

ATTENDANCE

Policy applies from EYFS to Sixth Form and to all Staff	
Date of review:	10.01.2025
Date of next review:	09.01.2026
Version:	01.25 v1
Author:	Mr Chris Collins

Version	Date	Paragraph	Material change	Approval
01.24 v1	09.01.2024	1 and 2 7 and 10.6 10.1, 10.5, 11 and 12	Sections updated. More detail added re. support for poor attendance and parents' responsibilities. New sections added.	Mr Chris Collins
05.24 v1	20.05.2024	9	New section added.	Mr Chris Collins
09.24 v1	01.09.2024	All	Updated to meet the requirements of DfE guidance Working Together to Improve School Attendance 2024.	Mr Chris Collins
01.25 v1	10.01.2025	N/a	No material amendments.	Mr Chris Collins

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.

Related policies

Child Protection and Safeguarding
Code of Conduct - Infant and Junior
Code of Conduct - Senior
Data Protection
Data Retention
School Terms and Conditions

1. Introduction



Clifton High School aspires to high levels of attendance from all pupils. Good attendance is essential for pupils to get the most out of their school experience, including their attainment, well-being, and wider life chances.

The aims of this policy are to:

- encourage a whole school culture that promotes the benefits of good attendance;
- encourage and facilitate the regular attendance and punctuality of all pupils to allow them to benefit from and make a full contribution to the life of the School;
- recognise the links between attendance/absence and pupil wellbeing and ensure a whole school approach to safeguarding; and
- set out the School's approach to the management of absence.

The School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all members of staff to ensure that pupils attend school regularly.

Clifton High School endeavours to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given proper attention and appropriate support. The School has an effective system for the monitoring of attendance, and parents will be notified of any suspected problems relating to absence to protect the pupil from any potential harm and to identify any underlying causes so that the attendance issues can be quickly resolved.

2. Legal framework

This policy has been prepared to meet the School's statutory responsibilities including those set out in [Working Together to Improve School Attendance](#), and [Keeping Children Safe in Education](#)

3. Key School Contacts

Senior Attendance Champions (SAC) for the whole School, including EYFS	Ms Alison Taylor, School Attendance Lead and Deputy Designated Safeguarding Lead Email: ataylor@cliftonhigh.co.uk Phone number: 0117 9730201 Mr Chris Collins, Deputy Head, Pastoral and Designated Safeguarding Lead Email: ccollins@cliftonhigh.co.uk Phone number: 0117 9730201
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School Office

Email: absence@cliftonhigh.co.uk

Telephone: 0117 973 0201

4. Attendance concerns and support

Parents should follow the procedures in Appendix 1 if their child is going to be absent from School. In addition, if a pupil is experiencing difficulties at school or at home which may impact their attendance they should speak to their Class Teacher or their Form Tutor or another member of staff.

If the School or a pupil and/or their parents believe that a family/they need support with attendance they should speak to the Class Teacher or Form Tutor. That member of staff will then discuss the concerns with a SAC or Head of Year if appropriate, who will consider whether any support should be put in place by the School and whether any external support is required.

5. Recording data and using data to monitor attendance

The School will accurately complete admission and attendance registers for all pupils (of compulsory and non-compulsory school age) as required by law and set out in Appendix 2 and 3 electronically on the School's Management Information System (SIMS).

The SACs are responsible for undertaking regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends, and providing support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to class teachers and form tutors to facilitate discussions with pupils, the Senior Leadership Team and the Enhanced Learning Department;
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Council of Governors.

6. School arrangements for attendance

The School's attendance and absence procedures are set out in Appendix 1 to this policy and parents and pupils should follow those procedures.



7. Barriers to attendance

The School recognises that some pupils face greater barriers to attendance than their peers. These can include pupils who have social, emotional, physical or mental health issues or who have special educational needs and disabilities. The School is mindful of these barriers and will try to remove them by building strong and trusting relationships with those pupils and their parents and by making reasonable adjustments and/or by offering additional support where necessary to help those pupils to access full-time education and ensure a high level of attendance.

