

6-5 United Learning – Independent Schools Attendance Policy

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1. Policy Statement

Guildford High School recognises that high attendance and punctuality are fundamental to academic success, personal development, and the wellbeing and safety of pupils. This policy sets out expectations, procedures and responsibilities of all pupils, parents, staff, and school leaders at Guildford High School in relation to attendance.

Its purpose is to promote high levels of attendance and punctuality; to ensure every pupil has access to a full-time suitable education; to support families in meeting their legal obligations; to identify and address patterns of poor attendance early and to ensure there are clear procedures in place for monitoring and intervention.

Whilst all pupils have a right to full-time education and the school has high attendance expectations for all pupils, the school will account for the specific needs of certain pupils and pupil cohorts. In applying this policy, the school will consider its duties under the *Equality Act 2010* and the *UN Convention on the Rights of the Child*.

This policy was developed having regard to the following legislation and guidance:

- The School Attendance (Pupil Registration) (England) Regulations 2024
- Working Together to Improve School Attendance (DfE) 2024
- the School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Independent School Standards) Regulations 2014,
- Children Missing Education (DfE) 2024

2. Definitions

The following definitions apply to this Policy:

- **Senior Attendance Champion** – The member of the senior leadership team designated to oversee all attendance-related matters and to champion and promote good attendance.
- **Persistent Absence** – Attendance below 90%.
- **Unauthorised Absence** – Absence that has not been authorised by the school in line with the processes set out below.
- **Parent** – In this document the term 'parent' is to refer to a parent, carer, guardian, or anyone with legal responsibility for the pupil.



3. Key contacts

School office – In the Senior School, parents must notify the school via the email address pupilabsence@guildfordhigh.co.uk copying in the Head of Year and Form Tutor before 08:20 to report illness and any other unplanned absences. In the Junior School, parents must notify the school via the email address guildford-junioroffice@guildfordhigh.co.uk before 08:20.

Senior Attendance Champion	Catherine Gilmore Deputy Head Pastoral	catherine.gilmore@guildfordhigh.co.uk
Senior Absence		pupilabsence@guildfordhigh.co.uk
Junior Absence		guildford-junioroffice@guildfordhigh.co.uk
Form Tutor	For initial support on attendance please contact the pupil's relevant Form Tutor	
Heads of Year	For additional support on attendance please contact the pupil's relevant Head of Year	

4. Publication of this policy

This policy is published on the school website and a list of relevant policies will be sent to parents when pupils join the school. A reminder of these policies will be sent at the beginning of the school year to all parents.

5. Responsibilities

The Local Governing Body will:

- Have overarching responsibility for attendance at the school.
- Delegate responsibilities under this policy as described below.
- Monitor and review attendance on a termly basis.
- Ensure this policy is reviewed on an annual basis.

The Head will:

- Ensure this policy is implemented and reviewed annually.
- Monitor attendance data regularly.
- Report termly attendance to the Local Governing Body and United Learning.
- Ensure that staff are appropriately trained.



The Senior Attendance Champion will:

- Oversee daily attendance systems.
- Maintain accurate attendance records.
- Work with families, pastoral teams, and external agencies to address attendance concerns.
- Ensure that staff are familiar with attendance expectations and processes and apply them consistently.
- Set a clear vision for improving and maintaining good attendance.
- Monitor and evaluate the efficacy of the School's attendance strategies and processes.

Tutors/Class Teachers will:

- Complete morning and afternoon registration accurately.
- Monitor attendance daily.
- Refer unexplained absences to reception staff to make same-day enquiries with parents.
- Raise concerns promptly with the Senior Attendance Champion.
- Deal with lateness consistently in line with the Behaviour and Discipline policy.

Head of Year:

- Follows up on the day regarding any unexplained absences.
- Liaises with the Senior Attendance Champion to ensure pupil absences are dealt with promptly and effectively.
- Ensures attendance registers are completed accurately.

All staff will:

- Promote and regularly communicate the importance of good attendance for example through assemblies, PSHE lessons and conversations with pupils and parents.
- Support a school culture of high expectations in relation to attendance and punctuality.
- Be aware that poor attendance may be a symptom of wider concerns about a child.
- Attend training and briefings relevant to attendance and adhere to this policy.

Parents are expected to:

- Be aware of their legal obligation to ensure that their child(ren) of compulsory school age receive an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.



