

ATTENDANCE

Policy applies from EYFS to
Sixth Form and to all Staff

Date of review:	14.01.2026
Date of next review:	09.01.2027
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Author:	Deputy Head: Pastoral
Owner:	Deputy Head: Pastoral

Version	Date	Section	Material change	Approval
11.25 v1	14.11.2025	3 6 12.6 13 Appendix 2 Appendix 3	Name of SAC updated. New section added re. children missing education. Role of parents updated. Section updated to include more detail re. LA returns. New line added re. adding to the admissions register. New appendix inserted setting out attendance and absence codes.	Mr Luke Goodman
01.26 v1	14.01.2026	All All 11 15.1 15.4	Policy updated to incorporate key aspects of Bristol City Council's Model Attendance Policy. Policy updated to define roles of the Senior SAC and Deputy SAC Procedure for managing poor attendance updated. New table added summarising roles. Head of School's role in attendance clarified.	Mr Luke Goodman
02.26 v1	27.02.2026	9 and 15 15.11 and 16	Sections updated re. how often data is analysed. New sections added re. sharing information with the Local Authority.	Mr Luke Goodman
10.26 v1	01.10.2026	5, 7, 9, 10.2.2, 10.3, 11, 15.2, Appx 1,	Updated to reflect changes to WTTIA 2026 and other DfE guidance.	Mr Luke Goodman

		para 2.1.2, 2.2.1		
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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
Enhanced Learning
School Terms and Conditions

This policy has been written with reference to the Bristol City Council’s Model Attendance Policy and ISBA’s model Attendance Policy.

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.

All pupils from Reception to Year 13 are expected to attend school each day and all children in the Hive Pre-School are expected to attend all of their booked sessions. Parents have a legal responsibility to ensure that their child attends school on a regular basis.

The School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and 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 pupils are given appropriate support. The School has an effective system for the monitoring of attendance, and parents will be notified of any suspected problems so that the attendance issues can be quickly resolved.

2. Aims

The aims of this policy are to:

- **Establish a positive attendance culture** across the entire school community, clearly communicating the link between high attendance and improved academic attainment, wellbeing, and future opportunities.
- **Ensure regular attendance and punctuality** for all pupils and actively identifying and if possible, removing barriers to education so that every pupil can fully benefit from and contribute to school life.
- **Prioritise safeguarding** through a whole-school approach that recognises the links between absence/non-attendance and pupil vulnerability, ensuring all staff understand their role.
- **Implement clear, consistent procedures** for managing absence, including robust daily registration processes, early intervention strategies, and clear communication with parents.
- **Monitor attendance data** to identify, track, and support pupils who are, or are at risk of becoming, persistently absent or children missing education (CME), working collaboratively with families and external agencies to ensure appropriate support and, where necessary, statutory intervention.
- **Develop strong home-school relationships** based on open dialogue and mutual respect.

4. Scope

This policy applies to the whole school, from the Hive to Year 13. It is designed to, among other things, address the specific statutory obligations on the School to record attendance and absence.

5. Legal framework

This policy has been prepared to meet the School's statutory responsibilities and guidance including those set out in:

- Education and Skills Act 2008;
- Education (Independent School Standards) Regulations 2014;
- Early Years Foundation Stage Statutory Framework.
- Equality Act 2010;
- Sponsorship Duties (UKVI, May 2025);
- [Working Together to Improve School Attendance](#) 2026;
- [Keeping Children Safe in Education](#) 2026;
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#);
- [Children missing education: statutory guidance for schools 2025](#);
- [Communicating with parents about school attendance](#) 2026;
- Data Protection Act 2018, UK General Data Protection Regulation and the Data (Use and Access) Act 2025.



References in this Policy to children missing education (CME) mean children of compulsory school age who are not registered pupils at a School and are not receiving suitable education otherwise than at School.

