



Attendance Policy

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1. Principles

Education is important. Missing school means missing out. Children should be at school, on time and ready to learn, every day the school is open, unless the reason for the absence is unavoidable.

Permitting any absence from school without a good reason is a potential offence by the parent that can result in legal action by the Local Authority. Every half-day absence from school has to be recorded by staff at the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, religious observance or other unavoidable causes.

Unauthorised absences are those which the staff at school do not consider reasonable and for which no "leave" has been given. These are an offence by the parent and include:

- Parents keeping children off school without a good reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark

Parents are expected to contact school staff and to work with them in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, The school may contact the appropriate Local Authority's SEND services to find a collaborative way forward.

The designated attendance champion at Gloverspiece is Jennifer Chaudry [DSL] who can be contacted on 01905 452343 / jen@gloverspieceminifarm.co.uk.

2. Procedures

The school has a special responsibility to reduce the number of children whose attendance is below 80% over the school year. These are called "persistent absentees" by the Government, whatever the reason for their absence. Special procedures may be applied to children at risk of falling into this category.

The school applies the following procedures in deciding how to deal with individual absences:

- Parent/carers are asked to inform Rachael (administration) by telephone (01905 452343) or email (rachael@gloverspieceminifarm.co.uk) before 9:30am
- If a phone call (or email) has not been received before 9.30 am the school will contact the parents on the day of the absence to ascertain a reason for the absence.
- If you need to speak to someone regarding more detailed absence concerns, you can either contact the Headteacher – Lynne Duffy (gloverspiece@gmail.com) or Deputy Headteacher – Liam Allibone (liam@gloverspieceminifarm.co.uk)
- Persistent late arrivals are reported to the head teacher who will meet with parents.
- For persistent absences (3-5 days) parents are contacted by phone, and then the matter is referred to SEND services.
- School placements may be in jeopardy of very poor attendance without good reason.



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- If persistent absences exceed 5 days, school staff in line with safeguarding procedures, may conduct a home visit to ensure the welfare of the student.
- If the home visit cannot be facilitated, the school may escalate the matter to the police to allow for appropriate ensuring of student welfare (e.g. through police visits to the home etc.)

Up to one-week family holidays can be authorised under special circumstances, permission has to be sought from the head teacher in advance in writing/by email.

Parents are asked to make routine medical and dental appointments outside school time wherever possible. Where such appointments in school time are unavoidable, staff should be informed (in advance if at all possible). A “present” mark can still be awarded if the child attends for as much of the session as they can. It is always better to attend for some of the time, rather than missing the whole day.

The people responsible for attendance matters in this school are:

- Teachers – will report to the head teacher if they notice patterns of absence or lateness of a child in their class
- Headteacher / Principle
- Designated Safeguarding Lead / Attendance Officer

3. Further Support, Individual Attendance Plans & Bespoke Timetables

Data analysis will be undertaken and kept weekly, focusing on individuals and cohorts with attendance problems, in order to target improvement for those pupils who need it the most. The Local Authority have the right to examine and take extracts of attendance registers from the school although they will not want as much information from independent schools as from maintained schools.

For students who are presenting with persistent absenteeism, this will be raised with the LA if they have missed 15 consecutive or cumulative days. Gloverspiece School will ensure that those missing school because of mental or physical ill health, or those with SEND, will be given extra support, by considering the individual needs of pupils. This may take the form of an Individual Attendance Plan which will be devised, implemented and regularly reviewed with parents/carers/social workers (at least half-termly). Where such plans are implemented, the appropriate SEND Service/LA will be informed and where reasonable, referrals to wide support services offered by the Local Authority may be made (e.g Early Help or Family Front Door – Worcestershire).

In such plans, the responsibilities of the students, their parents/carers and the school in supporting improved attendance will be outlined, with positive next steps identified. Individual Attendance Plans may be created, implemented and reviewed by any member of the school’s leadership team.

We understand that some students may face significant challenges in attending the school on a full-time basis, particularly if they are enrolling at Gloverspiece following a period of NEET or a reduced



timetable in previous settings. We also acknowledge that some students may be characterised as demonstrating Emotion-Based School Avoidance (EBSA) and that appropriate support must be provided to promote a graduated effort to increase attendance. Again, for these students Individual Attendance Plans may be implemented and any such attendance arrangements will be identified and outlined to the appropriate Local Authority's SEND service within annual/interim reviews of their EHCP.

