



The Grey Coat Hospital

Attendance Support and Intervention Policy

POLICY NAME:	Attendance Support & Intervention Policy
GOV COMMITTEE	Strategy Committee
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Contents

Introduction	3
Aims and Objectives	3
The Grey Coat Commitment-a whole school approach	4
Definition	4
Legal Duties	4
Responsibilities	5
Celebrating attendance and punctuality	7
EduLink One	8
Absences	8
Absences immediately before or after a school holiday	8
Requesting Leave of Absence	9
Catching up with work missed whilst absent	10
Sixth Form	11
Why regular attendance is important	11
Monitoring	11
Supporting attendance of students with medical needs	11
Supporting attendance of students with temporary medical conditions	12
Re-integration of students following long term absence	12
Persistent absence	12
Sanctions	12
Removal from the School Roll	13
Punctuality	13
Procedures for arriving late to school	13
Attendance Intervention Stages	14
Holidays during term time	16
Early Help and Safeguarding	17
Rewards and recognition	17
Monitoring and reviews	17
Attendance Intervention Flowchart	18
Sixth Form attendance and punctuality	19
Registration	19
Attendance concerns	20
Request for Leave of Absence	20
University Visits/Interviews/Taster days	21
Driving Tests	21

Introduction

It is the School's aim that at The Grey Coat Hospital, students and staff should enjoy learning, experience success and develop their full potential. The aim of this Policy reflects this and recognises that good attendance contributes significantly to students' wellbeing, enjoyment of school and their achievement, meaning that they are empowered to move onto their next steps confidently.

There is a clear link between poor attendance and lower academic achievement, with poor attenders much less likely to achieve five good passes at GCSE. Similarly, there is a strong correlation between high absenteeism and poor attainment at A level. Additionally, those with poor attendance go on to earn considerably less once they enter the world of work (DfE)

Every day of absence is a day of lost learning, therefore regular school attendance is essential for students to achieve their full academic, social, and emotional potential. At The Grey Coat Hospital we are committed to promoting excellent attendance and working in partnership with students, parents/carers, and external agencies to remove barriers to attendance.

In accordance with 'Keeping children safe in Education', and 'Working together to improve school attendance' (2024), we recognise that children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET later in life. This Policy should be read alongside the School Behaviour Policy, the Safeguarding Policy and the Policy for supporting students with medical needs.

Following the impact of COVID-19, schools across the country have experienced increased levels of pupil absence and a rise in emotionally based school non-attendance, persistent absence, and requests for term-time holidays. The increase in flexible and home-based working arrangements has also contributed to changing parental attitudes towards school attendance and in some cases, increased levels of absence.

This policy sets out a clear graduated response to attendance concerns, ensuring the early identification of issues, timely intervention, appropriate support, and clear accountability. Through a consistent and proactive approach, the school aims to promote excellent attendance and ensure that all pupils have the best possible opportunity to succeed.

The school aims to:

- promote a culture of excellent attendance,
- identify concerns early,
- provide support where barriers exist,
- challenge persistent absence,
- and ensure safeguarding responsibilities are fulfilled.

Aims and Objectives

This policy aims:

- *To provide clear guidelines about how the School promotes and attains high levels of Student attendance and punctuality.*
- *To set out procedures in place to achieve this.*
- *To outline the whole school approach to attendance and punctuality.*
- *To reward and celebrate achievement in the areas of attendance and punctuality.*

The Grey Coat Commitment - a whole school approach

- Everyone at The Grey Coat Hospital is committed to promoting excellent attendance and punctuality.
- All members of staff are made aware of how their role has an impact on attendance and punctuality as well as the responsibility to ensure the consistent application of the A & P Policy in line with the guidance set out by the DfE.
- The School will support students and parents/carers to achieve excellent attendance and punctuality, working closely with all where absence is a cause for concern.
- The School strives for 100% attendance for all students. The whole school attendance target is 98%. Where a student achieves at least 98% attendance over the course of one whole school year, they will have missed less than 4 days of school.
- The School will ensure that students are made aware of the importance of excellent attendance and how this will benefit them.
- The School will celebrate and reward high levels of attendance and punctuality.
- The School also acknowledges that the support of parents and carers has a profound impact in ensuring that levels of attendance and punctuality remain high.