6. Key School Contacts

School Attendance Champion (SAC) for the whole School, including EYFS	Mr Luke Goodman , Deputy Head: Pastoral and Designated Safeguarding Lead Email: lgoodman@cliftonhigh.co.uk Phone number: 0117 973 0201
Deputy School Attendance Champion (Deputy SAC)	Ms Alison Taylor Email: ataylor@cliftonhigh.co.uk Phone number: 0117 973 0201
School Office	Email: absence@cliftonhigh.co.uk Telephone: 0117 973 0201

7. School registration and attendance arrangements

The School's registration, attendance and absence procedures are set out in Appendix 1 to this Policy and parents (including parents of non-compulsory school aged children) and all pupils should follow those procedures.

Attendance registers are taken at the start of each morning and afternoon session and at the same time for all pupils within the relevant phase of the School.

8. Attendance concerns

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 parents should speak to their Class Teacher or their Form Tutor or another member of staff.

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

9. Recording and analysing data to monitor attendance

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

Maintaining accurate and up to date admission and attendance registers is an important safeguarding measure. It allows the School to quickly identify attendance problems and track pupils who leave the School, enabling prompt notification to the Local Authority and ensuring that a pupil does not fall through the gaps to become a CME.

The SAC and the Deputy SAC will undertake regular analysis of attendance data to support the School's attendance strategy, identify areas for improvement and ensure that attendance concerns are identified and addressed at the earliest opportunity. By analysing attendance data, the School seeks to work proactively with pupils and families to prevent absence from becoming persistent and to reduce the risk of pupils becoming children missing education (CME). Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends, and providing support in a targeted way to pupils and families, including by identifying early indicators of poor attendance and changes in attendance at individual pupil, cohort and year group level, with particular regard to groups of pupils who may face additional barriers to attendance, including young carers;
- using this analysis to provide regular attendance reports to class teachers and form tutors (where required) to facilitate discussions with pupils, and to the Senior Leadership Team and the Enhanced Learning Department;
- 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.

Data will be analysed as required, and at least termly, to identify patterns and trends.

The SAC has an annual meeting with a Bristol City Council Educational Welfare Officer to discuss attendance data and any support provided/required for pupils at the School.

10. Pupils with additional needs

10.1 Equality and individual needs

This policy will be applied fairly and equally in accordance with the Equality Act 2010, and will consider the individual needs of our pupils, including those needs which create 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, working with partners and by offering additional support where necessary to help those pupils access full-time education and ensure a high level of attendance.

10.2 Support for pupils with additional needs

10.2.1 Pupils with SEND

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.

The School will work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities.

Where a pupil has an Education, Health and Care Plan, the School will communicate with the local authority where attendance gives cause for concern or where barriers to attendance arise which relate to the pupil's needs

10.2.2 Pupils with health needs

Where a pupil has a long-term physical or mental health condition, the School will provide appropriate pastoral support with the aim of improving attendance whilst supporting the pupil's underlying health needs. The School will also consider suitable strategies and support for pupils with any social, emotional or mental health issue that is affecting their attendance.

10.3 Attendance support strategies

10.3.1 Reduced timetable

In exceptional circumstances the School may approve a reduced timetable. Any reduced timetable will normally be time-limited, regularly reviewed and used only where it is in the pupil's best interests to support the pupil reintegrating back into education and to access fulltime provision. In exceptional circumstances during GCSE and A Level years, a reduced timetable may remain in place for a longer period (ending after exams are taken) where this is considered necessary and appropriate.

10.3.2 Remote education

The School may, in exceptional circumstances, provide remote education to pupils who are well enough to learn but unable to attend the School site. The School will consider appropriate



support measures, including reasonable adjustments where applicable, before deciding whether remote education is required/appropriate for a pupil. Remote education is not a substitute for attendance at School and will only be used where appropriate as part of a planned package of support to maintain educational progress and facilitate the pupil's return to full-time attendance at the earliest opportunity. In developing that support, the School will consider any barriers to attendance and whether reasonable adjustments or other supportive measures are required to meet the pupil's individual needs. Further information about the absence codes that should be used for pupils who are being remotely educated is set out in Appendix 4 paragraph 1.2.3.