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 attendance.

In exceptional circumstances the School may approve a reduced timetable, but that timetable will only be permitted for a limited period to support the pupil reintegrating back into education and to access fulltime provision.

8. Safeguarding and attendance

The SACs are responsible for reviewing the monitoring and recording of pupil attendance to identify safeguarding concerns and to improve safeguarding systems.

Sudden or gradual changes in a pupil's attendance may indicate safeguarding concerns, and the School will follow the procedures set out in its Child Protection and Safeguarding Policy and [Keeping Children Safe in Education](#) in relation to those concerns, a This may include reporting the concerns to the Local Authority and/or the Police if the pupil is absent from school and the School cannot establish their whereabouts.

Further information about the procedures for sharing attendance information with the Local Authority is set out in section 12 below.

9. Support for poor school attendance

Persistent lateness or absence may result in the School taking further action, including:

- offers of support to seek to identify and address any barriers to attendance;
- communication with parents;
- home visit to see the pupil and parents in their home context;
- sanctions against the pupil in line with the School's Behaviour policies; or
- reporting to other agencies such as children's social care (where the attendance issues are significant and the pupil requires external support).



If the School has concerns about the attendance of a pupil, and in any event if attendance drops below 90% without satisfactory explanation, it will discuss its concerns with the pupil and their parents to understand the barriers to being at school and to agree actions to address them, including recommending any internal or external support services if appropriate.

If the attendance issues continue and there are no genuine reasons for the absences, parents may be asked to meet with a SAC to discuss the matter and to agree what further support can be put in place to address the causes of the attendance issues (including engaging external agencies). The SAC may also decide to put in place a more formal action plan.

If parents do not make use of the support offered and their child's attendance does not improve to an acceptable level, in accordance with the School's Terms and Conditions, the Head of School may at their discretion require the parents to remove the child from the School.

If the School has any safeguarding concerns about a pupil who is absent, it will share those concerns with external agencies as it deems necessary in accordance with this policy.

10. Attendance for Tier 4 Sponsored Pupils

Clifton High School takes its responsibility as a student sponsor seriously. The School must report a sponsored pupil to the UKVI if they miss 10 consecutive contact points without prior permission, and the UKVI may withdraw the School's sponsorship of the pupil and their studies at the School. Examples of expected contact points include:

- a morning or afternoon registration
- a lesson during the school day
- an internal or external examination.

The School does not need to inform the UKVI if prior permission has been given to the pupil to miss a contact point or expected academic engagement event or the pupil is absent and the absence is an authorised absence. It is for the School to decide whether to authorise an absence, but the School may need to provide evidence to verify its decision to UKVI compliance officers, if requested.

11. Roles and responsibilities

11.1 The role of the School

The School will:

- Take proactive steps to encourage excellent attendance across the School.
- Consistently promote the benefits of good attendance, setting high expectations for every pupil and communicating those expectations to pupils and parents.
- Work effectively and respectfully with pupils, their families and, where appropriate, local authorities where there are challenges to attendance.



- Respond to absence and/or lateness proactively, firmly, consistently and with care.
- 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.
- Act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The School is required to:

- Send a copy of this policy to all parents of new children starting at the School and to all parents at the beginning of each school year.
- Ensure that admission and attendance registers are accurately maintained in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024
- Report to parents the numbers of sessions of authorised and unauthorised absences their child has had (via the parent portal).
- Inform the Local Authority within 5 days of a pupil's name being added or deleted from the admission register at non-standard transitions and enter the name of the destination school on SIMS.
- Inform the Local Authority of any cases of persistent unauthorised absence or a prolonged period of sickness.

11.2 The role of the Members of Council of Governors

As part of the whole-school approach to maintaining high attendance, the Council of Governors will:

- Annually review this policy and ensure that all provisions are in place to allow school staff, parents, and pupils to follow procedures correctly.
- Ensure that all legislation and statutory guidance regarding attendance is complied with and that up-to-date guidelines are communicated.
- Ensure that a SAC shares information with the Local Authority and other relevant agencies in individual cases of absence.

