance and Punctuality of students at BHS (With the aim to achieve 96%+ (YR7-11 excl study leave) attendance and encouraging all to aim for 100% attendance and punctuality);
- To ensure Attendance and Punctuality is a priority for all stakeholders including students (includes those on Alternative Provision), parents/carers, staff and governors and others working in partnership with BHS;
- To set out the interventions and rewards which will be implemented to ensure high levels of attendance and punctuality;
- To develop a framework which defines agreed roles and responsibilities for attendance and punctuality

2.2 Specific Roles and Responsibilities under the Policy:

All members of staff and Governors at BHS play a role in attendance and punctuality by maintaining an ethos whereby students and parents/carers feel welcomed, wanted and eager to come to BHS. Parents/carers and students play an important role in supporting BHS with this policy. The School ethos promotes a happy, high achieving learning community with respect at the core of our values. This provides a safe and nurturing environment that gives students the opportunity to discover and

develop their individual potential. Good attendance underpins everything we do and is at the heart of our core vision.

Specific roles are set out in appendix 2 of this policy

3. Legislation and Guidance

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 \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The School Attendance \(Student Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

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

4. Roles and Responsibilities

4.1 The trustee board

The trustee board is responsible for:

- Setting high expectations of all school leaders, staff, students and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance

- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school’s legal requirements for keeping registers
 - The school’s strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

4.2 The headteacher

The headteacher is responsible for:

- The 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 students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the students’ needs
- Communicating the school’s high expectations for attendance and punctuality regularly to students and parents/carers through all available channels

4.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families
- The designated senior leader responsible for attendance can be contacted via attendanceofficer@beaconsfieldhigh.bucks.sch.uk

4.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)

- 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 headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/Deputy Headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- The attendance officer can be contacted via 01494 673043
attendanceofficer@beaconsfieldhigh.bucks.sch.uk

4.5 Form tutors and class teachers

Form tutors and class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via our school reporting software (SIMs). AM/PM registers are taken during form and P4. All staff are required to take a lesson register every lesson.

4.6 School support staff

School support staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Head of Learning/relevant staff member in order to provide them with more detailed support on attendance

4.7 Parents/carers

Where this policy refers to a parent/carer, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- Make sure their child attends every school day on time
- Inform the school to report their child's absence before 8.15am on the day of the absence via Edulink (and 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
Provide medical evidence if required by the school (for example long term absences).
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the HoL and/or the Attendance Officer, who can be contacted via enquires@beaconsfieldhigh.school

4.8 Students

Students are expected to:

- Attend school every day on time
- Students are not permitted on site until 8.15am and have to go to the café at this time
- Students need to leave site by 4pm unless there is an organised co-curricular activity taking place.
- Attend every timetabled session on time

5. Strategies to Promote Attendance and Punctuality

5.1 Attendance register

Recording Attendance

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 and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 2 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student 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.

Students must arrive in school by 8.45am on each school day.

The register for the first session will be taken between 8.50-9.00am and will be kept open until 9.20am. The register for the second session will be taken between 2.30-2.40pm and will be kept open until 3pm.

Recording Punctuality

Students arriving at BHS in the morning will receive a late mark (L) if they arrive after 8:50. If students arrive after the register has closed (9:10 a.m.)

If a student arrives to school after 8.50 a.m. they must sign in late at reception, if they fail to do so they will be issued with a late mark. If students fail to sign in as late they will receive 5 behavioural points.

5.2 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 8.15am or as soon as practically possible by calling the Attendance Officer (see also section 7), reporting the absence via Edulink or emailing using the following contact details - 01494 673043 attendanceofficer@beaconsfieldhigh.bucks.sch.uk

The Attendance Officer will listen to all messages left by on the absence phone line. Parents/carers are expected to call in by 8:15am daily for the duration of their child's absence

The Attendance Officer will check that the AM registers have been taken by teachers. Once the register has closed at 9:10 a.m. and has been checked the Attendance Officer will contact parents/carers to establish reasons for absence (first day calling). When there is no response or no valid reason the absence is recorded as unauthorised.

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. If the authenticity of the illness is in doubt, the school will ask the students' parent/carer to provide 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.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the students' parent/carer notifies the school in advance of the appointment via Edulink.