11. Support for poor school attendance

Pupils are considered persistently absent where they miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year) and pupils who miss more than 50% of their schooling across a year as "severely absent". The School will ensure that data is monitored and analysed (as set out in section 9 above) to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent.

Procedure for managing poor attendance

If the School has concerns about the attendance of a pupil, it will follow the procedure below:

Early intervention

- The School will notify parents of any significant drop in attendance. They will then have an initial discussion with the parents to ensure the School is aware of any temporary circumstances affecting the pupil's ability to attend and to agree actions to address the reasons for poor attendance.

Targeted support

- If attendance drops below 90% (and the pupil is therefore classed as persistently absent) and the School has concerns about the pupil, the SAC will arrange a meeting with the pupil, their parents and their Head of Year/Form Tutor/Class Teacher to understand the pupil's needs and identify specific barriers to attendance.
- The School may recommend internal adjustments (e.g. pastoral support or an appointment with the School Counsellor) or signpost the pupil and their parents to external support providers.
- While the priority is support, the School may apply internal sanctions for continued unauthorised absence in accordance with the Behaviour Policy.

Formal management

- If the attendance issues continue and the School has continuing concerns about the safety and/or wellbeing of the pupil, the SAC may put in place a formal action plan. The plan may involve a reduced timetable, phased attendance or additional pastoral or mental health support, including external support.

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- The School may carry out a home visit as part of its safeguarding duty to better understand the pupils' family circumstances.
- The School will work with the Local Authority to support the pupil.

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.

12. Safeguarding and attendance

The SAC, with the assistance of the Deputy SAC and the Head of Infant and Junior School 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, absences without notification, repeated absences and/or prolonged absences may indicate safeguarding concerns, including neglect, child sexual and child criminal exploitation.

If the School believes that a pupil's attendance issues indicate a safeguarding concern, they will:

- contact the child's parents, and if they cannot contact them, their emergency contacts;
- follow the procedures set out in the Child Protection and Safeguarding Policy and Keeping Children Safe in Education;
- work with the local authority children's services; and
- contact the Police if necessary.

In deciding whether an absence is prolonged, members of staff will use their professional judgment, and will consider patterns and trends in the child's absence and their personal circumstances, including the child's vulnerability, their parents' vulnerability and their home life).

The School will share information about pupils with the Local Authority in accordance with the requirements of *Working Together to Improve Attendance*, as set out in section 14 of this Policy.

13. Children missing education

The School is committed to preventing children from becoming CME. If the School believes a child might be at risk of becoming a CME, it will conduct initial inquiries to locate the pupil, will



collaborate with the relevant local authority and will make a formal CME referral as soon as the criteria for removal from the School roll are met.

The School will follow [Bristol City Council's Children Missing Education](#) guidance and will work with the local authority, including the pupil's home local authority if different, to ensure that the child is in suitable and full-time education provision.

14. 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; and
- 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.

15. Roles and responsibilities

15.1 Responsibility statement and allocation of tasks

The Council of Governors have overall responsibility for all matters which are the subject of this policy. They recognise that improving attendance is a school leadership issue and have appointed a designated senior leader to act as the SAC and have overall responsibility for championing and improving attendance in the School.

To ensure the efficient discharge of its responsibilities under this policy, the Council of Governors have 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	See section 9 above.

Task	Allocated to	When / frequency of review
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy.	SAC	As required, and at least annually
Formal annual review	Council of Governors	Annually

15.2 The role of the School

The School will:

