



Bosworth
Independent
School

ATTENDANCE POLICY

Date of Policy	August 2025
Next Review Date	August 2026
Lead for Review	Assistant Head Pastoral

Introduction

Good attendance at school is essential to enable all students maximise on their school experience, including academic achievement, wellbeing and personal development. It is a statutory requirement for Compulsory School Age (CSA) pupils, and students entering the UK with a visa. The policy should reflect the age range of students attending the school: CSA, 16-17yrs and 18+yrs.

In accordance with the statutory guidance *Working Together to Improve School Attendance (2024)*, the school policy will be made accessible on our website. The policy will also be emailed to all parents as a reminder at the start of each academic year.

The school recognises that improving attendance is a school leadership issue and have a designated senior leader with overall responsibility for championing and improving attendance in school and liaising with students, parents and external agencies where needed. The Senior Attendance Champion (Ita Coverdale - Assistant Head Pastoral) is expected to set a clear vision for improving and maintaining good attendance, establish and maintain effective systems for tackling absence and make sure they are followed by all staff and have a strong grasp of absence data to focus the collective efforts of the school.

Attendance Contact Details – School Attendance Champion

Name	Title	Contact details	When to contact
Ita Coverdale	Assistant Head Pastoral	icoverdale@bosworthschool.co.uk	8.30am – 5pm Monday - Friday

AIMS

- To maximise student attendance to promote student achievement.
- To provide accurate daily information on attendance through efficient use of registration systems.
- To facilitate monitoring of patterns and absence.
- To ensure prompt and effective liaison with personal tutors, parents and agents and ensure personal tutors, and pastoral leaders are proactive in following up issues and carrying out interventions.
- To comply with the ISI guidelines on school attendance and ensure accurate reporting to parents, Governors and Local Authority.
- To comply with the Independent Schools Inspectorate (ISI) and Independent School Standards on school attendance and ensure accurate reporting to parents, Governors and Local Authority.
- To comply with the statutory guidance 'Working Together to Improve School Attendance' (DfE, 2024) [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#), The School Attendance (Pupil Registration) (England) Regulations

2024 and we will refer to [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

- To comply with the UKVI's requirements for Student and Child Student visas.

RESPONSIBILITIES OF STAFF

- All staff will follow procedures for checking student non-attendance, based on a shared understanding of registration codes, authorised/unauthorised absence and an understanding of the differences between over and under 16 and 18 year old students.
- Authorised absences are mornings or afternoons away from School for a confirmed reason such as illness or an unavoidable cause.
- Unauthorised absences are those which the school does not consider reasonable and for which no prior consent has been given.
- Registers will be marked within ten minutes of the start of the lesson and checked by the Data and Attendance Officer.
- Registers will be open for 30 minutes during which time the student is registered as late, and after which, even if they arrive, they are counted as absent for statistical purposes.
- All students are monitored **closely**, and absences reported directly to the Attendance Officer. An hourly attendance review is carried out for students aged 17 and below, with CSA students highlighted for immediate follow up.
- An unmarked registers report is sent to Middle leaders and the Assistant Headteacher for follow up at the end of each school day.
- The Welfare team, headed by the Assistant Head Pastoral and Data and Attendance Officer will liaise weekly and include other relevant staff to plan appropriate strategies for the resolution of individual student absences involving the application of internal and external processes.
- Attendance statistics will be published according to statutory and school requirements.
- The school target for yearly attendance figures will be 95+% and the school will seek to improve student attendance year on year.
- The school will observe the requirements of the UKVI. This will include being proactive in monitoring student attendance and ceasing to sponsor students who continue not to meet attendance requirements.
- The school will normally withdraw sponsorship and report students to UKVI if a sponsored student misses 10 consecutive contact points without authorisation. A contact point is defined as an entire day (Monday to Friday) for this purpose. In addition to timetabled classes, contact points may also include meetings with residential staff or other school welfare staff.
- In exceptional circumstances, the Headteacher may decide not to withdraw sponsorship even if a student has missed 10 consecutive contacts. The student will be required to document any reason for the absences and continued sponsorship will be at the discretion of the Headteacher. Explanatory notes must be made on the student system to ensure that the reasoning can be monitored by UKVI and additional information stored on Student files.
- New teachers will receive an induction on their role in attendance matters regarding the marking of registers.