Definitions

- **Session:** This refers to the two reporting 'sessions' (morning and afternoon) divided by a break, for which attendance must be recorded.
- **Authorised absence:** refers to an absence the School has either given approval to, in advance, for a student of compulsory school age to be away or has accepted an explanation offered afterwards as justification for absence.
- **Unauthorised absence:** refers to an absence that the School is not satisfied with the reasons given for an absence.

Legal Duties

Section 7 of the Education Act 1996 places a duty on parents to ensure children of compulsory school age are receiving efficient full-time education suitable to the child's age, ability and aptitude and to any special needs the child may have. Parents have a legal duty to ensure their child's regular attendance at the school where they are registered.

A parent who fails to ensure that their child attends school regularly is guilty of an offence under Section 444(1) of the Education Act 1996.

Responsibilities

The Governing Body will:

- Ensure that strategies are in place to promote and implement the Attendance and Punctuality Policy throughout the School and are known by parents.
- Review the effectiveness of the implementation of the policy in light of the Headteachers Termly Report, Annual Report and presentations to the Governing Body.

The Headteacher will:

- Ensure the School ethos promotes and celebrates good attendance and punctuality.
- Ensure strategies are in place to promote and implement the Attendance and Punctuality Policy throughout the School.
- Provide the Governing Body with half-termly data on attendance and punctuality, including data about students who are persistent absentees.
- Monitor data on attendance and punctuality via reports from the Senior Leader responsible for attendance.
- Determine, in collaboration with the Senior Leader responsible for attendance, whether to authorise any proposed absences formally requested, or absences which have taken place for which no request was made/approved.

The Senior Leader responsible for attendance will:

- Lead initiatives to promote attendance and punctuality throughout the School.
- Provide weekly data updates for the Pastoral Team with regards to attendance and punctuality.
- Analyse data on attendance and punctuality on a weekly, half-termly, termly and annual basis and prepare reports, as required, for the Headteacher and Governing Body.
- Support Heads of Year with making referrals to highly specialised services (e.g. Hospital School) where a student cannot attend due to medical needs.
- Comply with the Department for Education Statutory Guidance by informing the relevant Local Authority of the details of children who are regularly absent, missing from school following a leave of absence and prior to removing a child from the roll of the school.
- Comply with the requirement set out in the Local Authority's Code of Conduct when requesting issuance of penalty notices

The Attendance Manager will:

- Monitor registration on a daily basis.
- Monitor attendance on daily, weekly, half-termly, termly and annual basis.
- Be the first point of contact for parents and relevant school staff regarding Student absence and appointments.
- Check attendance for highly vulnerable students and inform parents/carers immediately in event of absence.

- Produce a list of all students who are late to school for Heads of Year and Senior Leaders by 10.00am each day.
- Produce a list of all absent students (detailing reasons for absence) for Heads of Year and Senior Leaders by 10.00am each day.
- Contact parents of Students who have been identified as at-risk, to challenge absences and encourage early return to school.
- Ensure data on attendance and punctuality is displayed in prominent places visible to students in St Andrew's Building and St Michael's Building.
- Where appropriate, make a referral to the relevant Local Authority for students where whom attendance and punctuality is a cause for concern.
- Manage the arrangements for students who need to attend appointments during school time.
- Co-ordinate the collation of all the documentary evidence required by the Local Authority for issuing a penalty notice or prosecution by the Local Authority for unauthorised absence.
- Arrange the end of term and end of year reward activities/trips for winning Form Groups in each Year Group.

The Head of Year will:

- Promote and celebrate attendance and punctuality within their Year Group.
- Issue weekly attendance and punctuality trophies, presented in year group assemblies to tutor groups who have been rewarded for excellent attendance and punctuality the previous week.
- Issue appropriate sanctions to students for whom attendance and punctuality is a cause for concern.
- Work with the Senior Leader responsible for attendance to identify students at risk of developing issues with punctuality and attendance.
- Convene and lead meetings with parents/carers and develop an action plan involving the child, parent/carer and, where appropriate, other agencies for students whose attendance and/or punctuality falls below the expected level.
- Make referrals to highly specialised services (e.g. Hospital School) where a student cannot attend due to medical needs.
- Co-ordinate the support plan for students returning to school after a prolonged absence.
- Disseminate attendance and punctuality data prepared by the Senior Leader to Form Tutors on a regular basis.
- Ensure Attendance and Punctuality is a standing agenda item for all meetings with their Pastoral Teams.

