HULME GRAMMAR SCHOOL
PUPIL ATTENDANCE
This policy is applicable from EYFS through to Year 13

Principles
The school is committed to a positive policy of encouraging pupils to attend regularly and reduce absence. The school will work with parents and pupils to secure this aim and address patterns of absence. The policy recognises that regular attendance has a positive effect on the motivation and attainment of pupils. It works in accordance with Working together to improve school attendance.

To ensure that all pupils have access to full time education to which they are entitled.

One of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.
By promoting good attendance and punctuality we aim to:
• Make good attendance and punctuality a priority for all those involved in the school community;
• Raise our pupils' awareness of the importance of good attendance and punctuality;
• Provide support, advice and guidelines to parents, pupils and staff.

School aims to work in partnership with parents and other agencies to ensure that each child can maximise the educational opportunities provided.
By working in partnership with parents and other agencies, we can ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all students at School.

School Staff to Support Attendance
The School's Senior Attendance Champion is Mr Andrew Marshall (Deputy Principal Pastoral). The Senior Attendance Champion holds strategic responsibility for setting the school's attendance culture, evaluating data trends, and overseeing targeted support strategies across all year groups.
The School also has an attendance officer.
Please contact the attendance officer on a day-to-day basis when your child is absent or for any queries regarding attendance.
The School parent support advisor/safeguarding & pastoral lead is Mr Andrew Marshall.

School will monitor trends and patterns of absence for all pupils as part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance: Keeping Children Safe In Education 2026 parents are to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning.

The other purpose of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the school have registered twice daily, or a reason for non-attendance is known to the school.

The school will do all it can to encourage our pupils to attend. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.
Supporting pupils with medical conditions at school - GOV.UK and Education for children with health needs who cannot attend school

Children who are absent from school or missing from school for sustained periods of time must be monitored and staff must be proactive in following up absence. Safeguarding risks increase

substantially for those absent from education. Staff monitoring attendance should work closely with the DSL.

Taking the Register
Pupils of compulsory school age must have their attendance registered twice per day. It is the practice of the school to register all pupils. In the senior and Prep schools this is done electronically using the Schoolbase system. The register will be marked using the codes listed in Section 10 of The School Attendance (Pupil Registration) England Regulations 2024

The register must be updated twice daily at the start of morning and afternoon sessions. In addition all teaching staff must check that the pupils who should attend each lesson do so, by completing the register at the start of each lesson in Seniors.

The register must record whether the pupil is present, absent, or attending an approved educational activity or medical appointment.

An 'approved educational activity' is defined as:

- one taking place off the school premises;
- approved by a person authorised by the governing body or the Principal of School;
- supervised by a person approved by the governing body or Principal of School;
- of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education; and
- attending an approved sporting activity:

When a pupil of compulsory school age is absent the register must be marked as an 'authorised' or 'unauthorised' absence.

Pupils taken ill during the school day
If a pupil needs to be sent home due to illness, this should be by agreement with the school Medical Officer and a parent. If the Medical Officer is unavailable, an appropriately authorised member of school staff will contact parents. In such circumstances, the pupil must be collected from the reception by a parent or another authorised adult, and signed out in the ‘signing out’ book. No pupil will be allowed to leave the school site without parental confirmation.

In the Prep, the appropriate staff will communicate directly with parents and make arrangements for the child to be collected. Children in these sections will also be signed out.

Request for leave
Pupils will not be granted authorised absence for family holidays other than in exceptional circumstances. Such circumstances may include family weddings or funerals. However, only a sufficient period of time will be granted in such circumstances to allow for travel to and from the event and for the event itself. In such exceptional circumstances parents will be asked to provide travel documents prior to travelling in order to verify such requests.

Religious Observance
The school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise absence exclusively set apart for religious observance by the religious body to which the parent belongs.

Suspensions and Exclusions
If a pupil is suspended or excluded, this will be recorded accordingly in the register. The school will follow the guidelines as laid out in the Exclusions Policy

Reporting to Parents

There will also be a written report on attendance annually in the pupil's end of year school report.

Responsibilities
To ensure that the policy is promoted and implemented throughout the school, and is known by the parents.

The Principal will:
- ensure that strategies are in place to promote and implement the attendance policy throughout the school.

The Deputy Principal (Pastoral), Head of Sixth Form and the Head of Prep will:
- oversee the attendance arrangements;
- liaise with the appropriate secretarial staff in order to monitor pupil absence;
- make regular checks on the reasons for absence;
- ensure that unaccounted for absences are followed up;
- deal with issues of inadequate registering;
- arrange appropriate training for staff;
- keep the Principal informed of the progress of the policy; and
- advise the Principal on any strategies that could be initiated or improved.

Senior Pastoral Leads, Heads of Year and the Head of Sixth Form will:
- ensure that all registers are completed;
- make regular checks on the efficiency of the registering;
- ensure that all suspected truancy is followed up and dealt with;
- contact parents over pupil absences where appropriate;
- make reports to the Senior Leadership Team on the efficiency of the system; and
- liaise with the Principal over training needs.

Form tutors will:
- ensure that pupils are registered accurately;
- ensure that pupils bring absence notes or that parents send emails explaining absence;
- follow up cases of unaccounted for absence or unacceptable notes. Any notes or emails relating to absence should be sent to reception on a daily basis;
- keep the Senior Pastoral Leads, Head of year, Head of Prep or Head of Sixth Form informed of any signs of suspected truancy; and
- inform the Senior Pastoral Lead, Head of year, Head of Prep or Head of Sixth Form of any possible underlying problems which might account for absences.