- Where strategies in place do not lead to improvement, a clear change in policy will be instituted which may include:
 - Personal hourly lesson checks by the Welfare Team.
 - Daily collection of students from accommodation.
 - A formal attendance meeting with the LEA at which the possibility of court action may be raised if the student is British and under the age of 16.
 - Meetings with senior staff.
 - Academic warning letters.
 - Pastoral warning letters. After three lates to school and/or three non-consecutive absences per term.
 - Increase in Discipline Stage. After a Stage 4 warning the student may be subject to expulsion.

Expectations and Interventions

- Students falling below 98% attendance will have their attendance monitored closely by the Attendance Officer and Pastoral Team, with relevant strategies implemented. These strategies may include punctuality and absence letters from the Attendance Officer, support plans from Pastoral Team. Further interventions may lead to Assistant Head Pastoral issuing a Stage Warning letter being issued. In some cases, school will need to inform the Local Authority of irregular or persistent attendance. See below for further details regarding referrals to the Local authority.
- There will be recognition of critical times in the life of a student after absences (e.g. after long term illness, bereavement, family pressures, etc.) when we need to be proactive to ensure the threads of good attendance are quickly picked up and the student is well supported in this. Clearly every case must be judged on its merits, but the following strategies should be automatically considered:
 - Staff awareness so there can be individual response to student need.
 - Some work set and marked prior to return under the management of the subject departments, overseen by the Assistant Head Academic.
 - Enhanced monitoring attendance on return, perhaps through the Daily Report system to encourage and motivate the student to succeed.
- The Headmaster can no longer authorise any requests for leave during term time unless there are exceptional circumstances.
- The school must alert the Local Authority about any student who misses 15 consecutive or cumulative days due to illness, as they may need additional support.
- Late return to the school or early departure caused by flight schedules cannot be sanctioned by the school and will be unauthorised.
- The school recognises that certain multi-cultural and mixed faith community religious festivals will fall in term time and may be recognised locally as a significant day and as such can be considered as authorised absence.
- Parents of students over the age of 18 will be contacted directly with regard to attendance issues as per the Terms and Conditions of the school.
- A student may not undertake paid employment during their time as a member of the school without the written permission of the Headteacher.

Irregular attendance and persistent absence

The school Attendance Champion and Assistant Head Pastoral hold termly meetings with the School Attendance Service Officer (SASO) and complete a 'Targeted Support Meeting Form' in which student attendance is discussed and interventions supported for irregular and persistent absenteeism, including students with SEN, EHCP, suspensions and exclusions.

Parents should be aware that if they take their child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will consider this to be irregular attendance and will not only take action through the school discipline stages but also consider a referral to the Local authority (including SASO) for consideration of legal action.

Individual Staff Responsibilities

Teachers

It is the teacher's responsibility to mark students as absent or present for every class using isams. The register should be marked in the first 10 minutes of each lesson. A list of codes is shown at the end of this document in Appendix 1. If a student is more than ten minutes late to a class, they must be marked as late; if it is a substantial lateness then a note should be made so that the Personal Tutor will be able to discipline the student if it is a frequent occurrence. Registers will be open for 30 minutes after which, even if they arrive, they are counted as absent for statistical purposes. Consequences are issued if a student is late three or more times to school or lessons. A punctuality letter will be issued if this persists.

Personal Tutors and Pastoral Leaders

The Personal Tutor will receive an email from the Data and Attendance Officer (or via the Key Stage leader or Director of Sixth Form) if the student's attendance falls to 98%. The Personal Tutor or the Key Stage leader reviews, with a student, the absences. The Personal Tutor and student will agree an improvement plan on attendance and set targets.

If the student's attendance does not sufficiently improve (this will be monitored by the Data and Attendance Officer and Personal Tutor), The Pastoral Team can implement the following sanctions:

- Supervised Study Support sessions.
- Place student on report.
- Gate the student to residence or early curfew.
- Exeat refusal for under 18s.

