

## **Bradford Grammar School Attendance Policy**

**This policy applies to the Whole School (including the Early Years Foundation Stage) and is published to parents, pupils and employees.**

### **Aims and Objectives**

This policy aims to show Bradford Grammar School's commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE) statutory guidance on working together to improve school attendance (2024).

Bradford Grammar School recognises that a high level of attendance is an essential foundation to pupils achieving positive outcomes and should therefore be seen as everyone's responsibility. The link between regular attendance at school and academic attainment is well established, and Bradford Grammar School recognises that ensuring pupils attend school every day plays an important part in enabling them to succeed academically and make the most of what the School has to offer in the wider sense of curricular and co-curricular opportunities. Bradford Grammar School prepares pupils for adult working life by promoting good attendance and punctuality.

The aims of the attendance policy are as follows:

- To develop and maintain a whole school culture that promotes the benefits of good attendance;
- To ensure, as far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- To prioritise and improve attendance and punctuality across the School to reduce absence in general and set out the School's approach to the management of absence / non-attendance;
- To recognise the links between attendance / absence and wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- To help promote a whole school culture of safety, equality and protection.

This policy applies to the whole school including the Early Years Foundation Stage (EYFS) provision.

### **Legislation and Guidance**

This policy is based on Department for Education (DfE) Guidance "Working together to improve school attendance 2024" which highlights the importance of attendance including legal obligations that all parties should be aware of.

This policy is also based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance, and it has regard to the following guidance and advice:

- Children Missing Education 2024
- Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

- Education (Independent School Standards) Regulation 2014
- Education and Skills Act 2008
- Equality Act 2010
- EYFS statutory framework for group and school based providers (DfE 2024)
- “Is my child too ill for school?” NHS 2024
- Keeping Children Safe in Education 2024
- Part 3 of the Education Act 2002
- Part 6 of the Education Act 1996
- Part 7 of the Education and Inspections Act 2006
- Sponsorship Duties (UKVI, July 2023)
- The School Attendance Regulations 2024
- Toolkit for schools: communicating with families to support attendance 2024
- Working together to improve school attendance 2024

The following School policies, procedures and resource materials are relevant to this policy:

- Safeguarding & Child Protection Policy
- Behaviour Policy
- Parent Contract

### **The importance of good attendance**

All pupils at Bradford Grammar School should aim for 100% attendance. Where a pupil's attendance falls below 90%, this is seen as 'persistent absence'. Where a pupil's attendance falls below 50% this is seen as 'severe absence'. Attendance at school below 90% is the equivalent of missing half a year of schooling between Years 7 and 11. The negative impact on progress is measurable. Evidence shows that a pupil's progress and attainment is adversely affected if their attendance falls below 90%; national statistics indicate that if a pupil's attendance drops below 90% their GCSE attainment is likely to drop by an entire grade. In the case of any pupil whose attendance does fall below 90%, the School will contact parents so that clear strategies to support the pupil which aim to improve attendance can be put in place and if necessary, an attendance contract can be agreed.

### **Responsibility statement and allocation of tasks**

The Board of Governors has appointed a senior member from the School's Senior Leadership Team (SLT) to be the Senior Attendance Champion (SAC) who has overall responsibility for championing and improving attendance in school.

The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;
- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all employees;
- (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;

- (d) to have oversight of and analyse attendance data; and
- (e) to communicate clear messages on the importance of attendance to pupils and Parents.

The SAC at Bradford Grammar School, including EYFS, is the Senior School Deputy Head, Mr Jed Boardman.

SAC: Mr Jed Boardman  
 Email: [jdb@bradfordgrammar.com](mailto:jdb@bradfordgrammar.com)  
 Tel: 01274 553703  
 Mobile: 07881636804

To ensure the efficient discharge of its responsibilities under this policy, the School has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, employees, Parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	Governing Body	Annually

### School responsibilities

The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.

Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and child protection

and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Details about the School's arrangements can be found in Appendices 2 and 3.

The School recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The school is committed to working with parents to support attendance and parents have a contractual obligation (please refer to clause '9bii' in the parental contract) to ensure their child regularly attends school. It is acknowledged that occasionally some pupils do experience health challenges to varying degrees. This may include Emotional Based School Avoidance (EBSA). The School will continue to be supportive and sympathetic in such cases and work with the families. From time-to-time pupils and families are presented with exceptional opportunities and circumstances. In these instances, Bradford Grammar School will operate discretion through a written absence request.