The Form Tutor will:

- Ensure that the attendance register using SIMS is taken at the start of the Form Period.
- Ensure the register is taken in silence. There should be no other activity taking place in the room. Tutors must emphasise the importance of the register to all students.
- Be alert and deal with any signs of disaffection which could result in poor attendance and punctuality and share this with the Head of Year.
- Identify absence trends or concerns and raise with the Head of Year.

- Promote and celebrate attendance and punctuality within their Form Group.
- Provide regular advice, encouragement, challenge and support to the class as a whole and individually to students about the importance of regular attendance and punctuality using the data provided by the Senior Leader responsible for attendance (disseminated by Heads of Year).

Parents/ Carers will:

- Inform the School if their child is unable to attend via EduLink One. State the reason for absence and the expected date of return.
- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Provide supportive documentation regarding periods of absence, as requested by the school (eg doctors note/appointment card)
- Be aware that only the School can determine if an absence from school is 'authorised'
- Ensure their child arrives at school on time (before the attendance register is closed for the session), dressed in full uniform and ready and equipped to learn.
- Ensure that all appointments, where possible, are arranged after school.
- Ensure that all requests for leave during term time are made in writing to the Headteacher with a minimum of two weeks' notice.

Students will:

- Aim to achieve 100% attendance and punctuality by arriving to school on time every day.
- Be proud of achieving excellent attendance and punctuality.
- Come to school well prepared and with the right attitude; to enjoy and achieve.
- Ensure all notes/appointment cards are passed to the Attendance Manager in advance of the appointment.
- Be punctual to all lessons.
- Speak to their Head of Year if there are any problems that may affect their attendance, punctuality and/or learning.

Celebrating Attendance and Punctuality

High levels of Attendance and Punctuality are celebrated on a weekly basis in Year Group assemblies for the Tutor Groups who have had excellent attendance and punctuality the previous week. By the end of the academic year, the Tutor group who achieved the highest level of A&P overall will be rewarded. By celebrating A&P in this way, students are encouraged to have a collective responsibility towards each other, and Heads of Year are encouraged to engender a competitive atmosphere within their year group.

All students who achieve 100% Attendance or 100% Punctuality throughout an entire academic year will receive a certificate of achievement during the end of year assembly. Those who achieve both 100% Attendance and 100% Punctuality will receive a certificate and a Book Token, as a way of acknowledging this outstanding achievement.

EduLink One



EduLink One is our parental information and communication system.

EduLink One can either be accessed by logging into the EduLink One website (<https://www.edulinkone.com/#!/login?code=greycoat>) or by downloading the EduLink One App via your App Store.

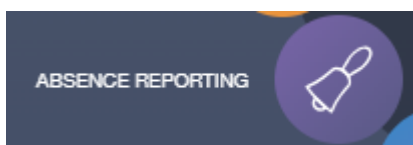
When you first join the school, we send you a personalised log in to your email address. If you do not have one, please contact the school via the form on the website:

<https://www.gch.org.uk/contact-us>

EduLink One offers a variety of different functions so that you can be kept up-to-date with information about your child. Some of the main functions we will use it for initially are:

- Viewing and reporting attendance information about your child
- Updating parent/carers contact details
- Viewing your child's achievement and behaviour points log
- Viewing your child's tracking reports
- Viewing your child's timetable
- Making parents' evening appointments
- Receiving communication regarding important school events

EduLink One allows you to report absence via the “absence reporting” icon (image below) on your parent dashboard and you should use this to report your child's absence or any planned appointments that you would like to request leave of absence for.



Absences

- On each day of absence, parents/carers should report absence via the Edulink One platform.
- When reporting absence Parents/carers must give the reason for absence (reporting a child as 'unwell' is insufficient: we must have exact reasons for the absence) and the anticipated date of return.
- Parents/carers must follow this procedure for each day their child is absent.
- Should you be unable to access EduLink One, then you can report your child's absence by calling the school. Please call Ms Williams (Attendance Manager) on: 020 7969 1998 (St

Andrew's Building). Please **do not report** sickness or absence by using the **Contact Us** form on the school website.

- When not using EduLink One, Parents/carers must follow up the call to the school with a note. Parents/carers must send a note with the student on their return after an absence, stating clearly the dates of absence and the reason. Absences for which satisfactory written explanations have not been received within five days of the student's return to school may be marked as unauthorised.
- It is the responsibility of the school not the parent/carer, to decide whether the absence is authorised or unauthorised. Such decisions will be made in accordance with Government regulations and guidance.
- The process for reporting absence is uniform for Year 7 to Year 13. Students in the Sixth Form **cannot** report their own absence.
- The coding for any absences will be in accordance with the guidance provided by the Department of Education.