- promote excellent attendance and communicate clear attendance expectations to pupils and parents at the start of each academic year;
- provide information, guidance and support to families to encourage regular attendance including guidance on illness-related absence;
- contact parents promptly where attendance concerns arise;
- work effectively and respectfully with pupils, their families and, where appropriate, local authorities to identify and address barriers to attendance.
- keep attendance information under regular review and share concerns with parents where appropriate;
- respond to absence and/or lateness proactively, firmly, consistently and with care.
- maintain robust systems 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 monitor and analyse this data to facilitate early intervention to address issues.
- act in a proportionate and targeted way in response to data or information received and ensure interventions are 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;
- maintain admission and attendance registers in accordance with the *School Attendance (Pupil Registration) (England) Regulations 2024*;
- encourage parents to notify the School of any changes to their child's personal details whenever they occur;
- report authorised and unauthorised absences to parents via Talaxy;
- inform the Local Authority of a pupil's name being added or deleted from the admission register at non-standard transitions (see section 14) and enter the name of the destination school on SIMS; and



- inform the Local Authority of any cases of persistent unauthorised absence or a prolonged period of sickness or absence.

The School will communicate with parents about attendance in a supportive, respectful and non-judgmental manner. The School recognises that effective attendance is most likely to be achieved where the School and families work in partnership to identify and address barriers to attendance at an early stage.

The School will seek to ensure that attendance communications:

- are timely, clear and accessible;
- explain why attendance matters for educational progress, wellbeing and safeguarding;
- encourage constructive dialogue with families;
- take account of individual circumstances and any known barriers to attendance; and
- focus on identifying support and solutions wherever possible.

15.3 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 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 the SAC shares information with the Local Authority and other relevant agencies in individual cases of absence.
- Monitor attendance figures for the whole school on an at least a termly basis.

15.4 Head of School

The Head of School is responsible for:

- Ensuring this policy is implemented consistently across the School.
- Monitoring school-level absence data and reporting it to Governors.
- Supporting other staff in monitoring the attendance of individual pupils.

15.5 The role of the SAC and the Deputy SAC

The SAC has overall responsibility for championing and improving attendance at the School.

The SAC's responsibilities are to:

- Set a clear vision for improving attendance in the School;
- 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;
- Look out for trends or patterns in a pupil's attendance, including by identifying early indicators of poor attendance and changes in attendance;
- Communicate clear messages on the importance of attendance to pupils and parents;
- Oversee targeted support and the formal management of pupils with poor attendance;
- Liaise with the Local Authority and any other wider partners as and when necessary.

The Deputy SAC supports the SAC in fulfilling their responsibilities.

15.6 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.
- Work 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 they are fully trained to recognise and deal with attendance issues.
- Ensure that legislation and government guidance on attendance is complied with and that the School is up to date with any legislative changes.
- Ensure that the SAC has 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.

15.7 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 the SAC of any specific concerns.
- Inform the 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.

15.8 All staff

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

15.9 Role of the parents

The School is committed to working collaboratively with parents where attendance concerns arise. Parents are encouraged to discuss any barriers to attendance with the School at the earliest opportunity so that appropriate support can be considered.

The School expects parents to:

- notify the School of any absence or delay as soon as reasonably possible in accordance with the procedures set out in Appendix I; and
- make any applications for an authorised absence at the earliest opportunity in accordance with the procedures set out in Appendix I;
- notify the School in writing if their child will no longer attend the School after a certain day and supply information to the School about how their child will be continuing to receive suitable education.



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.
- Co-operate 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.

15.10 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 do not leave a lesson or the School site without permission or otherwise in accordance with the School rules.
- 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.
- 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.
- Follow the correct set school procedure if they arrive late or miss a registration period for a reason agreed by a member of staff. 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.

15.11 Role of the Local Authority

The Local Authority is required to meet the expectations set out in Chapter 4 of Working Together to Improve School Attendance, and must as a minimum satisfy the expectations set out in paragraph 87 of that guidance.

16. 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 CME.

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.

The School has a legal duty to share information with the Local Authority in the circumstances set out in sections 16.1 and 16.2 below. The Local Authority does not provide a pathway for independent schools to share their data and does not expect independent schools to make sickness and attendance returns, but the School shares that data with the Local Authority regardless.

16.1 Circumstances when a new pupil return or a deletion return should be made

For all pupils (including those above and below compulsory school age) joining or leaving the School at "non-standard" transition times, new pupil and deletion returns will be completed and sent to the local authority. Details on "standard" and "non-standard" transition times are provided below.