This should be communicated to the Attendance Officer prior to the appointment. 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 students' 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.

5.4 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

Students arriving after 8:50am will be required to sign at Reception and an L code will be recorded unless there are exceptional circumstances. Students will then be expected to go to form.

5.5 Following up unexplained absence

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

- The Attendance Officer will contact parent/carers by phone, text or email on the first day of absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may conduct a home visit or contact the police.
- All students on the vulnerable list who are absent with no satisfactory reason must be referred to the Head of Pastoral/Welfare teams/ SEND team/Head of Learning/DSL as appropriate for the student.
- 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
- Where relevant, report the unexplained absence to the students' youth offending team officer
- Where appropriate, offer support to the student and/or their parents/carers to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals

5.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels for example, via termly gradecard reports. Additionally, live daily lesson by lesson, weekly, monthly and yearly attendance data can be viewed by parents/carers using the Edulink portal.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

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

The headteacher will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account 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 two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include (non-exhaustive list):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the students parent(s)/carer (s) belong(s). If necessary, the school will seek advice from the students religious body to confirm whether the day is set apart
- Parent(s)/carer (s) 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 student is attending educational provision

- If the student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Other possible 'exceptional circumstances' where the [headteacher/head of school] may grant term-time holiday (non-exhaustive)

- Study leave
- Flexi-schooling requests – in agreement with the school and the relevant local authority
- Representing in a sport, competition, theatre etc

In general the school will not authorise leave of absence for:

- Family holidays
- Religious observance exceeding three days in a given academic year
- Weddings
- Compassionate leave, other than for a very close relative
- Taking part in protest activity during school hours

6.2 Legal sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent/carer who is liable for the students' offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents/carer/carers who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent/carer in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents/carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the student must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 if within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents/carers a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends school.

They will include:

- Details of the students' attendance record and of the offences
- The benefits of regular attendance and the duty of parents/carers under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

7. Strategies for promoting attendance

The following strategies will be followed to provide both parents and/or carers and students with support, advice and guidance to improve student attendance

7.1 Attendance Targets and Tutor discussions

Tutor groups will receive half termly attendance information about their group's performance. Tutors will receive individual student data for students whose attendance is of concern. Heads of Learning and Tutors will have detailed information about attendance interventions for students whose attendance is falling below 95% and be involved in supporting students and parents to address this.

7.2 Informing parents and carers

All parents and carers will receive their child's attendance figure in conjunction with their academic progress data. Parents' Evening and pre-arranged phone calls or meetings can be used as an opportunity to discuss attendance where necessary. Parents/carers are able to access attendance data daily via Edulink and are expected to engage with their children in regard to this data.

7.3 Students whose attendance falls below 93% - Attendance Action

Should a student's attendance fall below 93% students will be on Attendance Action monitoring and dialogue with students will begin. Heads of Learning may contact parents and carers, inviting families in if necessary. The aim will always be to support students and parents to positively resolve any attendance issues by taking a holistic approach.