Absences immediately before or after a school holiday

In order to ensure that all students' attendance records are accurate, we will require medical evidence to authorise any absences immediately before or after a school holiday where parent(s)/carer(s) are citing illness or a medical appointment as being the reason for absence.

This could be in the form of an appointment letter from a medical institution, a stamped appointment card from a GP surgery or by requesting our own "request for medical evidence" form from the Attendance Manager. Without such evidence, absences immediately before or after a holiday will be unauthorised.

The school will also require evidence in the form of a doctor's note or appointment card for any reported illness for students with attendance below 90%.

Requesting Leave of Absence – Family Holidays

It is not acceptable for parents/carers to request to take students out of school for a family holiday. It is disruptive to a student's learning and does not communicate a consistent message of the value of education between school and home. Such requests will be unauthorised and may result in the school making a referral for parents/carers to be issued a penalty charge notice.

Extenuating circumstances requiring time off school

The Education (Student Registration) Regulations 2013 prohibits the Headteacher from granting leave of absence to a student. The exception to this, is where an advance application has been made by the parent and the Headteacher considers that there are exceptional circumstances relating to the application.

The request for leave of absence must be made in writing to the Headteacher with a minimum of two weeks' notice. The Headteacher will assess all requests on a case-by-case basis. Each case will be considered on merit, considering the individual facts and the exceptional circumstances. For the purpose of defining 'exceptional circumstances' and as a guiding principle only, the Headteacher may consider if the reasons given for requesting leave are: **rare, significant, unavoidable** and that the length of absence is **not excessive in duration**.

The Headteacher will take the following into consideration when considering requests for leave of absence during term time:

- *Can the event for which leave of absence is requested be reasonably taken during school holidays?*
- *Levels of attendance and unauthorised absence over the last 12 months.*
- *Has there been any leave of absence taken previously?*
- *Whether the leave is during an internal exam period, or will result in not meeting assessment deadlines.*
- *Age and year group of the student.*

In no case should students be absent during GCSE/A Level examination periods and any requests for students to be absent during this time will not be authorised. Please refer to the Examinations Policy for further information regarding absence during examination periods.

External Examinations

Occasionally, parents/carers may wish to request leave of absence for external examinations (such as Dance or Music exams). These requests should also be put in writing to the Headteacher, with at least two weeks' notice given.

Appointments

- All appointments, where possible, must be arranged outside of school.
- Time away from school as a result of an appointment must be kept to a minimum – students should not be absent for the whole day/whole morning/whole afternoon.
- All appointments must be logged via EduLink One in advance and requests should be supported by medical evidence, in the form of an appointment letter or card.

Catching up with work missed whilst absent

When students are absent due to illness, students and parents/carers should not contact staff to request that the work being missed that day be sent to the student to complete. If a student is too unwell to be in school, then it is important that they take the time needed to rest and recover. Students should speak to their teachers upon their return and discuss what work could be done to catch up.

Where an absence is planned (for example if the student has been granted leave of absence for a dance exam), we expect students to be proactive and contact their teachers in advance of the absence to ask for any work they could do and/or students should contact their teachers to find out what work was missed in order to catch up before their next lesson.

If it is a long-term absence due to illness or other extenuating circumstances, the School will work with the family to agree the best approach in allowing the student to keep up with their studies.

However, in all situations, it is important to understand that there is no substitute for students being physically present in a lesson and that, wherever possible, all types of absences should be avoided so that students' learning is not affected.

Why regular attendance is important

The welfare of students is of paramount importance to The Grey Coat Hospital and we know that regular attendance throughout the year is essential for their success and fulfilment. Furthermore,

studies by the Department for Education, have consistently shown that links between attendance and achievement are strong. Therefore, falling below 98% attendance will likely have an impact on their academic achievement. The table below sets out how percentage attendance equates to the amount of school time missed over the course of a school year.