Data and Attendance Officer

It is the responsibility of the school Data and Attendance Officer to ensure that all registers are marked and recorded on the internal system isams. For CSA students the register should be checked at 09:00 each teaching day. If there are missing records, then the Data and Attendance Officer should locate the students and inform the relevant staff. If there is no contact from the missing student's home contacts on the first day of absence, the Data and Attendance Officer will call and email parents/guardians to follow up on the absence and where necessary take relevant actions.

The Data and Attendance Officer compile the following reports:

- Daily absence report – recorded relevant absences in the systems.
- Discipline Level report every fortnight.
- Hourly Absence report – received by Data and Attendance Officer and PTs.
- Weekly report to Personal Tutors/Pastoral leaders.
- Unmarked registers report-weekly.
- Follow up on unauthorised absences

These reports are checked and actioned as necessary by the Personal Tutors, Pastoral Leaders, Boarding leaders, Academic team and SLT.

The Data and Attendance Officer is also responsible for spotting trends and checking for regular absence patterns which could give rise to concern, and reporting this to the Assistant Head Pastoral.

SLT intervention: Assistant Head pastoral, Assistant Head Academic and Head of Boarding

The AHP (School Attendance Champion) is responsible for the operation of overseeing the attendance system. They receive information from other school staff and take appropriate action in accordance with the Policy.

AHP alongside the Head of Boarding is responsible for the residence staff ascertaining if a student has slept in the school accommodation / host family and reporting his/her finding to the Welfare Team. The AHP may also instruct the Student Communications Team / Attendance Officer/ Pastoral Team to investigate student absences and related issues, depending upon the circumstances.

It is the responsibility of the Assistant Head Pastoral or another DSL to inform the Local Authority, UKVI, Police, agents and parents of any serious absences. Where there are persistent breaches, a Stage 4 warning will be issued. The Assistant Head Pastoral will intervene at a Stage 5 in the absence of the Headteacher for the disciplinary/attendance process.

They will:

- Liaise with the Attendance Officer.
- Meet with the student and pastoral staff, mainly the Key Stage Leaders and Director of Sixth Form.
- Action plan with student with relevant colleagues to raise attendance.
- Inform parents/agents via Cause for Concern letter.
- Meet with student to review progress.
- Record action plans on isams and monitor through Attendance Officer.

Headteacher

Is responsible for making the final decision on whether a student will be suspended or expelled for continued poor attendance. Following a Stage 4 warning, a student will be required to meet regularly with their Key Stage leader, Director of Sixth Form or an SLT member. Progress will be tracked carefully and failure to improve will be dealt with by the Headteacher. Whilst students will be supported to improve their attendance, a continual failure to improve will be taken very seriously. For the purposes of sponsoring students, a student will cease to be sponsored by the institution in the case of being expelled.

Day Students

If a day student is absent, parents should contact the school to put them through to the Data and Attendance Officer if the reasons are medical. A parental note or email is required from an authorised source to authorise any non-attendance and should be sent to the Data and Attendance Officer to be placed on student attendance files. We request contact is made by 8.30am on the first day of absence and on any subsequent days.

Data and Attendance Officer contact details

Contact email: attendance@bosworthschool.co.uk and 01604 239995

Medical support team

Where an absent student has missed learning and been absent from school due to wellbeing concerns, the school has a Pastoral and Welfare team who can triage and support, including school nurse/ Reception/ trained First Aiders and will oversee their time in sick bay and in referrals to external medical practitioners (GP appointments and young people's services). Should a day student require medical intervention and/or need to go home during the school day, the school nurse, Reception team and Attendance team will ensure the student signs in and out (recorded in isams) and that medical attention and notes are properly administered for any follow up care. Whilst the student has a recorded location of 'Sick bay' they are assumed to be under the care of the Medical staff/ first aider/school nurse. When the medical staff discharge a student and send them back to lessons, a note should be made in isams under 'Pastoral' - 'Pastoral note' stating when the student was released back into lessons. All medical information is stored in Reach/ on isams for out of hours information and the boarding team are updated daily of any students who are unwell.