- Observe the terms of the original contract and be aware that failure to ensure a child's attendance or engage with the school about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.
- Ensure their child attends school daily and on time.
- Notify the Senior School of any absence via email to pupilabsence@guildfordhigh.co.uk copying in Head of Year and Form Tutor by 08:20 and provide a reason for it. In the Junior School email guildford-junioroffice@guildfordhigh.co.uk by 08:20.
- Provide reasons and, if requested, evidence for absences (e.g., medical notes).
- Try to book routine dentist and other appointments outside the school day wherever possible.
- Use the procedure below under “Leave of absence” when seeking advance authorisation for absence.

Pupils are expected to:

- Attend school daily and arrive on time.
- Be responsible for attending registration and lessons punctually.
- Remain on the school site during the school day except where attending an authorised activity.
- Sixth Form students are permitted to leave the school site during the day when they are not in lessons, but must sign in and out.

6. Timings of school day and registration

Senior School

- The school day begins at 08:30 and ends at 16:00; pupils are expected to be onsite or attending a school approved activity for the entire day, this period may be extended for the purpose of attending clubs etc.
- Morning registration is at 08:30-08:40; afternoon registration is at 13:20-13:25.
- Registers are taken electronically and completed within 10 minutes.
- If a pupil is absent when the register started being taken but arrives before the register is closed, they will be recorded as a late arrival.
- Late arrival after the register closes at 09:00 is marked as an unauthorised absence unless a valid reason is provided.
- Parents must notify the school office by 08:20 on the day of any unplanned absence.
- Where there is an unexplained absence, this will be referred to the Head of Year who will contact the parents to follow up on the same day.

Junior School



- All Junior School pupils from EYFS to Year 6 are registered twice a day, at the start of their school day at 08:30 and immediately after lunch at 13:15. As with the Senior School, the register is completed via iSAMS.
- All pupils are required to attend registration, and we structure the school day so there are very few occasions when a pupil would need to be absent from registration. Occasions when a pupil may be absent from registration but in school would be:
 1. Music lesson/language conversation/LAMDA class running over registration - In these cases the pupil must tell the Receptionist that they are present and sign in before their lesson.
 2. Native speakers' lesson/SPAG lesson/other clubs in which the teacher running the session will register the pupils and then inform the Receptionist by email, no later than 08:40 the record of attendance.
- If a pupil arrives in school late (after 08:40), for example due to bad traffic, they must sign in at Reception. In these cases, the Receptionist will then update the electronic register accordingly.

7. Leave of absence

- Applications for authorised leave of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Head, Mrs Laurie at karen.laurie@guildfordhigh.co.uk
- The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record, and the relevant background context behind the request.
- If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence.
- A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

8. The Attendance Register

Attendance and absences are recorded in the school Attendance Register using the relevant codes as set out in *The School Attendance (Pupil Registration) (England) Regulations 2024* and the statutory guidance *Working together to improve school attendance (DfE) 2024*.

The Attendance Register will show whether a pupil is present, late, attending a place other than school or absent.

Absences are either:

- Authorised: e.g., illness, religious observance, medical appointments (evidence may be required).
- Unauthorised: e.g., holidays during term time without authorisation, absence without valid explanation.



The attendance register is kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy. Registers are legal records and, in line with current legislation, the School will preserve every entry in the attendance register for 6 years from the date the data was entered.

Where amendments are made, the School will ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register will only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

Unexplained Absences

In both Senior and Junior Schools, if a pupil is absent from registration **without explanation** the Form Tutor will use attendance code 'N' on the school register. ALL unexplained absences will be followed up as detailed below:

- In the Senior School, Reception staff check the list of unexplained absences and email teachers/go to classrooms to ascertain whether the pupils are present. This will be done by 09:30.
 - Text messages/emails are then sent via School Post to parents of pupils who are absent without explanation.
 - Parents' replies to the School Post notifications will then be updated on the register by the Reception staff to show the reason for the absence; the Form Tutor then follows this up.
 - If no contact is received by 10:30 from parents, the Reception staff will then pass this on to the HoY/Deputy Head Pastoral, who will then call the family.
- In the Junior School, the Receptionist checks the list of unexplained absences.
 - They will then phone the parents to ask them to explain the reason for the absence.
 - If no contact is received by 10:00, the receptionist will pass the information on to the Senior Leadership Team.