Attendance Stages

Stage	Attendance	Description	Lead Staff
Stage 1	100-97%	Universal Monitoring	Form Tutor
Stage 2	96.9 - 94%	Attendance Concern	Tutor / Attendance Manager
Stage 3	93.9 - 90%	Risk of Persistent Absence	Head of Year
Stage 4	Below 90%	Persistent Absence	Senior Leadership Team

Attendance	Missed days	Sessions	Equivalent weeks	Equivalent lessons
100%	0	0	0	0
98% (GCH target)	4	8	< 1 week	24
95%	9	18	1 week and 4 days	54
90%	19	38	3 weeks and 4 days	114
85%	29	58	5 weeks and 4 days	174
80%	38	76	7 weeks and 3 days	228
75%	48	96	9 weeks and 3 days	288
70%	57	114	11 week and 2 days	342
65%	67	134	13 weeks and 2 days	402

Monitoring

The Senior Leader responsible for attendance will provide weekly updates for the Pastoral Team with regards to attendance and punctuality. This will include students who are at risk of falling into persistent absence so that Heads of Year and Pastoral staff can intervene at an early stage.

The school will ensure that the parents of students whose attendance-rates fall below an acceptable level will be contacted in writing with a view to working together to improve the situation.

The Heads of Year recognise, celebrate and reward students who achieve 100% attendance and punctuality in assemblies

Persistent absence will be closely monitored and any student whose attendance level falls below 97% will be subject to an action plan to support their return to full attendance

Supporting attendance of students with medical needs

Students with medical needs may need to take medication during the school day. In order to support the student and promote attendance Schools can administer medicines to students if they have been prescribed by a Doctor. If parents/carers wish prescribed medication to be administered during the school day, they must:

- complete a '*Administration of Medication Form*' and send the form to the school office along with the medication.
- ensure the medication is in its original packaging with the prescription label on it. The label must be clear and free from alterations. The school is unable to give any medication to children that is not in its original packaging.
- Further information about how the School supports students with medical needs can be found in the Medical Needs Policy.

Supporting students with attendance or students with temporary medical conditions

On occasion students may need to take pain relief for a headache, period pain, temporary injury. If medication is needed and to support the student's attendance the School can administer medication to students. If medication is needed, it must be handed in to the office and a parent/carer must sign the '*Administration of Medication Form*'. The medication must be in its original packaging with label on it. The label must be clear and free from alterations. The school is unable to give any medication to children that is not in its original packaging. In the case of paracetamol/pain relief First Aid staff are required to obtain verbal consent from parents/carers on that day to verify that no other medication has been taken in the previous four hours. Without this consent paracetamol cannot be administered. This applies for students from Year 7 to Year 13.

Re-integration of students following long term absence

The School recognises the key role it can play in ensuring successful reintegration of students returning after a prolonged period of absence, perhaps due to illness. The School will work in partnership with parents and external agencies (where appropriate), to assist a smooth reintegration back into school; ensuring a flexible approach to meeting the student's needs. All relevant staff will be informed of the student's circumstances and the student's Head of Year will plan their return and monitor their progress.

Persistent absence

- According to the Department for Education guidelines, a student will be considered as a **Persistent Absentee** if their attendance is 90% or lower (i.e. 10% or more sessions are missed).
- Persistent absence will be closely monitored and any student whose attendance level falls below 90% will be subject to an action plan to support their return to full attendance.
- A student is considered to be **Severely Absent** once their attendance drops below 50%

Sanctions

- The School, via the Local Authority, can exercise its legal powers to address poor attendance in school. These powers include: Penalty Notices: Section 23 of the Anti-Social Behaviour Act 2003 allows penalty notices (fines) to be issued to parents. They are an alternative measure to the prosecution of parents who fail to ensure that their child attends school. A penalty notice will be issued by the Local Authority in line with their Code of Conduct when a child's absence has not been authorised by the School. This is issued to both parents for each child. The penalty is £60 per parent per child if paid within 21 days, increasing to £120 per parent

per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then the Local Authority may decide to prosecute the parents.

- Prosecution: If a child fails to attend school regularly at which they are registered then the parents may be guilty of an offence and may be prosecuted by the Local Authority. They have the power to prosecute parents who fail to comply with a school attendance order under section 443 of the Education Act 1996 or fail to ensure their child's regular attendance at a school under section 444 of the Education Act 1996. The fines available to the courts if the parents are found guilty could be between £1000 and £2500. The courts can also sentence parents for imprisonment for up to 3 months.