The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance. Where a pupil has an education, health and care plan 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 will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (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 for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

## **Other Employee responsibilities**

### **All employees**

The School ensures that all employees know the importance of good attendance and are consistent in their communication with pupils and parents about it.

The School provides appropriate training and professional development for employees consistent with their roles and responsibilities.

## **Pupil responsibilities**

School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

Pupils should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;

Any unexplained absence will be followed up;

- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
- offers of support to seek to identify and address any barriers to attendance;
- communication with parents;
- reporting to other agencies such as children's social care; and
- sanctions against them or their parents in line with the School's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any employee, although the School encourages them to speak to their Form Tutor or the Pastoral Team in the first instance. Pupils are entitled to expect this information to be managed sensitively.

## **Information Sharing**

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).

Where appropriate the schools will attend regular targeting support meetings.

The School is legally required to share information from the registers with the local authority.

As a minimum this includes:

New pupil and deletion returns;

Attendance returns;

### Sickness returns.

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

### Reporting duties

The School has statutory reporting obligations if a pupil fails to regularly attendance their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.

Each time the School's attendance register is completed it is treated as a contact point for these purposes.

The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

Action will also be taken in accordance with the School's Safeguarding and Child Protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

### Illness

Bradford Grammar School understands that on occasion pupils may have to miss school due to ill health. Parents are asked to:

- adopt a sensible approach to illness, keeping pupils off school only when it is absolutely necessary. School Nurses are available throughout the day to monitor and support all pupils. ([Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk))
- contact school by 8.30am indicating the reason for absence;

Junior School 01274 553742 [chsec@bradfordgrammar.com](mailto:chsec@bradfordgrammar.com)

Senior School 01274 542492 [attendance@bradfordgrammar.com](mailto:attendance@bradfordgrammar.com)

- explain absences lasting three or more consecutive days or

repeated absences over the course of a term. If a pupil is absent for three or more consecutive days the school nurse or wider pastoral team will contact home and if necessary, a support plan or external referral will be put in place.

If a pupil is not present for morning registration and the School has received no communication from home, attempts will be made to ascertain a reason for absence.

The School has a duty of care to the children and therefore will take reasonable steps to follow up all unexplained absences. If there is still no response from home, the School will telephone other emergency contacts to establish the whereabouts of the pupil and the reason for absence. If necessary, the School will carry out home visits and work with external partners such as Bradford Children's Social Care to ensure the safety and wellbeing of pupils. Children's Social Care will be contacted on the first day of unexplained absence for any pupil with a Child Protection Plan. Persistent and severe absence can be deemed as educational neglect and concerns will be reported to Children's Social Care. The School shall follow statutory guidance for children missing in education (CME) and report it to the authority as appropriate.

### **Unauthorised Absence**

If a pupil is absent from School without a valid reason, this will be classed as unauthorised absence which is viewed by the school as a significant issue. Where parents decide to keep their child away from school without authorisation, this will be classed as unauthorised and will be recorded as such in the register.

Any pupil truanting during the school day should expect to receive a sanction. Truancy will be dealt with by members of the Senior Leadership Team.

Parents will always be informed if their child has taken unauthorised leave of absence and may be required to attend a meeting in school to discuss the situation.

Driving lessons for sixth formers during contact time is unauthorised. Sixth Form pupils are allowed to miss non-contact periods to attend driving lessons. Pupils may attend a driving test during the School day and this absence will be classed as authorised should the absence be requested formally in advance of the test.

### **Absence Requests**

Parents are required to make a formal request for any absence from School and this should be done as soon as is practicable in advance of the planned absence. They must always let the School know in advance if they need to collect their child during the School day.

Formal requests for absence should be sent to:  
Junior School [chsec@bradfordgrammar.com](mailto:chsec@bradfordgrammar.com)  
Senior School [attendance@bradfordgrammar.com](mailto:attendance@bradfordgrammar.com)

Parents are asked to carefully consider the impact the absence will have on their child's progress when they submit an attendance request. Often a pupil's absence also impacts on the progress of other pupils.

**Medical appointments:** As far as possible, medical appointments should be made out of school hours to avoid disruption to learning. Where this is not possible parents should follow the procedure above.

For any urgent request for absence on the same day parents should phone the School and the Receptionist will ensure that this is dealt with promptly.