7.4 Current Persistent Absence (PA) threshold

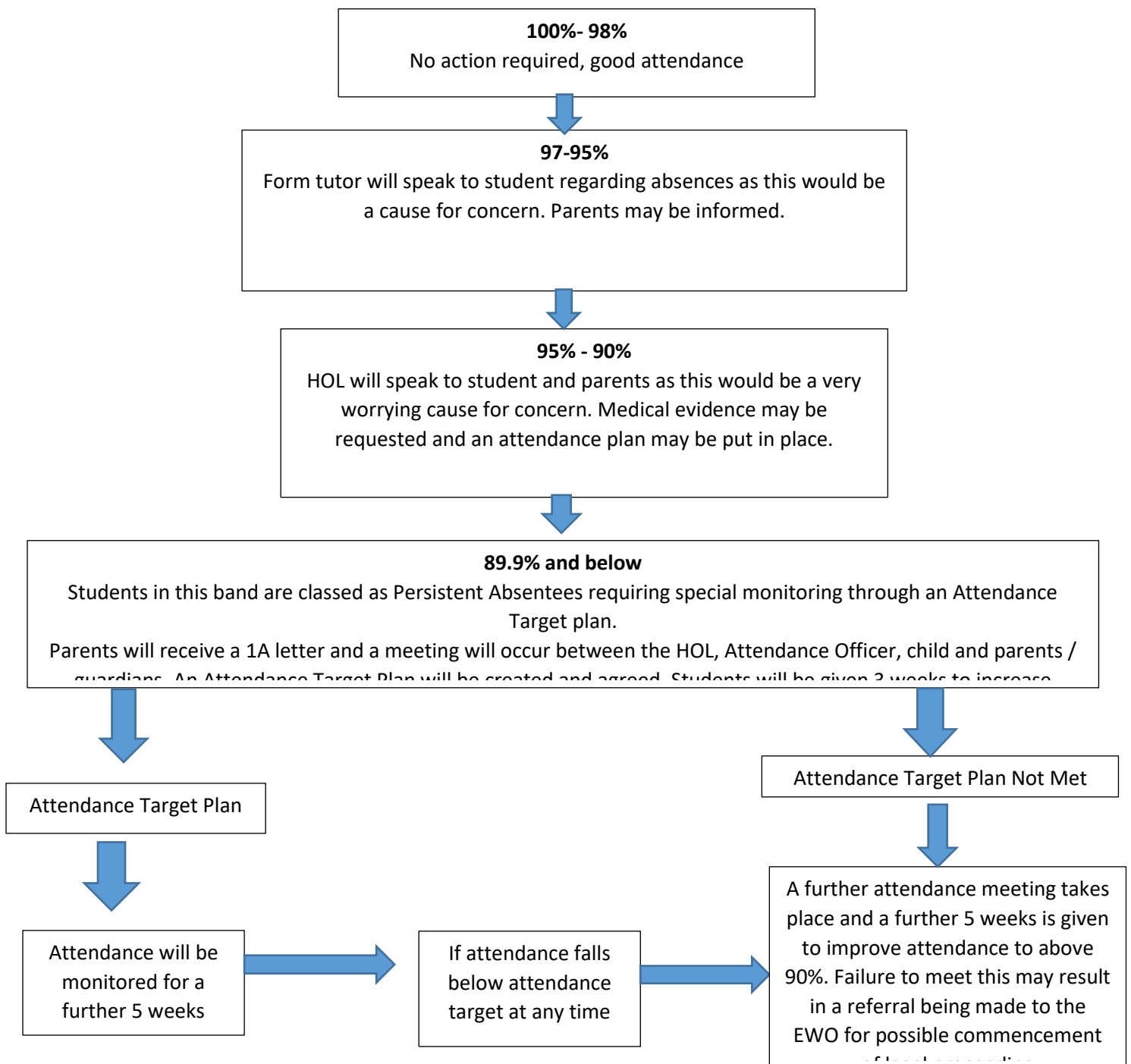
As of 1 September 2015, the Government reduced the persistent absence threshold from 15% to 10%. This means that any student whose attendance falls below 90% will be classed as a persistent absentee, compared with the previous figure of 85%, regardless of whether the school has authorised or unauthorised the absence.

7.5 Sixth Form Attendance

Sixth form students who fail to maintain at least 85% attendance may not be entered for public examinations and/or will be charged the examination entry fees.

Sixth form students will be required to attend a return to school meeting (with the 6th Form attendance manager) after each absence. (See appendix 1)

7.6 Management of Student Attendance – Interventions



8. Attendance Rewards

BHS seeks to promote good attendance and punctuality by recognising excellent individual and group attendance through the following rewards.

Bronze attendance certificate and 25 house points	Awarded to individual students for 100% attendance in any one term
Silver certificate and 50 house points	Awarded to individual students for 100% attendance in any 2 terms
Gold certificate and 100 house points	Awarded to individual students for a full year of 100% attendance
Best house of the week for attendance	Awarded 10 housepoints to the house
Best house of the term	Awarded 50 housepoints

9. Attendance monitoring

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

9.1 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.2 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to classroom teachers/form tutors to facilitate discussions with students and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and student premium leads). This is done via Edulink.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

9.3 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents/carers of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

10. Categorising Absence

Absence will be categorised as follows:

Illness: In most cases a telephone call or an email from the parent informing the school that their son is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments: Parents are advised where possible to make medical and dental appointments outside the school day. Where this is not possible, students should attend school for part of the day. Parents should show the appointment card to school.