Punctuality

The timing of the school day is as follows:

Registration	8.30am (8.45 for Sixth Form)
P1	9.05 – 9.55
P2	9.55 – 10.45
BREAK	10.45 – 11.10
P3	11.10 - 12.00
P4	12.00 - 12.50
LUNCH	12.50 – 1.50
P5	1.50 – 2.40
P6	2.40 – 3.30

On occasions the school runs an alternative timetable, referred to as a 'Shortened Day'; as below:

Registration	8.30am (8.45 for Sixth Form)
P1	9.00 – 9.40
P2	9.40 – 10.20
BREAK	10.20 – 10.45
P3	10.45 – 11.25
P4	11.25 - 12.05
LUNCH	12.05 – 12.55
P5	1.00 – 1.40
P6	1.40 – 2.20

The school day starts at 8.30am for Key Stages 3 and 4 and 8.45am for Key Stage 5. Students are late to school when they arrive after these times.

Procedures for arriving late to school

KS3 and 4 students who arrive after 8:30, will need to report to reception and their reason for lateness will be noted. KS5 students who arrive after 8.45am will also be required to do the same. All students who arrive late are required to see their Head of Year during breaktime to explain the

reason for their lateness. Late students will be required to complete a 30 minute detention at 3.30pm on the day that they have been late.

For KS3 and 4 Students who arrive after 9:00am, their lateness will be recorded as “late – after the register has closed” and will affect their overall attendance percentage. Students will be required to sit a 60 minute detention the same day at 3.30pm. KS5 students who arrive after 09:15am will be required to do the same.

The Attendance Manager will run regular ‘morning punctuality’ checks and identify those with poor punctuality and those where patterns may be evident. This will be followed up by Heads of Year. Parents/carers will be contacted, in writing, by the School when a child is late in the morning more than 5 times in any one term.

Where a student’s attendance/punctuality is a cause for concern, they may be put on an Attendance/Punctuality Report where their daily attendance and punctuality is closely monitored and specific sanctions are put in place if they fail to attend school each day and on time.

Attendance intervention stages

Stage 0 – Universal monitoring GREEN

Lead staff: Form Tutor

Actions:

- Weekly attendance monitoring
- Positive praise and rewards including badges and book tokens for 100% attendance and punctuality
- Tutor check-ins after absence
- Celebration assemblies/certificates
- Communication home regarding excellent attendance

Trigger for escalation:

- Attendance falls below 97%
- Emerging patterns of absence or lateness identified

Stage 1 – Attendance Concern YELLOW

Attendance: 96.9% - 94%

Lead staff:

- Form Tutor
- Attendance Manager

Actions:

- Tutor discussion with student
- Parent/carers informed of attendance concern
- Attendance letter sent

- Meeting with parents/carers
- Attendance monitoring period initiated
- Attendance patterns reviewed
- Targeted support strategies considered

Support may include:

- pastoral support
- mentoring
- seating review
- punctuality support
- wellbeing check-ins

Review period:

- 2–4 weeks

Possible outcomes:

- Improvement → return to Stage 1
- Continued concern → escalate to Stage 3

Stage 2 – Risk of Persistent Absence ORANGE

Attendance: 93.9% - 90%

Lead staff:

- Head of Year
- Attendance Manager

Actions:

- Formal meeting with parents/carers
- Attendance Improvement Plan created- targets given
- Weekly monitoring by Head of Year /Inclusion meetings
- Attendance targets agreed
- Barriers to attendance identified

Additional support:

- school counsellor
- safeguarding support
- SEND support
- mentoring
- Early Help consideration

Review period:

- Every 2–4 weeks

Possible outcomes:

- Improvement → step down to Stage 2
- No improvement → escalate to Stage 4

Stage 3 – Persistent Absence RED

Attendance: Below 90% (This group will also include students that fall below the **severely absent** threshold of 50%).

Lead staff:

- Senior Leader for Attendance
- Head of Year
- Safeguarding Team

Actions:

- Attendance panel meeting
- Senior Leadership intervention
- Formal attendance contract
- Home visits where appropriate
- Referral to Early Help/external agencies
- Medical evidence may be requested
- Referral to Westminster Attendance Support Team

Consideration will be given to:

- emotionally based school non-attendance
- safeguarding concerns
- mental health
- family circumstances
- transport issues
- medical needs
- SEND needs

Legal intervention:

Where absences remain unauthorised and no improvement is made:

- referral to the Local Authority,
- penalty notice consideration,
- legal proceedings in line with local guidance.

Where absences are authorised, consideration will be given to students in the form of:

- Reduced timetable/Adjusted timetable
- Temporary phased return to school

Holidays during Term Time

The school strongly discourages holidays during term time.

