

Attendance Policy and Procedure

Withington Girls' School

September 2022

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Key School contacts

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| Designated senior lead for attendance | Jen Baylis, Deputy Head Pastoral Email: deputy@wgs.org Telephone number: 0161 224 1077 |
| Key staff / contacts | Beth Wallis, Attendance Officer Email: attendance@wgs.org Telephone: 0161 224 1077 |

1 Aims

- 1.1 This is the attendance policy of Withington Girls' School
- 1.2 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.
- 1.3 The aims of this policy are as follows:
 - 1.3.1 to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School, consistent always with the needs of the School community;
 - 1.3.2 to prioritise and where possible improve attendance and punctuality across the School;
 - 1.3.3 to develop and maintain a whole school culture that promotes the benefits of good attendance and acknowledges that poor attendance is a potential safeguarding risk;
 - 1.3.4 to reduce the level of absence and be clear about the School's approach to the management of absence / non-attendance;
 - 1.3.5 to ensure poor attendance is challenged to ensure pupils are kept safe;
 - 1.3.6 to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

- 2.1 This policy applies to the whole School.
- 2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the School's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Education and Skills Act 2008;
 - 3.1.3 Children Act 1989;
 - 3.1.4 Childcare Act 2006;
 - 3.1.5 Education (Pupil Registration Regulations) 2006;

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- 3.1.6 Equality Act 2010; and
 - 3.1.7 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
 - 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 **Working together to improve school attendance** (DfE, applies from September 2022);
 - 3.2.2 **Improving school attendance: support for schools and local authorities** (DfE, August 2022);
 - 3.2.3 **Keeping children safe in education** (DfE, September 2022);
 - 3.2.4 **School behaviour and attendance: parental responsibility measures** (DfE, May 2020);
 - 3.2.5 **Children missing education** (DfE, September 2016);
 - 3.2.6 **Supporting pupils with medical conditions at school** (DfE, August 2017);
 - 3.2.7 **Behaviour in schools: advice for headteachers and school staff** (DfE, September 2022);
 - 3.2.8 **Remote education guidance** (DfE, March 2022);
 - 3.2.9 **School suspensions and permanent exclusions** (DfE, September 2022);] and
 - 3.2.10 **SEND Code of practice: 0 to 25 years** (DfE and Department of Health, May 2015)].
 - 3.3 The following School policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 [Safeguarding and child protection policy and procedures;
 - 3.3.2 Risk assessment policy for pupil welfare;
 - 3.3.3 Missing pupil policy
 - 3.3.4 Policy on special educational needs and learning difficulties;]
 - 3.3.5 Behaviour and discipline policy;
 - 3.3.6 School rules;
 - 3.3.7 Parent Terms and Conditions
 - 4 **Publication and availability**
 - 4.1 This policy is published on the School website.
 - 4.2 This policy is available in hard copy on request.
 - 4.3 A copy of the policy is available for inspection from the School Office during the School day.
 - 4.4 This policy can be made available in large print or other accessible format if required.
 - 5 **Definitions and interpretation**
 - 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 references to **attendance** include references to punctuality and to attendance for all or part of the timetabled school day.

5.1.2 references to the **Proprietor** are references to the board of Governors.

5.1.3 references to a **Parent** means:

- (a) all natural parents, whether they are married or not;
- (b) any person who has parental responsibility for a pupil; and
- (c) any person who has care of a pupil (i.e. lives with and looks after a pupil).

5.1.4 **DSL**A means the School's designated senior lead for attendance.

6 **Responsibility statement and allocation of tasks**

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School.

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

| Task | Allocated to | When / frequency of review |
|---|---------------------|------------------------------------|
| Keeping the policy up to date and compliant with the law and best practice | Jen Baylis, DSLA | As required, and at least termly |
| Monitoring the implementation of the policy | Jen Baylis, DSLA | As required, and at least termly |
| Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy | Jen Baylis, DSLA | As required, and at least annually |
| Formal annual review | Proprietor | Annually |

7 **The importance of good attendance**

7.1 The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- 7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, safeguarding wellbeing, and support for disadvantaged pupils;
- 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;

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- 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
 - 7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 School responsibilities

- 8.1 The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
- 8.2 The School will consistently promote the benefits of good attendance and have high expectations for every pupil and it will consult with and communicate effectively with stakeholders about this.
- 8.3 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 8.4 The School will acknowledge good or improved attendance of individual pupils or cohorts.
- 8.5 The School will respond to delay and / or absenteeism proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the Parent Contract. It will deliver intervention in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- 8.6 The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9 Staff responsibilities