11.3 The role of the Senior Attendance Champion

The Senior Attendance Champion has overall responsibility for championing and improving attendance at the School. The Senior Attendance Champion's responsibilities are to:

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

- have oversight of and analyse attendance data; and
- communicate clear messages on the importance of attendance to pupils and parents.
- meet with parents and pupils if there are any attendance issues and developing support plans for those pupils if required; and
- liaise with the Local Authority and any other wider partners, as and when necessary.

11.4 Role of the Senior Leadership Team

As part of our whole-school approach to maintaining high attendance, the Senior Leadership team will:

- Be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families.
- Ensure that the School's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement.
- Coordinate with the Council of Governors, through the Pastoral Committee, to monitor the implementation of this policy and its effectiveness, with an annual review.
- Ensure that all staff are up to date with this policy and that staff are fully trained to recognise and deal with attendance issues.
- Ensure that legislation and government guidance on attendance is complied with and that they are up to date with any legislative changes and how to implement them.
- Ensure that the SACs have sufficient time and resources to fulfil their responsibilities.
- Ensure that systems to record and report attendance data are in place and working effectively.
- Develop and engage with external agencies to help with poor attendance and support families who are having difficulties getting their child to attend.
- Document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

11.5 The role of the Form Tutor/Class Teacher

Form Tutors/Class Teachers should:

- Follow the School's procedures by taking the attendance register accurately each morning and afternoon.
- Make enquiries about unexplained absences, including those within the school day, and follow up with the pupil (and parents if necessary) to ensure that an explanation has been formally given to the School.
- Look out for trends in a pupil's attendance and inform a SAC of any specific concerns.
- Inform a SAC of any known future absences for pupils.
- Deal with lateness to lessons consistently and promptly and consider appropriate sanctions for pupils who arrive late to a lesson in line with the Codes of Conduct and Behaviour policies.



- Discuss non-attendance and/or lateness with pupils and parents (where appropriate) and emphasise the importance of punctuality and attendance.

As part of our whole-school approach to maintaining high attendance, members of staff will also:

- Be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families.
- Ensure that the School's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement.
- Ensure that they are fully aware and up to date with this policy and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue.
- Take a paper copy of the register should a technical problem arise, and return it immediately to the School Office who will upload it to SIMS once the problem has been resolved.
- Contribute to pupil strategy meetings and interventions where they are needed.
- Work with external agencies to support pupils and their families who are struggling with regular attendance.

11.6 Role of the Parents

The School expects parents to:

- notify the School of any absence or delay as soon as reasonably possible; and
 - make any applications for an authorised absence at the earliest opportunity,
- in accordance with the procedures set out in Appendix 1.

As part of our whole-school approach to maintaining high attendance, we request that parents:

- Engage with their child's education and promote the value of good education and the importance of regular school attendance at home.
- Ensure that their child arrives at school on time, appropriately dressed and with the necessary equipment.
- Avoid unnecessary school absences, such as making medical and dental appointments outside school hours.
- Enforce a regular routine at home for homework and bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine.
- Do not take their children out of school during term time, and if they are taken out follow the procedure set out in this policy.
- Keep the School informed of any circumstances which may affect their child's attendance.



- Use the School as a support if they or their child are having difficulties, and work to form a positive relationship with the School so that there is easy communication when a problem arises.
- Cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- If their child has attendance issues, work with the School and Local Authority (if applicable) to help them understand their child's barriers to attendance, and proactively engage with the support offered.

Parents are bound by the terms relating to conduct and attendance in the School Terms and Conditions and failure to ensure a child's attendance or engage with the School about attendance could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

11.7 Role of the Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- Are aware of the School's attendance rules and are present in-person for the duration of each School day and to arrive on time and attend all timetabled lessons on time, and that do not leave a lesson or the School site without permission or otherwise in accordance with the School rules.
- Speak to their form tutor/class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through their school timetable.
- Follow the correct set school procedure if they arrive late or miss a registration period for a reason agreed by a member of staff, for example participating in an assembly or attending a club or activity. Pupils are held responsible for this, and it is made clear to all pupils what this procedure is by their form tutors. This will help the School to monitor attendance and keep accurate records for the pupil's individual attendance and is also vital for health and safety in the event of a school evacuation.