For further information and guidance on the implementation of Individual Attendance Plans, please see Gloverspiece School's *dedicated 'Individual Attendance Plans' Policy*

4. Target for attendance

92.9% attendance is our expected attendance in line with the national average. 10% absence means the equivalent of one day or more per fortnight across a full school year. Where attendance is as low as 90%, the school is to put additional targeted support in place, working with the local authority (see section 3).

Admission and attendance registers will be kept electronically and preserved for 6 years.

5. Lateness

- Children should not be left unaccompanied on school premises before 9.30 am
- At 09:30am, the school building will be open to students and school staff will take over the responsibility of students from parents/carers/taxi drivers/taxi support staff.
- Children should be in the school building by 9.30am
- Persistent late arrivals are reported to the head teacher who will meet with parents. The register is open for 30 minutes following school start at 09:30 and 30 minutes following the commencing of the afternoon session at 13:00. If your child arrives once this 'register open' period, they will still be recorded as absent for statistical purposes.

Where children are consistently late after the register has closed the school must refuse to accept the reason for lateness and the child is recorded as an unauthorised absence and is recorded as such on the child's annual report. This applies to any child arriving after 10am without prior notice. This is a national policy to which the school must subscribe.



6. Summary

The school has a legal duty to promote good attendance and reduce persistent absences. Equally, parents have a duty to make sure that their children attend regularly. School staff are committed to working closely with parents as the best way to ensure as high a level of attendance as possible.

In developing and implementing this policy, the school must consider its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

7. National Codes for Attendance

All schools must now use National Codes for absence (as stated in School Attendance (Pupil Registration)(England)(Regulations) 2024:

/ \ - present for morning and afternoon sessions.

The following are classified as authorised absence:

I – Illness.

M – Attending medical/dental appointment.

C – Leave of absence for exceptional circumstances.

R – Religious observance.

E – Suspended or permanently excluded.

T – Parent travelling for occupational purposes.

S – Study leave.

C1 – Participating in a regulated performance or undertaking regulated employment abroad.

J1 – Attending an interview for employment or admission to another educational institution.

C2 – Pupil is absent from school for part of the week (on a part-time timetable) – then also use the code for the reason why absent.

The following are NOT classified as absences:

B – An offsite educational activity.

K – Alternative provision arranged by the LA.

L – Late arrival before the register is closed (during the 30 mins 'grace' period).

P – Approved sporting activity.

V – Attending an educational visit or trip.

W – Work experience.

The following are classified as unauthorised absence:



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G – Holiday not granted by the school.

N – Reason for absence not yet established.

O – Absent in other or unknown circumstances.

U – Arrived in school after the register closed (after 30 mins 'grace' period).

The following are classified as 'not a possible attendance':

D – Dual registration, so attending another school where registered.

X – Pupils of non-compulsory school age absent when they are not timetabled to attend (e.g. EYFS).

Q – Lack of access arrangements by LA.

Y1 – Transport normally provided not being available.

Y2 – Widespread disruption to travel.

Y3 – Part of school premises being closed.

Y4 – Whole school site being unexpectedly closed.

Y5 – Pupil is in criminal justice detention.

Y6 – Public health guidance or law not to attend.

Y7 – Any other unavoidable cause [this includes absence due to non-payment of fees (reason stated in accompanying field)].

The following codes are not collected for statistical purposes:

Z – Prospective pupil not on admission register.

- Planned whole school closure (holidays).



Appendix 1 – Admission Register

In accordance with The School Attendance (Pupil Registration) (England) Regulations 2024, a record of the admission of every student is maintained by Gloverspiece School and contains the following information:

- Name in full;
- Sex;
- Name and address of every person known to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides);
- Where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- At least one telephone number at which the parent can be contacted in an emergency;
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the school;
- Name and address of the school last attended, if any;
- The name of the destination school notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information

In line with Regulation 7, Gloverspiece School maintains every entry in the school's admission and attendance register for a period of six years beginning with the day on which the entry was made. Where back-up copies of the register are made, these are preserved for six years after the end of the school year it relates to.

Issued by: Lynne Duffy – Head Teacher & CEO
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