Parents/carers should note:

- family holidays are not usually authorised,
- lower holiday costs are not considered exceptional circumstances,
- term-time absence can negatively affect academic progress.

Requests for leave must be submitted in writing to the Headteacher.

Unauthorised leave may result in:

- fixed penalty notices,
- referral to the Local Authority.

Early Help and Safeguarding

The school recognises that attendance concerns may indicate wider safeguarding or welfare concerns.

An Early Help referral may be considered where:

- attendance falls below 70%,
- there are repeated unauthorised absences,
- family support is required,
- wider concerns impact attendance.

Where safeguarding concerns are identified, immediate referral will be made to the Designated Safeguarding Lead.

Rewards and recognition

The school will promote positive attendance through:

- certificates,
- tutor group competitions,
- attendance awards,
- positive phone calls home,
- reward trips and events,
- celebration assemblies.

Monitoring and Review

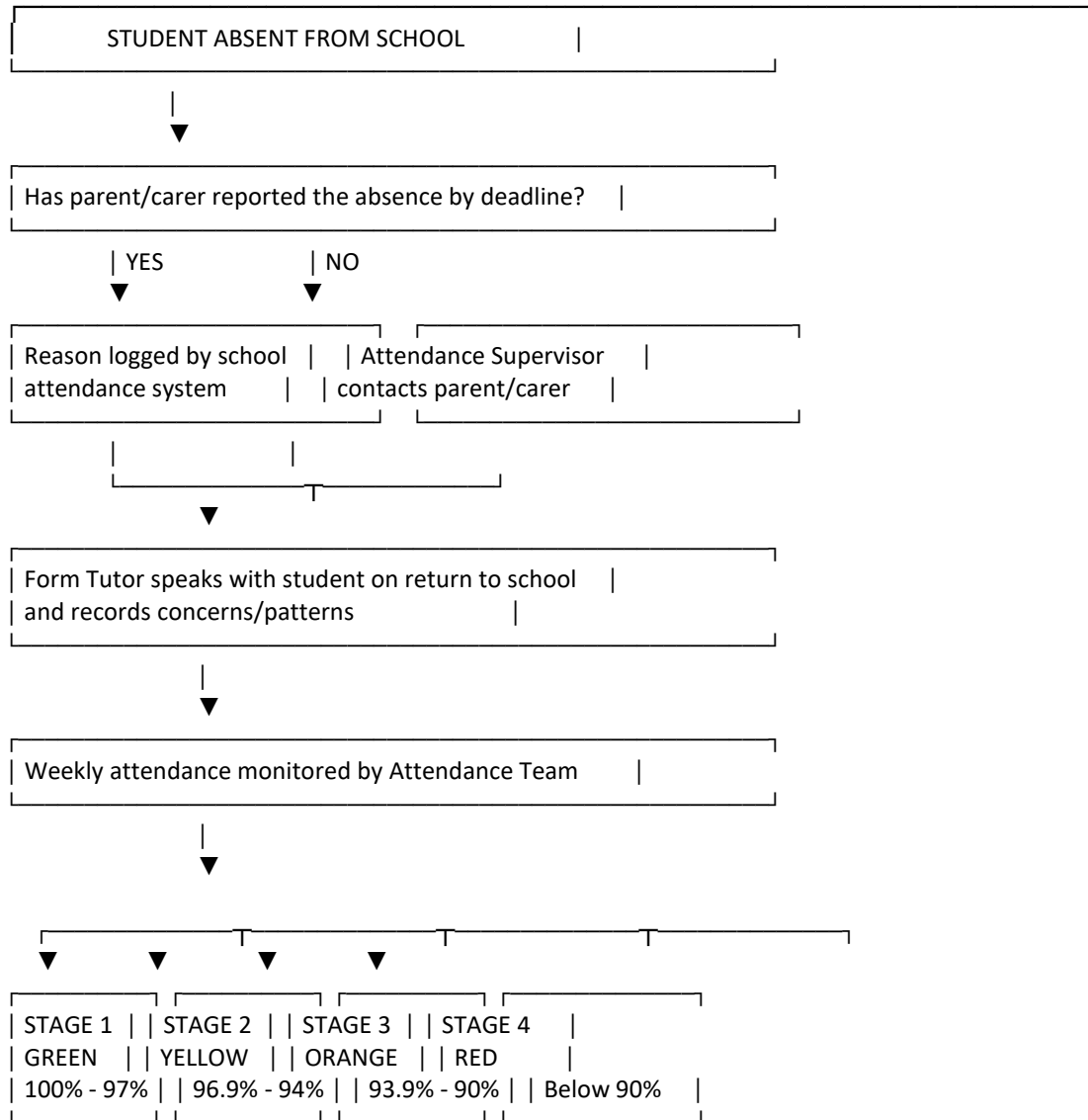
Attendance data will be reviewed:

- weekly by pastoral teams,
- half-termly by Senior Leaders,
- termly by Governors.