**Holidays:** Pupils should not be absent from school due to family holidays. The School will not authorise an absence taken for a holiday during term time. Wanting to take advantage of off-peak holiday prices or family visits are not considered to be exceptional circumstances. We respectfully request that parents adhere to school term dates and do not book holidays during term time.

Parents who take their child on holiday during term time will incur an unauthorised absence for their child. This will stay on their child's record and be monitored by the School. Repeated unauthorised absences from school during term time may put a child's place in jeopardy.

**Religious observance:** In line with Local Authority recommendations, Bradford Grammar School will afford pupils up to a maximum of 2 days of authorised absence per academic year for religious and cultural observance, regardless of their faith.

**Exceptional circumstances / unavoidable causes:** Authorised absence will be granted for compassionate reasons such as a family funeral. Extended periods of absence cannot be authorised even under these circumstances.

## **Punctuality**

Punctual attendance at school is essential for pupils' progress. All Senior School pupils must be present for morning registration which will open at 8.45am and close at 8.50pm whilst the afternoon register will open at 1.45pm and close at 1.50pm. All Junior School pupils must be present for morning registration which will open at 8.45am and close at 8.50pm whilst the afternoon register will open at 1.05pm and close at 1.10pm. Pupils who arrive after registration has started and before it has finished will be marked as late on the register. Pupils who are late for school miss valuable learning time and develop bad habits resulting in them being unprepared for the world of work.

If lateness becomes habitual, the School will contact parents to highlight the problem and will work with them to improve the pupil's punctuality.

The School recognises that unavoidable problems with traffic or disruption to



transport systems can lead to lateness through no fault of the pupil.

### **Senior School**

Senior School pupils will also be registered by their teachers at the start of each lesson. If a pupil misses morning registration with their Form Tutor, they must go straight to the School Office upon arrival to sign in.

Senior School pupils who are late for school without good reason three times within a half-term can expect to receive a detention.

Year 12 pupils must remain in school throughout the school day.

Year 13 pupils are allowed to sign out and go home in the afternoon after their last lesson of the day.

Sixth Form Pupils are allowed to leave the School at lunchtime on foot.

### **Attendance Monitoring**

The school registers will be completed in accordance with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil. A summary of these codes can be seen in Appendix 1.

The Designated Safeguarding Lead alerts the relevant Head of Year and/or the School Nurses via the Child Protection Online Monitoring System (CPOMS) when any pupil has more than three consecutive days of absence.

The Pastoral and Safeguarding Officer sends an electronic register from SIMS of attendance and lates to each Head of Year each week.

Attendance figures for all pupils will be looked at on a weekly basis to ensure that patterns of absence are investigated, and intervention is put in place as necessary and in accordance with this policy as detailed below:

#### **Stage 1 “At Risk”**

##### **Attendance 92% - 90%**

- Head of Year and Form Tutor are informed.
- A conversation with the pupil (or parent in Junior School) will take place in order to identify any potential barriers to attendance.
- Two-week monitoring / improvement period begins.
- “First contact” letter sent out to parents.

#### **Stage 2 “Persistently Absent”**

##### **Attendance below 90%**

- An appropriate employee who knows the pupil well is assigned to the case.
- An “attendance” letter is sent to parents.

- A meeting is held with the pupil and parents to discuss any barriers to attendance.
- Targets for improving attendance are agreed and an attendance contract is put in place and signed by the pupil and parent.

### **Stage 3 “Very Persistently Absent”**

#### **Attendance below 70%**

- When a pupil reaches stage 3, their place at the School is at risk.
- The employee assigned at stage two continues to support the pupil with additional input and support from the SLT.
- The School will consider any necessary amendments to the pupil’s academic and co-curricular programme at school. For pupils in year 11 or year 13 this may include withdrawal from, or deferment of, some or all public examinations.
- A high-priority attendance contract shall be put in place and signed by the pupil and parent.
- The Designated Safeguarding Lead (DSL) or an employee must complete at least one home visit per term. In such instances, the School would explore greater internal support from the School and work with external support services where appropriate.

### **Stage 4 “Severely Absent”**

#### **Attendance below 50%**

All interventions and support will continue as detailed above in Stage 3 plus the addition of:

- When a pupil reaches stage 4, their place at the School is severely at risk.
- Alternative educational provision will be considered.
- Careful consideration will be given to requiring a pupil to repeat an academic year.