- 9.1 **The DSLA:** The Proprietor has appointed a senior member of staff of the School's leadership team as DSLA to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.
 - 9.1.1 The DSLA's responsibilities are:
 - (a) to formulate a clear vision for attendance improvement;
 - (b) to evaluate and monitor expectations and processes;
 - (c) to have oversight of and analyse attendance data; and
 - (d) to communicate clear messages on the importance of attendance to pupils and parents.
- 9.2 **Staff with specific responsibilities for attendance:** The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality.
 - 9.2.1 they should:
 - (a) have a formal routine for registers being taken accurately each morning and afternoon;

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- (b) seek explanations of absences required from pupils on their return from School;
 - (c) make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
 - (d) look out for trends or patterns in a pupil's attendance and inform the DSLA of any specific concerns;
 - (e) inform the DSLA of any known future absences for pupils;
 - (f) deal with lateness to lessons consistently and promptly;
 - (g) consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
 - (h) discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality.

9.3 **All staff**

9.4 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

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

10 **School arrangements**

10.1 The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in appendices Appendix 1-Appendix 3.

11 **Monitoring attendance**

11.1 The School will undertake 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. In order to achieve this it will:

11.1.1 monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families;

11.1.2 use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);

11.1.3 conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

11.1.4 benchmark attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

11.1.5 devise specific strategies to address areas of poor attendance identified through data;

11.1.6 monitor the impact of school-wide attendance efforts, including any specific strategies implemented; and

11.1.7 provide data and reports to the Proprietor to support its work.

12 Pupil responsibilities

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

12.2 Pupils should be aware that:

12.2.1 they are expected to be present in-person for the duration of each School day;

12.2.2 they are expected to punctually attend all timetabled lessons;

12.2.3 they should not leave a lesson or the School site without permission;

12.2.4 they should engage with the School's arrangements for recording and managing attendance as set out in this policy;

12.2.5 any unexplained absence will be followed up;

12.2.6 persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:

(a) offers of support to seek to identify and address any barriers to attendance;

(b) communication with parents;

(c) reporting to other agencies such as children's social care; and

(d) sanctions against them or their parents in line with the School's behaviour policies.

12.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they should speak to their Form Tutor or those staff identified in Appendix 1. Pupils are entitled to expect this information to be managed sensitively.

13 Additional needs

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

13.2 The School will make reasonable adjustments where a pupil has a disability that affects their ability to attend School regularly. These may include considering support or reasonable adjustments for transport, routines, access to support in School and lunchtime arrangements, and / or time limited phased returns.

13.3 It will also work with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

13.4 Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

14 Parent / carer responsibilities

- 14.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- 14.2 This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.
- 14.3 The School expects Parents to:
- 14.3.1 make any application for authorised absence at the earliest opportunity and wherever possible before the start of the School day;
 - 14.3.2 ensure that their child attends School by 8.45 for morning registration and arrange their collection or travel after the close of the School day;
 - 14.3.3 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
 - 14.3.4 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 14.4 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

15 Training

- 15.1 **Staff:** The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:
- 15.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - 15.1.2 the School's strategies and procedures for tracking, following up and improving attendance.
- 15.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
- 15.2.1 the law and requirements of schools including on the keeping of registers;
 - 15.2.2 the process for working with other partners to provide more intensive support to pupils who need it;
 - 15.2.3 the necessary skills to interpret and analyse attendance data; and
 - 15.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- 15.3 The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

15.4 The School will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

15.5 The School maintains written records of all staff training.

16 **Information sharing**

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

17 **Record keeping and confidentiality**

17.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

17.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

18 **Version control**

| | |
|-------------------------------------|----------------|
| Date of adoption of this policy | September 2022 |
| Date of last review of this policy | Summer 2022 |
| Date for next review of this policy | Summer 2023 |
| Policy owner (SMT) | Jen Baylis |
| Policy owner (Proprietor) | Jane Allred |

Appendix 1 School arrangements

1 Managing attendance

1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance it accurately completes admission and attendance registers as is required as set out in Appendices Appendix 2 and Appendix 3 respectively.

1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.50am (pupils should arrive by 8.45) to close at 5.15pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

1.3 Registration and attendance checks

1.3.1 Morning registration is at 8.50am. The registers will remain open for 10 minutes after the start of morning registration.