Where a student is showing persistent absence over a weekly period due to ill health (physical or mental) relating to a SEN concern, the Attendance Officer and school nurse will inform the SENCo, HofKS, AHP and DSL, so this can be appropriately monitored and supported. The school must alert the LA about any pupil who misses 15 consecutive or cumulative days due to illness, as they may need additional support from the LA. The school will abide by the obligations set in the Equality Act 2010 and the UN Convention on the Rights of the Child.

Exeats and Boarding team

When students have a planned absence from School or are staying out beyond published times for them to be back in residence, an electronic Exeat form must be completed. This must be approved by their Assistant Head of Boarding (AHOB) and if the Exeat is during the school timetabled lessons, the student must contact their Key Stage Leader/ Director of Sixth Form and submit an 'Absence form Learning' form which records the learning missed and is then signed by the Assistant Head Pastoral. Only once the AHOB sees the completed document can the Exeat be approved and an approved Exeat does not guarantee an authorised absence. If there is supporting documentation, a copy should be submitted to the AHOB and Data and Attendance Officer. For example, if the student is attending a university Interview, a copy of the confirmation letter or email must be seen to authorise the absence.

Students are checked each night that they have returned to their accommodation, and if they are not present, the Missing Student protocols come into action.

The school reserves the right to decline Exeat requests for all students if there is a welfare issue or in line with the disciplinary process. When an Exeat is submitted, it does not mean an absence is authorised. Authorisation is given by Assistant Head Pastoral and recorded by the Data and Attendance Officer. Unauthorised absences will impact on student attendance data.

Student attendance concerns

A report is instigated by Attendance Officer, who emails Personal Tutor, Key Stage leader, Director of Sixth Form and SLT (Pastoral leaders) to issue the relevant Stage Warning to the student and later sends the warning letter to student and parent/agent.

Each Stage Warning has a percentage of attendance associated to it. Stage warning can also be issued regarding concerns about lateness/ punctuality in class. Students will be issued a Stage Warning dependent on their attendance percentage. If students improve attendance, the Stage Warning level should decrease. If there is no improvement in attendance, the Stage Warning will increase and students will meet with the Assistant Head Academic, Deputy Headteacher or Headteacher to discuss attendance and evaluate if a Stage 5 discipline level is required.

The above procedure will be implemented when the students reach the following attendance levels:

The Ladder (Stages)	Stage Warning: Attendance
Verbal Warning and/or use of minor sanctions, including but not restricted to: Detention, evening supervised study, community service, early curfew, report card.	Attendance <100% Students should note that all incidents of absence are investigated and that sanctions will be applied as appropriate.
Stage 0 Internal Written Warning. In addition to the sanctions above the following may also be applied: Saturday Supervised Study, Gating, detentions. Review Period: 1 week Issued by: Personal Tutors	Attendance <98%
Stage 1 Written Warning – letter home to parents, any of the sanctions noted above. Issued by Key Stage Leaders/ Director of Sixth Form. Review Period: 2 weeks Issued by: Key Stage Leaders/ Director of Sixth Form.	Attendance <97%
Stage 2 Written Warning – letter home to parents. Written action plan in place. Any of the sanctions noted above Review Period: 2 weeks (action plan reviewed weekly) Issued by: Key Stage Leaders/ Director of Sixth Form.	Attendance <96%
Stage 3 Written Warning – letter home to parents. Any of the above sanctions. In addition, behaviour contract in place signed by the students and shared with parents. Review Period: 2 weeks (action plan reviewed weekly) Issued by: Key Stage Leaders/ Director of Sixth Form.	Attendance <95%

<p>Stage 4 -Final Warning Any of the above sanctions in combination with: Fixed term-suspension, Behaviour contract signed by the student and the student's parents. Review period at the discretion of the awarding senior member of staff– typically half a term after the exclusion has been served. Issued by: SLT</p>	<p>Attendance <90%</p>
<p>Stage 5 Fixed term or permanent exclusion Issued by: Deputy Headteacher/ Headteacher</p>	<p>Attendance <85%</p>
<p>Examples of support that will be offered as appropriate in addition to the sanctions above:</p> <ul style="list-style-type: none"> ✓ Meeting with pastoral staff – target setting and review ✓ Communications with guardian/parents ✓ Daily wake up calls and support with sleep patterns ✓ Time management skills support ✓ Peer mentor 	<p>Additional note on attendance: Unless in exceptional circumstances approved in advance by the Headteacher, no single cause of authorised absence (including medical) can exceed 20% <i>Overall</i>, and no combination of authorised absence can exceed 30% <i>Overall</i>, in a consecutive 5-week period. Any absences beyond these figures are to be recorded as Unauthorised.</p>