In both Senior and Junior schools, the senior member of staff will:

- i. Continue to phone home and check in with family/friends to see if they have any knowledge of the absence;
- ii. check the following day to see if the pupil is present;
- iii. if after 48 hours the pupil is not present and no contact has been made, the Deputy Head will speak with the Head. The police and Local Authority would then be contacted.
- iv. The '2 day rule' applies to all pupils at GHS and not just those on a child protection plan.

9. Monitoring and Intervention

Data from the Attendance Register is monitored to identify weekly attendance patterns and trends and to deliver intervention and support in a targeted way to pupils and families. Identifying the pupils who need support will not just focus on persistent and severe absence, but the school will also seek to identify pupils who can be supported earlier before patterns become entrenched.



The school will work with parents and pupils and relevant school staff such as the SENCO, if appropriate, to identify particular barriers to attendance and to put in place appropriate support. Support will be tailored to the individual circumstances of the pupil. As a general guide, the following principles will be followed:

- Attendance levels are monitored weekly by the Head of Year in discussion with the Deputy Head Pastoral.
- Below 90% (persistent absence) or below 50% (serious absence) prompts a structured intervention plan; in such cases the school will work with the local authority to put in place targeted support which may include Early Help.
- Home visits may be conducted if absence is unexplained or safeguarding concerns are raised about a child who is not attending school.

10. Additional needs

It is acknowledged that some pupils may find it harder than others to attend school, for example, those with special educational needs, disabilities, medical conditions, and/or social, emotional, and mental health difficulties. In such cases the school will work with those pupils and parents to try to remove barriers to attendance and to put the right support in place.

Where appropriate, this will include considering what reasonable adjustments can be made to remove any potential in-school barriers to attendance. Where it is in the pupil's best interests, a temporary part-time timetable can be considered part of a re-integration package to meet the child's needs and encourage regular attendance at school. This may be appropriate where a pupil is unable initially to attend full-time education. A part-time timetable will not be treated as a long-term solution and there will be pastoral support and other programmes running alongside the part-time timetable to encourage full-time attendance.

Where a pupil has an education, health, and care plan (EHCP) the school will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

The school may, in limited circumstances, with the agreement of parents, provide remote education to enable pupils who are well enough to learn but unable to attend the school site for a time-limited period. In such cases, the pupil will be recorded as absent using the most appropriate absence code.

11. Safeguarding and Attendance

All pupils

Persistent or unusual absence patterns may be indicators of safeguarding concerns. The Designated Safeguarding Lead will be informed if:

- A pupil is absent without explanation for more than two consecutive days.
- A pattern of concern arises.
- Follow up action in such cases may include a referral to children's social care.



12. Data Collection and Reporting

- Attendance data is reported to the Local Governing Body and United Learning on a regular basis.
- The school is legally required to share information from the registers with the local authority. This includes:
 - New pupil and deletion returns outside of normal transition time.
 - Attendance returns (where a pupil has 10 consecutive days of unauthorised absence)
 - Sickness returns (where a pupil is unable to attend because of sickness and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more in one school year)
- The school must provide specific pupil information on request to the Secretary of State and inspectorates.
- Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

13. Attendance Strategy

This policy supports the attendance strategy of Guildford High School which aims to promote a culture of high attendance that supports pupil welfare and educational outcomes such that all pupils are accounted for and supported to access their full-time education entitlement. The School seeks to ensure that attendance is accurately recorded, monitored, and reported, and that our systems and processes are designed to help reduce absences and to identify and address patterns of persistent or severe absence, including for pupils with SEND or health needs, through early intervention and partnership with families.

14. Policy Review


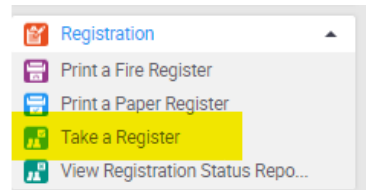
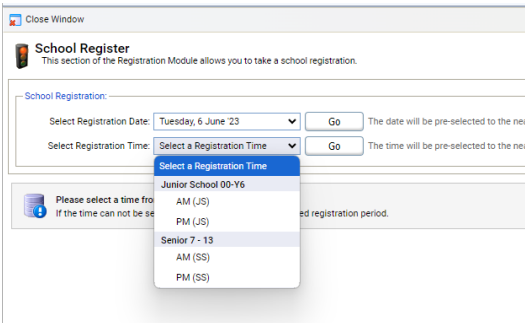
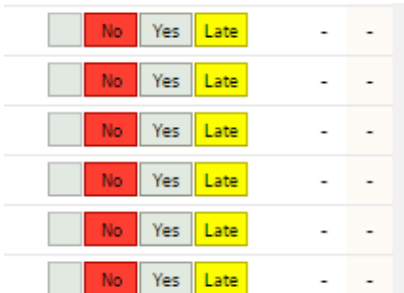
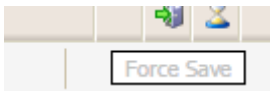
This policy will be reviewed annually. It will be monitored by the Senior Attendance Champion and updated and revised if necessary, during the annual cycle.