1.3.2 Afternoon registration will be at 1.10pm

1.3.3 Registers will also be called at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

1.3.4 the School uses E-Registration and Attendance Management Systems

1.3.5 Pupils should sign in and out during the school day using Inventory, which updates attendance registers. Pupils with cards are given priority over those who are typing to encourage pupils to use cards and ensure efficient flow through the Reception area.

1.4 Promoting attendance

In accordance with the aims and objectives of this policy and the School's responsibilities to promote attendance, the School will:

1.4.1 ensure that staff, pupils and their parents are informed about the benefits of attendance and the risks associated with non-attendance;

1.4.2 track pupil attendance and investigate unexplained absences;

1.4.3 manage requests for authorised absence carefully with a view to minimising any absence from School;

1.4.4 analyse attendance data by individual and cohort in conjunction with the School's DSL and DSLA.

1.5 Reporting absence

If a pupil is to be absent from School for any reason, the parent / carer should contact the designated absence line (0161 249 3476) before 9.00am for each day of absence. Where a pupil is ill, the School should be notified of the nature of the illness.

Actions in school to check Attendance:

- Messages taken from Absence line and attendance@wgs.org
- Teachers complete am or pm registration report
- Any late arrivals input on Inentry added to Schoolbase
- Any manual sign in sheets from Reception uploaded to absence system
- Unauthorised absence report run
- Names on reports checked against lesson registers and schoolbase for previous absence notifications
- Text sent to emergency contact 1 by 10am
- Classroom visit made to ensure girl is not in school
- All emergency numbers on Schoolbase called and messages left if no notification of absence is received by 10:45am
- Email sent to all contacts on Schoolbase
- Email Form Tutor and Head of Year to advise of absence.
- If there has been no contact from parents/guardians by afternoon registration the Attendance Officer contacts the Designated Safeguarding Lead or another member of SLT to agree next steps.

2 Arrangements for reporting subsequent absence

A parent / guardian must contact the Absence Line on each and every day of the pupil's absence until their return to school. Absence will be recorded on the Attendance Register as set out in Appendix 3.

3 Managing absence

3.1 Parents / guardians are required to advise School if their daughter is unable to attend school. To report illness on the day, parents / guardians telephone the designated absence line (0161 249 3476) before 9.00am for each day of absence. To request permission for any other absences, parents / guardians email attendance@wgs.org and the request is forwarded to the relevant member of staff for authorisation. If no email or phone call is received the Attendance Officer contacts parents/guardians, initially by text, at the earliest opportunity. Notification of absence must be from a parent/guardian and cannot be accepted from students.

3.2 If a pupil feels ill throughout the school day they must see the School Nurse. If they are too unwell to stay in school the Nurse will telephone parents/guardians to gain permission for them to leave school. No student must leave school unwell without permission from the Nurse or in her absence another member of staff. Girls must sign out when leaving school due to illness.

4 Applications for authorised absence

4.1 Applications for absence during the School day e.g. for medical appointments will only be permitted if made in writing to attendance@wgs.org. Medical appointments should be made outside of the school day if possible. Requests for appointments within school hours should be made to attendance@wgs.org; authorisation will be confirmed to parents/guardians and uploaded onto the School management system. Reception staff check Schoolbase or the daily absence spreadsheet maintained by the Attendance Officer to ensure a pupil has permission to leave School. All girls are required to sign out on Inventory when leaving School. Should a prior request for absence not have been received, parents / guardians will be contacted to confirm that they would like to request absence for their daughter to attend an appointment. If parents / guardians are unobtainable, the pupil will be required to stay in School.

4.2 Apart from illness, no pupil should be away from School without prior permission from the Head.

4.3 Dental or medical appointments should be made during School holidays except in cases of emergency when attendance@wgs.org should be informed.

4.4 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School.

4.5 Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request a for this type of leave of absence in advance.

4.6 Any application for permission for absence from School should be made by Parents or carers and addressed to attendance@wgs.org

4.7 Only exceptional circumstances will warrant an authorised leave of absence from School. The School will consider each application for authorised absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

5. Attendance Monitoring

The Attendance Officer prepares and distributes an attendance report each half term. Heads of Year and the Deputy Head Pastoral will analyse the data and consider trends. Any pupil whose attendance is less than 90% for the half term, term and YTD will be identified and a meeting held with parents/guardians to agree a plan to improve attendance which may include referral to other services such as social care. Pupils can see their own attendance data on Schoolbase to foster individual responsibility towards attendance.