12. Information sharing

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

The School has a legal duty to share information about a pupil with the Local Authority in the following circumstances:

- **new pupil and deletion returns** : a pupil is added or removed from the admission register outside of standard transition times;



- **attendance returns:** a pupil fails to attend school regularly or has been absent for a continuous period of 10 or more school days; or
- **sickness returns:** a pupil is absent due to illness and there are reasonable grounds to believe that they will miss 15 consecutive 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.

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).

The law allows local authority officers access to the attendance and admission registers to support joint working between the School and the local authority. The School must also provide specific pupil information on request to the Secretary of State.

Where appropriate, the School is expected to inform a pupil's social worker if there are unexplained absences.

13. Record keeping and confidentiality

The admission register and its attendance register are both kept electronically. The registers will be backed up and the data retained in accordance with the procedures set out in Appendix 2 and Appendix 3.

The information collected and processed in connection with this policy may contain personal data. Personal data will be held and processed in accordance with data protection law and the School's Data Protection Policy and Privacy Notices.



Appendix 1

1. Being present at school and lateness

1.1 Arriving at school

Parents are responsible for ensuring that children attend school on time. All pupils should be on the School site by 8.40am. Class registers for the Hive Pre-School to Year 6 are taken at 8.45am and form group registers for Years 7 to 13 are taken at 8.40am. Registration finishes when period 1 starts.

If a pupil is going to be late for school and will miss morning registration, wherever possible, parents must inform the School that their child is safe and give an estimated time of arrival either by email to absence@cliftonhigh.co.uk and copying in the class teacher/form tutor, or by telephone 0117 9730201. On arrival at the School, the pupil must go immediately to the School Office (with a parent if they are in the Hive Pre-School to Year 4) and register in the School Office.

Any unjustifiable reason for lateness (after the register has closed) or absence will be marked as an unauthorised absence.

1.2 During the school day

All registers are monitored centrally by the School Office. The School Office monitor the morning and afternoon registers, chasing any incomplete registers and contacting staff to ensure each pupil is accounted for.

Afternoon class registers for Hive Pre-School to Year 6 are taken between 1.20pm and 1.30pm. Form group registers for Years 7 to 13 are taken between 2.15pm and 2.25pm. Any unjustifiable reason for lateness or absence will be marked as an unauthorised absence.

Pupils must be punctual for each lesson.

1.3 The end of the school day

The school day finishes at 3.30pm in the Hive Pre-School and the Infant School, at 3.35pm in the Junior School and at 4.00pm in the Senior School. Sixth Form students may leave the School site during lunch time and after period 5 if they do not have any afternoon lessons.

2. Absences

When a pupil is absent and there has been no notification from the parents regarding the absence, the School Office will contact the parents to confirm the reason for the absence. This



procedure is repeated for every subsequent day of absence. When the School establishes the reason for the absence, it will mark it as authorised or unauthorised depending on the reason for the absence.

If the School is unable to establish the reason for absence, it will mark the absence as unauthorised. If the School is concerned about a pupil's absence and is unable to contact the parents, it will contact the pupil's emergency contacts and/or other professionals or contacts of the family who the School reasonably expect may be able to advise it of the pupil's whereabouts. If the School is still unable to contact the parents or emergency contacts, it will contact the Local Authority and/or the Police.

3. Authorised absences

An authorised absence means that the School has given approval in advance for a child to be away from school or has accepted an explanation offered afterwards. The following may be classed as an authorised absence. In each circumstance the procedure set out in the relevant section must be followed:

3.1 Illness

Parents must inform the School by 8.30am on the first day of absence if their child is ill and cannot attend school and should also notify the School of the nature of the illness. This should be done by sending an email to absence@cliftonhigh.co.uk, copying in the class teacher/form tutor. This must be repeated on any subsequent days of absence unless the number of days of absence is known in advance and the School has been informed. If a parent does not report an absence due to illness to the School on the first day of the absence, the School may treat the absence as unauthorised.