The policy will be reviewed annually.

Attendance intervention flowchart

SCHOOL ATTENDANCE FLOWCHART



STAGE 1:

- Rewards
- Praise
- Tutor monitoring



STAGE 2:

- Tutor intervention
- Parent letter
- Attendance monitoring



STAGE 3:

- Head of Year meeting
- Attendance support plan
- Parent/carer meeting



STAGE 4:

- Senior Leadership intervention
- Attendance panel
- Early Help/external agency referral



Continued unauthorised absence:

- Local Authority referral
- Legal intervention considered

Sixth Form Attendance & Punctuality

Whilst all the above are also pertinent to Sixth Form students, there are some procedures that are specific to the Sixth Form.

At The Grey Coat Hospital Sixth Form we expect all of our students to play a full and active part in school life; attending all timetabled lessons, study room sessions, form periods, assemblies and other timetabled activities as required. We expect all students to take notice of the expectations below, with regards to attendance and punctuality.

Registration

Morning registration is at **8.45am** and attendance is **compulsory**. Morning registration and form time is a vital part of the students' preparation for A-Levels and an important means for students' integration into Sixth Form life. Students should arrive in school by at least 8.40am so that they are on time for registration.

Students arriving after 8.45am will need to report to the Attendance Manager and their reason for lateness will be noted. Students are required to see their Head of Year during the day to explain their lateness.

Students will be required to complete a 30 minute detention at 3.30pm on the day that they have been late.

If students arrive after 9.15am then their lateness will be recorded as “late – after the register has closed” and will affect their overall attendance percentage. Students will be required to sit a 60 minute detention on the same day at 3.30pm as a result of this lateness.

Attendance Concerns

Good attendance is vital in order to achieve on A Level courses. Students should strive to attend school every day and only take time off when absolutely necessary.

If attendance, despite support, continues to decline to below **75%** then the school reserves the right to request that parents/carers pay in order to enter the student for their examination as a private candidate and/or not to enter the student for their A Level examinations. This equates to 11 weeks of absence, which is not sufficient attendance in order to pass an A Level qualification.

This is in accordance with advice given by the DfE, which states:

1, ‘Institutions can apply reasonable conditions of attendance in order to qualify for free examination entry’

2, ‘Institutions can charge for examinations and resits as follows:’

- *where the required attendance or completion of work has not been achieved.*
- *where the student fails without good reason to sit the examination for which the institution has paid.*
- *where a student resits an examination resulting from an initial examination failure.*
- *where a student resits an exam with the aim of achieving marginal improvements in grades.’*

Withdrawing a student’s place

In accordance with the guidance from the DfE, the School can only record funding for reasonable student absences of up to four weeks (28 days), if a student *returns* from this absence.

Students who do not return to learning after this period of absence, ‘must be withdrawn from their programme. The DfE does not distinguish between authorised and unauthorised absence for funding purposes.’

Therefore, any student with an absence of four consecutive weeks (28 days) may be taken off roll.

Requests for leave of absence:

As mentioned above, excellent attendance is vital for success in the Sixth Form and students should only be absent when absolutely necessary. Where possible, parent(s)/carer(s) should arrange these appointments during their non-contact periods, so as not to miss out on valuable lesson time.

If a student needs leave of absence for medical/dental appointments or external examinations then their parent(s)/carer(s) should notify the school in advance. The following methods can be used to notify the school:

- Using the **EduLink app** to report the absence
- Calling the school switchboard before **8:30am** to leave a message on the **Absence line**.

University Visits/Interviews/Taster Days

Absences for this reason will be authorised and students need to complete a 'Green Card' well in advance of the day.

Driving Tests

Where possible, these should be scheduled during holiday periods or a student's non-contact periods, so as not to miss out on valuable lesson time. Request for leave of absence for this reason needs to be communicated in advance, as per the procedures for medical/dental appointments. It is important to note that only the absence for the test itself will be authorised, not any driving lessons needed in the lead up to the test.