Unauthorised absence: Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted as such by the school.

Leave of Absence and Extended Leave: Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised not to do so. Parents / guardians must complete the LOA form found on the school website. Documentary evidence of leave and return dates may be required in order to process your request. Retrospective requests

will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually.

Students in Entertainment: Students performing may require a licence and the Production Company is responsible for completing and submitting the licence to Bucks CC. The school will ask to see a copy of the Performance Licence as part of the absence request.

Students in non-school Sport: Absence for non-school sport will be considered when students are competing or training at an independently recognised standard (i.e. top end of County or more likely Regional or National competition level). The sport be associated with a professional body (e.g. LTA , Professional Club e.g. WASPs etc.) and a risk assessment may be requested.

Religious Observance: BHS acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and that this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. Parents are requested to give advance notice to the school if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Absence in excess of this will be categorised as unauthorised.

Study Leave: Study leave may be granted for Year 11 and 6th Form students approaching mocks and external examinations. School will offer in-school study programmes during this period to reduce absence levels. 6th Form students are allowed home study leave if they have no afternoon lessons and the school has received parental permission.

11. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the Senior Assistant Headteacher. At every review, the policy will be approved by the full governing board.

12. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour for learning policy

Date last reviewed:	January 2026
Next review date:	January 2027
For review by:	Headteacher

Appendix One: attendance codes

The following are taken from the DFE's guidance on school attendance

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2

Class Teacher	<ul style="list-style-type: none"> • Meet and greet at the door • Accurately take register within the first 10 minutes • Note late arrivals on SIMs and reason for lateness • Remind students of effect of lateness/absence on their learning
Head of Department	<ul style="list-style-type: none"> • Support staff team to embed attendance routines • Inform Tutor/HOL where there are concerns about student lateness to lessons/internal truancy
Tutor	<ul style="list-style-type: none"> • Accurately take register in AM tutor time • Monitor punctuality and attendance of tutor group to tutor time • Use attendance records provided by Attendance Officer to track attendance of group • Promote attendance rewards and encourage tutor group to excel in Inter-house competitions • Discuss re-occurring lateness and absence with individual students • Provide reassurance and welcome for students returning from absence • Where appropriate establish good relationships with families and maintain regular contact regarding attendance and attainment
Head of Learning	<ul style="list-style-type: none"> • Support tutors to establish good routines and practice around attendance • Set class targets for attendance for each tutor group • Maintain House attendance with tutor group of the term • Meet with parents to agree plan to improve attendance • Use data provided by attendance team to intervene with students whose attendance is between 90-95% • Liaise with HOD's to identify groups/individuals whose attendance is impacting on achievement • Establish regular communication with parents whose children have identified attendance concerns • Monitor student punctuality and issue detentions at the applicable thresholds where appropriate.
Attendance Officer (Years 7-11)	<ul style="list-style-type: none"> • Send all students to register in tutor groups before 9am • Ensure all AM/PM registers are taken • Contact parents where no reason has been provided for absence <p>Monitor weekly attendance by house and year group</p> <ul style="list-style-type: none"> • Provide half termly cumulative data reports on attendance to SLT, HOL, and tutors • Maintain high level log for medical concerns that impact on attendance/punctuality <p>Administer rewards for students on a termly basis</p>
Sixth form attendance manager / team	<p>Provide termly cumulative data reports on attendance to SLT, HOH, and tutors</p>

	<ul style="list-style-type: none"> • Maintain high level log for medical concerns that impact on attendance/punctuality • Administer reward scheme for students on termly basis • Contact parents where student's attendance is a concern (<90%) • Act as keyworker to support students/ families to improve attendance as part of a tailored programme of support • Meet with parents to agree plan to improve attendance • Liaise with outside agencies where appropriate • Conduct return to school meetings • Liaise with the safeguarding team on any CP issues that arise from poor attendance investigation
Leadership team	<ul style="list-style-type: none"> • Support whole school Attendance Strategy • Check impact of interventions <p>Report attendance to Governors</p> <p>Ensure that students teaching and learning experiences encourage regular attendance</p> <p>Ensure all staff are up to date with the schools attendance policy, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues.</p>
Governing Body	<ul style="list-style-type: none"> • Check impact of interventions