For prolonged or repeated absences due to illness, parents may be asked to provide the School with medical evidence such as correspondence from the child's GP, an appointment letter, or a prescription paper. If these are not provided on request, it may result in the absence being classed as unauthorised.

3.2 Medical and dental appointments

Parents should make every effort to ensure medical and dental appointments are made outside school hours. Where this cannot be done, pupils should attend school for as much of that day as possible. Parents must inform the School in advance of any medical or dental appointments that their child needs to attend, by email to absence@cliftonhigh.co.uk, copying in the class teacher/form tutor. Children should sign out using the electronic 'sign-in/out' device located in the School Office on leaving and sign in if they return later that day.

3.3 Religious observance

School Office 0117 973 0201
schooloffice@cliftonhigh.co.uk

College Road, Bristol, BS8 3JD
cliftonhigh.co.uk

Admissions 0117 933 9087
admissions@cliftonhigh.co.uk



Clifton High School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends. In accordance with the law, the School will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent and pupil belongs. Any additional days off will need to be requested as a leave of absence, and it will be at the School's discretion whether it authorises such requests. The parents must inform the School in advance by sending an email to absence@cliftonhigh.co.uk, copying in the Class Teacher/Form Tutor.

3.4 Study leave

The School has a period of study leave leading up to GCSE and A Level examination where pupils are granted authorised absence to revise at home.

3.5 Suspensions and exclusions

Suspensions and exclusions are treated as authorised absences.

3.6. "Exceptional circumstances"

Only exceptional circumstances would warrant an authorised leave of absence being granted by the School, for example a family bereavement or a funeral. Parents should not arrange family holidays during school term time. These will be classed as an unauthorised absence.

Requests for a leave of absence for exceptional circumstances should be sent by email to the Deputy Head, Pastoral in good time before the planned absence. The School will consider each application individually, taking into account the specific facts and circumstances of the request. The Deputy Head, Pastoral SAC will decide whether or not to grant the leave. If a request for a leave of absence is not approved, it will be treated as an unauthorised absence.

3.7. Approved educational activity

Pupils attending educational activities off-site which have been approved by the School will be marked as being at an approved educational activity.



Appendix 2

Admission register

1. Maintaining the register

The School will:

- maintain an electronic admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School; and
- inform the local authority of any pupil who is going to be added to or deleted from the admission register at non-standard transition points.

The admission register must contain the information listed in regulation 8 of the School Attendance (Pupil Registration) (England) Regulations 2024, which includes 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.

2. Deleting a pupil from the admission register

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.

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide the information listed in regulation 13(4) of School Attendance (Pupil Registration) (England) Regulations 2024.

3. Data retention

The admission register is kept for six years from the date of the entries, and a back-up copy is made at least once a month and is retained for six years after the end of the year it which it relates.



Appendix 3

Attendance register

The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) and uses the attendance and absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 to enable it to record and monitor attendance and absence in a consistent way.

1. Recording attendance

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. On each occasion it will be recorded whether each pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

1.1 “Attending a place other than school”

The circumstances in which a pupil may be recorded as attending a place other than the school, can include:

- attending educational provision arranged by a local authority;
- for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
- attending a place for an approved educational activity that is a sporting activity;
- attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;
- attending a place for any other approved educational activity.

1.2 Absent

Absence will be recorded in accordance with the national attendance and absence codes system and the statutory guidance Working Together to Improve School Attendance relating to:

- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause; and
- unauthorised absence.

Unauthorised absence



An "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 meaning that the code for "leave of absence due to an exceptional circumstance" is not appropriate.

1.3 Remote education

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.

Pupils who are absent from the School and receiving remote education 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 the School.

2. Analysing data

The School will also use the attendance register and data 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.

3. Data retention

The attendance register is kept for six years from the date of the entries, and a back-up copy is made at least once a month and is retained for six years after the end of the year it which it relates.