**Guidance reviewed by:** Mr J.D. Boardman, Deputy Head

**Last guidance review date:** Autumn 2024 (11.12.2024)

**Next guidance review date:** Autumn 2025

## Appendix 1

<b>Code</b>	<b>Reason</b>
<b>/\</b>	Present
<b>B</b>	Attending any other approved educational activity
<b>C</b>	Exceptional circumstances (not holiday)
<b>C1</b>	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
<b>C2</b>	Leave of absence for a compulsory school age pupils subject to a part-time timetable
<b>D</b>	Dual registered at another school
<b>E</b>	Suspended or permanently excluded and no alternative provision made
<b>G</b>	Unauthorised holiday during term time
<b>H</b>	Pastoral absence or with the counsellor/school nurse
<b>I</b>	Illness
<b>J1</b>	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
<b>L</b>	Late to registration, this code applies when the pupil was absent when the register started being taken but the pupil arrives before the register is closed. Registration times are detailed in section 4 of this policy
<b>K</b>	Attending education provision arranged by the local authority
<b>M</b>	Leave of absence for the purpose of attending a medical or dental appointment
<b>N</b>	Reason for absence not yet established
<b>O</b>	Absent in other or unknown circumstances (no reason given or the reason given is not accepted by the School)
<b>P</b>	Participating in a sporting activity authorised by the School
<b>Q</b>	Unable to attend the school because of a lack of access arrangements
<b>R</b>	Religious observance
<b>S</b>	Leave of absence for the purpose of studying for a public examination
<b>T</b>	Parent travelling for occupational purposes
<b>U</b>	Arrived in school after registration closed (Signed in late after registration has closed, this code applies when the pupil arrives after the register is closed the N code should be changed to a U code).

<b>V</b>	Authorised educational visit or trip
<b>W</b>	Attending work experience
<b>X</b>	Non-compulsory school age pupil not required to attend school
<b>Y1</b>	Unable to attend due to transport normally provided not being available
<b>Y2</b>	Unable to attend due to widespread disruption to travel
<b>Y3</b>	Unable to attend due to part of the school premises being closed
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention
<b>Y6</b>	Unable to attend in accordance with public health guidance or law
<b>Y7</b>	Unable to attend because of any other unavoidable cause
<b>Z</b>	Prospective pupil not on admission register
<b>#</b>	Planned whole school closure e.g. for half term holidays

## Appendix 2 Admission register

### 1 Admission register

- 1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:
  - 1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
  - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
- 1.2 The admission register must be 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.
- 1.3 The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- 1.4 The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended
- 1.5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.
- 1.6 Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:
  - 1.6.1 the full name of the pupil;
  - 1.6.2 the address of the pupil;
  - 1.6.3 the full name and address of any parent the pupil normally lives with;
  - 1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
  - 1.6.5 the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
  - 1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
  - 1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

## Appendix 3

### Attendance register

#### 1 Attendance register

- 1.1 The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024. All teachers are required to complete attendance registers in accordance with the school's expectations. The School Office has responsibility for monitoring the completion and accuracy of the attendance register.
- 1.2 The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.
- 1.3 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.
- 1.4 Every entry in the attendance register will be preserved for six years from date the data was entered.
- 1.5 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to resolve any issues before they become entrenched.
- 1.6 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.7 On each occasion it will be recorded whether every pupil is:
  - 1.7.1 physically present in school when the attendance register begins to be taken; or
  - 1.7.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
  - 1.7.3 attending a place other than the school; or
  - 1.7.4 absent.
- 1.8 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
  - 1.8.1 Attending educational provision arranged by a local authority;
  - 1.8.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school employees;
  - 1.8.3 Attending a place for an approved educational activity that is a sporting activity;

- 1.8.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
- 1.8.5 Attending a place for any other approved educational activity.

## 2 **Recording absence**

- 2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:
  - 2.1.1 leaves of absence;
  - 2.1.2 other authorised reasons;
  - 2.1.3 unable to attend school because of unavoidable cause;
  - 2.1.4 unauthorised absence.

## 3 **Remote education**

- 3.1 The School is required to record all absence from in-person lessons.
- 3.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.
- 3.3 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:
  - 3.3.1 ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
  - 3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
  - 3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.
- 3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

- 3.5 The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Employees will remain trained and confident in its use.

#### 4 **Unauthorised absence**

- 4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:
- 4.1.1 holiday has not been authorised by the School or is in excess of the period determined by the Deputy Head
  - 4.1.2 the reason for absence has not been provided;
  - 4.1.3 a pupil is absent from school without authorisation;
  - 4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.