Attendance data retention and policy review

Attendance registers will be kept electronically, and all entries in these registers will be preserved for 6 years. The local authority has the right to examine and take extracts of attendance registers from the school if required.

This policy will be reviewed on an annual basis, or earlier if guidance from the local authority and/or DfE is updated. The review will include the views of all stakeholders, including parents and pupils. In developing and implementing this policy, the school has considered its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

APPENDIX 1 ATTENDANCE AUTHORISATION PROCESS AND REGISTER CODES

If a student wishes to have absences out of school authorised, the following process should be followed.

- For medical absences the boarding student must contact a member of the Medical Team if unwell via their House Parent, by Outlook (email) or through visiting the school reception for advice.

School Files

Each school folder contains individual evidence folders: Medical (restricted), Educational, Other.

Attendance Files

The student attendance file contains information pertaining to any absences or requests for absence during the school year. The evidence is usually received via email, Teams or handed into school for scanning.

Evidence required to request an authorised absence:

- Word documents will not be accepted as evidence.
- Scan of appointment letter or forwarded appointment email can be accepted.

- Evidence must include names, date/times and email addresses on the documents to confirm ownership and details.

Once the evidence has been saved, the student's attendance records need to be updated. They should be block marked, with the appropriate attendance mark used and a note entered detailing the reason for absence. The mark is updated appropriately after having received evidence from the family and authorisation from member of Attendance team, Assistant Head Pastoral or Headteacher, as per below:

A student attendance event should then be entered on an isams note, detailing the dates involved, the decision on coding, reason for (sensitive information being written in a private note box) and the evidence noted as seen.

Attendance codes

Below are the attendance marks that must be used to monitor student attendance together with their definition, when they should be used, and the required evidence.

The school will use the appropriate national attendance and absence codes 13 (as stated in School Attendance (Pupil Registration) (England)(Regulations) 2024 wherever possible, subject to student record system restrictions. Attendance codes ('Working Together to Improve School Attendance' (National Codes for absence, UK Govt. 2024) Please note that our reporting system is managed by CATS Global Schools (CGS), who are managing the updates.

Code - Meaning / \ - present for morning (am) and afternoon (pm) 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. (NB Unable to have this code meaning due to information system. Hence currently this code refers to 'Transferred subject choice')

S - Study leave.

C(1)¹ - Participating in a regulated performance or undertaking regulated employment abroad.

J(1) - Attending an interview for employment or admission to another educational institution.

C(2) - 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.

¹ As the current system can only record one digit attendance marks, an additional register note will be added to clarify the specific code.

The following are NOT classified as absences:

- B - An offsite educational activity.
- D - Dual registration, so attending another school where registered.
- 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 (This code is not used at BIS)

The following are classified as unauthorised absence:

- G - Holiday not granted by the school.
- N - Reason for absence not yet established (code must be updated appropriately within 5 working days)
- O - Absent in other or unknown circumstances.
- U - Arrived in lesson after the register closed (after 30 mins 'grace' period). Student attended lesson for a short period and is accounted for. Counted as absent and used for statistical purposes.

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

- 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.
- Y - Transport normally provided not being available.
- Y(2) - Widespread disruption to travel.
- Y(3) - Part of school premises being closed.
- Y(4) - Whole school site being unexpectedly closed.
- Y(5) - Pupil is in criminal justice detention.
- Y(6) - Public health guidance or law not to attend.
- Y(7) - Any other unavoidable cause.

The following codes are not collected for statistical purposes:

- Z - Prospective pupil not on admission register.
- #- Planned whole school closure (holidays).

Related policies

- Student Behaviour Policy
- Safeguarding Policy
- Exeat Policy
- Missing student Policy