Template Owner	Operations Business Partner – Independent Schools
Department responsible	School Improvement Teams
United Learning Independent Schools/Academies/Both	United Learning Independent Schools
Reviewed	August 2026
Date Policy Authorised	November 2025
Policy Owner	Catherine Gilmore
Review Date	September 2026
Date Policy agreed by Local Governing Body	June 2025
Next LGB review date:	June 2026



APPENDIX - REGISTRATION CODES AND PROCEDURE

ACCESSING ATTENDANCE REGISTERS

	<p>https://guildfordhigh.isamshosting.cloud Open iSAMS and log in.</p>
	<p>Click take register from the wizard bar</p>
	<p>Select registration Date Select registration Period:</p> <ul style="list-style-type: none"> • Junior School or • Senior School <p>Select form or set if SS PM registration.</p>
	<p>Click the status button (present, late, absence)</p> <p>Late : enter time</p> <p>Absence: enter correct status. Please see list of possible absence status below.</p>
	<p>Make sure the changes get saved, if in doubt click “Force to Save”</p>

REGISTRATION CODES

From August 19th 2024, the following Attendance Codes will take effect.
Please note that:

- Code H will no longer be used. Holidays will be recorded under Code C, if applicable.
- Code J has been replaced by Code J1.
- Code Y will no longer be used.
- New codes of C1, C2, J1, K, Q, Y1, Y2, Y3, Y4, Y5, Y6 and Y7 have been introduced.
- When using codes B, K and Y7, the nature of the education cause/unavoidable cause must be recorded in the new Nature of Absence area (still in development).



Blue - Nature of Absence needs to be recorded Red - New or replacement codes

The greyed-out lines in the table represent codes that are unlikely to be used in our setting.

Attending Codes

Codes	Pupil Attendance Codes
/	Morning session - present at the school when attendance register begins to be taken.
\	Afternoon session - present at the school when attendance register begins to be taken.
L	Late arrival before the register is closed.

Attending a place other than the school

Codes	Pupil Attendance Codes
P	Participating in a sporting activity
V	Attending an educational visit or trip.
W	Attending work experience.
B	Attending a place for any other approved educational activity. <i>(School must also record the nature of the educational activity)</i>
K	Attending education provision arranged by the local authority. <i>(School must record the nature of the educational activity)</i>

Absent – Authorised Absences

Codes	Pupil Attendance Codes
C	Leave of Absence for exceptional circumstances (school can grant a leave of absence at their discretion)
D	Attending another school at which they are a registered pupil.
E	Suspended or permanently excluded.
I	Illness (not medical or dental appointment)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Leave of absence for the purpose of attending a medical or dental appointment.
R	Religious observance.
S	Study Leave - Leave of absence for the purpose of studying for a public examination.
T	Parent travelling for occupational purposes.
X	Non-compulsory school age pupil not required to attend school.
C1	Absent with leave for the purpose of participating in regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable



Absent – Unauthorised Absences

Codes	Pupil Attendance Codes
G	Holiday not granted by the school
N	Reason for absence not yet established (no reason for absence is established) If a reason for absence cannot be established, school must amend the record to Code O.
O	Absent - other or unknown circumstances.
U	Arrived in school after registration closed.

Absent – unable to attend school because of unavoidable cause

Codes	Pupil Attendance Codes
Q	Unable to attend the school because of a lack of access arrangements by LA to facilitate their attendance.
Y1	Unable to attend due to transport normally provided not being available.
Y2	Unable to attend due to widespread disruption to travel.
Y3	Unable to attend due to part of the school premises being closed.
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled.
Y5	Unable to attend because pupil is subject to a sentence of detention.
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause. <i>(School must also record the nature of the unavoidable cause)</i>

Administrative codes

Codes	Pupil Attendance Codes
Z	Prospective pupil not on admission register.
#	Planned whole school closure – no session to take place.