Joining the School		Leaving the School	
Transition time	New pupil return needed?	Transition time	Deletion return needed?
Pupil starting in the Hive, Reception, Year 7 or Year 12 at the beginning of the Autumn Term (a "standard transition time").	No (unless the Local Authority requests).	Pupil leaving the School at the end of the Hive, Year 6, Year 11 or Year 13 at the end of the Summer term (a "standard transition time").	No (unless the Local Authority requests).

Pupil starting at any other time (a “ non-standard transition time ”).	Yes. The School must make a “new pupil return” to the Local Authority by the fifth day after the date on which the name of the pupil was entered in the admission register.	Pupil leaving at any other time (a “ non-standard transition time ”).	Yes. The School must make a “deletion return” to the Local Authority as soon as possible after the pupil’s name has been removed from the admission register..
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The School will follow [Bristol City Council Children Missing Education Guidance](#).

16.2 Circumstances when an attendance return or a sickness return should be made

Attendance returns and sickness returns should be made to the local authority for pupils who are of compulsory school age.

Circumstances when an attendance return should be made

An attendance return must be made to the Local Authority for any pupil who has:

- failed to attend the school regularly (not counting absences due to being registered at a second school, attending alternative provision, educational visits or approved educational activities); or
- been absent from school for a continuous period of **at least ten school days**, where their absence has been recorded using G, N, O and/or U codes.

Circumstances when a sickness return should be made

A sickness return must be made to the Local Authority as soon as possible if a pupil is recorded in the attendance register as absent using the code I and the School has reasonable grounds to believe that the pupil:

- will be unable to attend because of sickness for **at least 15 consecutive school days**; or
- will be, or will have been, unable to attend because of sickness for a total of **at least 15 school days during the school year, whether consecutive or not**.

If a child lives outside of Bristol, the School should also submit returns to the child’s local authority, particularly if there are safeguarding concerns.

By making the returns, the School will assist the Local Authority in fulfilling its duty to identify compulsory school age children who are missing from education (i.e. not on any school’s roll); and children who are absent from education (i.e. on a school’s roll, but not attending).



If the School has safeguarding concerns about a child, it will take immediate action and will follow the School's Child Protection and Safeguarding Policy.

If the School reasonably believes (following enquiries made as a result of a pupil's absence) that a child will not return to school, and no alternative provision has been confirmed by the parent, the School will make a referral to the child's home local authority CME team without delay, and will work with the CME team to make further enquiries as to the whereabouts of the child, before the child is deleted from the admissions register.

Where appropriate, the School will attend targeted support meetings with the local authority to discuss attendance data and identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils.

17. Training

The School ensures that staff receive training on attendance so that they understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. Training on attendance is provided to staff at CPD days, as part of annual safeguarding training and information is shared in the Staff Bulletin.

The School maintains written records of all staff training.

18. 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 4.

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

Attendance and absences

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 (9.10am).

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.

If a pupil is absent when the register started being taken, but arrives before the register is closed, they will be recorded as a late arrival (code L).

If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given / not given will be recorded.

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. 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. Examples of authorised absences and the procedures that must be followed are set out in sections 2.1 and 2.2 below.

2.1 Absent – leave of absence

A leave of absence means the School has given approval in advance for a pupil of compulsory school age to be away from school.

2.1.1 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.

2.1.2 “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, as they will not normally be regarded as exceptional circumstances – and will instead 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, and the School does not operate blanket policies under which a leave of absence is automatically granted. The Deputy Head, Pastoral will decide whether or not to grant the leave and the length of any approved leave. If a request for a leave of absence is not approved, it will be treated as an unauthorised absence.

2.1.3 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.

2.2 Absent – other authorised reason

Absent due to other authorised reasons means that the School has given approval in advance for a pupil of compulsory school age to be away from the School or has accepted an explanation offered afterwards as justification for absence.



2.2.1 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.