6. Lateness

Pupils are marked late by a member of staff if they arrive in the lesson or registration period after the start of the lesson or registration period. The Attendance Officer ensures that the Head of Sixth Form receives a weekly report of sixth form lateness from Inventory and follows up on pupils who have absented themselves from school during free periods through meeting with the pupil, escalating to emails / meetings with parents if there are repeated issues. If absences continue, the matter will be referred to the Deputy Head.

7. Sixth Form Attendance

- All sixth formers always have to arrive 8.50am
- All sixth formers have permission to leave school at lunchtime
- Lower Sixth: Can leave early (at 2.30) once a week if they are free
- Upper Sixth: can either leave early (at 2.30) twice a week or at (1.15) once a week
- Any sixth former seeking to leave school outside the above times needs permission from the Head of Sixth Form

Pupils are expected to remain on school premises once they have arrived unless:

- They have permission to leave for dental/medical appointments
- They have been given study leave
- They are in Sixth form and can go out for lunch

Parents/guardians of Sixth Formers are advised at the start of each school year that pupils leaving school during the school day will not be supervised by school staff while out of school. Sixth formers may use their car if they have given their Form Tutor a consent form signed by parents/guardians.

8. Procedure for leaving School during the day

The procedure for leaving School during the day is displayed on posters around School and in each form room.

- Parents email attendance@wgs.org to request permission to leave during the day.
- The request and authorisation is loaded onto schoolbase
- Reception will check schoolbase before allowing a pupil to leave School.
- Pupils without permission will not be able to leave School until a parent has been contacted
- Pupils must always sign themselves out and back in again at Reception on Inventory

9. Arriving and leaving out of School hours

Girls should not arrive earlier than 7.45am. When waiting for parents/guardians after school and not involved in school activities they must work in the Library Late Room areas. If any girl needs to stay after 5.15pm, they must inform Reception and wait in the Reception area.

Appendix 2 Admission register

1 Admission register

- 1.1 In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the School will:
 - 1.1.1 maintain an admission register of pupils admitted to the School (also known as the school roll); and
 - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
- 1.2 The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.
- 1.3 Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:
 - 1.3.1 the full name of the pupil;
 - 1.3.2 the full name and address of any parent with whom the pupil lives;
 - 1.3.3 at least one telephone number of any parent with whom the pupil lives;
 - 1.3.4 the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
 - 1.3.5 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
 - 1.3.6 the ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register.

Appendix 3 Attendance register

1 Attendance register

- 1.1 Attendance of compulsory school-aged pupils is recorded and monitored in accordance with the statutory requirements and the School has adopted the national codes system to enable it to monitor attendance and absence in a consistent way which complies with the regulations.
- 1.2 The attendance of non-compulsory school age will be recorded in the same way to so attendance can be monitored, unexplained absences are investigated and the School can ensure their safety and welfare.
- 1.3 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.4 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.5 On each occasion it will be recorded whether every pupil is:
 - 1.5.1 present;
 - 1.5.2 absent;
 - 1.5.3 attending an approved educational activity;
 - 1.5.4 unable to attend school due to an exceptional circumstance.

2 Recording absence

- 2.1 Absence will be recorded as set out in 3 and 5 below using national absence codes correlating to:
 - 2.1.1 authorised absence;
 - 2.1.2 excluded (while still on the admission register);
 - 2.1.3 holiday authorised by the school;
 - 2.1.4 illness;
 - 2.1.5 medical or dental appointments;
 - 2.1.6 religious observance;
 - 2.1.7 study leave;
 - 2.1.8 Gypsy, Roma and Traveller absence.

3 Authorised absence from school

- 3.1 All applications for authorised absence from school should be made with reasonable notice and sent into attendance@wgs.org. This will be logged and forwarded to the Headmistress for authorisation.
- 3.2 Only exceptional circumstances will warrant an authorised leave of absence. The School will consider each application for authorised absence individually taking into account the specific facts and circumstances and the relevant background context

behind the request. The School has generous holidays and parents / guardians are requested not to take family holidays during term time.

- 3.3 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is authorised to be away from school.
- 3.4 Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request a for this type of leave of absence in advance.

4 Remote education

- 4.1 The School is required to record all absence from in-person lessons.
- 4.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.
- 4.3 There is no specific code for remote education and in these circumstances the attendance code used will be "authorised absence". Separate records will be maintained to monitor a pupil's engagement with this activity and plans for their reintegration to class.

5 Unauthorised absence

- 5.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:
 - 5.1.1 holiday has not been authorised by the School or is in excess of the period determined by the Head;
 - 5.1.2 the reason for absence has not been provided;
 - 5.1.3 a pupil is absent from school without authorisation;
 - 5.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.