The School will not routinely request medical evidence for short-term illness absence. However, medical evidence may be requested where the School has genuine and reasonable doubt about the authenticity of the illness, or they need the information to better understand a pupil's health needs and to inform any reasonable adjustments that are required, so they can support pupils with prolonged or repeated patterns of illness. If evidence is not provided on request, it may result in the absence being classed as unauthorised.

2.2.2 Religious observance

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.

2.2.3 Suspensions and exclusions

Suspensions and exclusions are treated as authorised absences.

3. Absent - unauthorised absences

An unauthorised absence is where no reason for the absence is provided or the School is not satisfied with the reasons given for the absence. Absences will be unauthorised if a pupil is absent from school without permission. While parents can provide explanations for the absence, it is the School's decisions whether to authorise the absence or not.

When a pupil is absent and there has been no notification from the parents regarding the absence, the School Office will contact the parents on the morning of the first day of their absence 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 within 5 school days, 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.

Action will also be taken in accordance with the safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare. This includes referring any concerns about a pupil to local children's social care services and instigating a police welfare check where necessary.

4. Attending a place other than the School

4.1 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. The School is responsible for ensuring that arrangements are in place for providers to notify the School of any absence.



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 has been added to or deleted from the admission register at non-standard transition points (see section 14 above).

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. Adding a pupil to the admission register

A pupil's name should be added to the admission register on the first day they attend the School.

3. 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 circumstances set out in regulation 9 occurs, the pupil's name must be deleted immediately.

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.

4. Data retention

The admission register is kept for six years from the date on which the entry was made, 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

National attendance and absence codes

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil whose name is listed in the admission register at the time.

Attending the school

Code	Definition
/\	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed

Attending a place other than school

Code	Definition
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity

Absent - leave of absence

Code	Definition
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school
C	Leave of absence for exceptional circumstance

Absent - other authorised reasons

Code	Definition
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T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded

Absent - unable to attend school because of unavoidable cause

Code	Definition
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed (e.g. due to adverse weather)
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Absent - unauthorised absence

Code	Definition
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed

Administrative codes

Code	Definition
Z	Prospective pupil not on admission register
#	Planned whole school closure



Appendix 4

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 (and summarised in Appendix 3) 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.

1.2.1 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.

1.2.2 Non-compulsory school age pupils

The School uses the following codes to record absences:

Circumstance	Code
Used where a non-compulsory school age pupil is not required to attend sessions e.g.: • Hive pupil who is not scheduled to attend on a given day because they are part-time and the session does not fall within their agreed attendance pattern; • Sixth Form pupil who has no time-tabled lessons.	X
Pupil is absent during a session they are timetabled to attend.	Relevant absence code (not X code)

1.2.3 Remote 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. 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.

Version history

Version	Date	Section	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
09.25 v1	15.09.2025	8 and Appendix 4 para. 1.3	Updated to reflect changes to the EYFS Statutory Framework.	Mr Luke Goodman
11.25 v1	14.11.2025	3 6 12.6 13 Appendix 2 Appendix 3	Name of SAC updated. New section added re. children missing education. Role of parents updated. Section updated to include more detail re. LA returns. New line added re. adding to the admissions register. New appendix inserted setting out attendance and absence codes.	Mr Luke Goodman
01.26 v1	14.01.2026	All All 11 15.1 15.4	Policy updated to incorporate key aspects of Bristol City Council's Model Attendance Policy. Policy updated to define roles of the Senior SAC and Deputy SAC Procedure for managing poor attendance updated. New table added summarising roles. Head of School's role in attendance clarified.	Mr Luke Goodman



02.26 v1	27.02.2026	9 and 15 15.11 and 16	Sections updated re. how often data is analysed. New sections added re. sharing information with the Local Authority.	Mr Luke Goodman
10.26 v1	01.10.2026	5, 7, 9, 10.2.2, 10.3, 11, 15.2, Appx 1, para 2.1.2, 2.2.1	Updated to reflect changes to WTTIA 2026 and other DfE guidance.	Mr Luke Goodman

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