Classroom teachers will:
- check the attendance of pupils at their lessons and complete the lesson by lesson registration on SchoolBase; and
- inform the (Senior Pastoral Lead, Head of year, Head of Prep and Form Tutor) of the names of pupils who are absent without notification.

Pupils are required to:
- attend regularly unless they are ill or have an authorised absence
- discuss with the tutor any planned absences well in advance (eg a visit to relatives abroad)

Parents are expected to:
- make any request for leave of absence to the Head of Prep or Senior Attendance Champion.

First Day of Absence Response
Receptionists in the Senior School and the Prep Admin team will:
- check the completion of registers after each registration;

- ensure pupils are not in school before contacting home;
- check the signing out books;
- contact home to account for any absence if not already received;
- note the reason for absence in the register.
- notify Form Tutors or Heads of Year if they are concerned about the reason for absence
- inform the school of their child's absence on the first day of non-attendance;

In the event of prolonged absences:

- Form Tutors, Heads of Year, Senior Pastoral Leads, Head of Sixth Form, Deputy Principal (Pastoral) or Head of Prep will monitor the situation and will contact parents if a pupil is regularly absent or late to school.

- In accordance with statutory regulations, the school will notify the Local Authority when: A pupil has 10 consecutive school days of unauthorised absence (as a potential Child Missing in Education - CME. A pupil fails to attend regularly or has accrued 15 or more cumulative days of sickness absence. A pupil is added to or deleted from the admission register (notification sent within 5 school days of the change)

- If a pupil's attendance falls below 90% in a term, or there is a pattern of absence, this will be investigated by the Deputy Principal (Pastoral) or Head of Prep.

- The school categorises attendance concerns using statutory DfE thresholds:

    - At Risk of Persistent Absence (90% - 95%): Monitored by Form Tutors and Heads of Year with early informal support.

    - Persistently Absent - PA (Below 90%): Formal intervention managed by the Senior Attendance Champion/Head of Prep, which may include a Targeted Support Meeting and an Attendance Action Plan in partnership with parents.

    - Severely Absent - SA (Below 50%): Considered a significant safeguarding vulnerability. The school will coordinate an urgent multi-agency response, involving Local Authority Children's Services and external support agencies.

- The Deputy Principal Pastoral, Head of Prep or the Head of Admissions will notify the local authority when a pupil is deleted from the admission register on the following grounds: the child has been taken out of school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded.

Pupil Attendance policy reviewed: September 2026
Next Review Due: September 2027

Appendix 1 - Marking scheme

REGISTRATION PROCEDURES

Registration – general instructions
It is the Form Tutor's responsibility, along with their Head of Year, to ensure that an accurate register is taken at the start of each morning and afternoon session.

The correct procedure for each registration session is that names should be called whilst the pupils sit in silence, a response should be given by each pupil. Pupils may not call the register, nor answer for an absent classmate.

Pupils arriving after the registration period has finished must sign the late book in the reception both morning and afternoon. Pupils who are persistently late without good reason should first be warned, and then an appropriate school sanction should be applied where they fail to respond to a formal warning. Parents should be informed about this.

Absences
All absences should be identified with a letter N. The Form Tutor must follow up any unexplained absences
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A daily record of each pupil's authorised and unauthorised absences will be kept electronically using the codes listed in Section 10 of The School Attendance (Pupil Registration) England Regulations 2024

REGISTRATION PROCEDURES

- All registers must be completed using the SchoolBase system.
- If a pupil is present, mark using an oblique stroke, with a stroke in the reverse direction for the afternoon session.
- If a pupil is not present record N. There must be no blanks left. If a pupil then arrives after 8.50am and before the end of registration, then an L mark must be recorded. Similarly the same will apply for the afternoon registration.
- Pupils should not be marked present on hearsay or by anyone other than a member of staff.
- If a pupil arrives after 8.50am or 1.35pm the pupil must sign the late book held outside in the reception. If this is after to 9.15am or 1.45pm the reception staff will mark the pupil as U using the electronic registration this will then count as an unauthorised absence. If a pupil arrives after these times they will remain marked on the electronic register as absent for that session and a letter of explanation will be requested.
- The following symbols should be used to denote authorised absence i.e. absence with permission.

Present Codes:
/ \ - Present (am and pm)
L - arrived after the register has started but before it has closed
B - educated off site and taster days that do not fit K,V,P or W codes
K - attending provision arranged by the local authority
P - Participating in a supervised sporting activity
V - External Educational visit or activity subject
W - Work Experience

Authorised Absent Codes:
C - Authorised absence in exceptional circumstances other than below
C1 - in a regulated performance/undertaking regulated employment abroad
C2 - absent due to part-time timetable
D - Dual Registration
E - Suspended or permanently excluded but no alternative provision made
I - Illness
J - Interview or university open day

M - any type of medical/dental appt
Q - unable to attend because of lack of access arrangements
R - Religious observance
S - Study leave
T - Parent travelling for occupational purposes
Y1 - unable to attend due to transport provided not being available
Y2 - unable to attend due to widespread transport disruption
Y3 - unable to attend due to part of the school premises being closed
Y4 - unable to attend due to whole school closure
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 due to other avoidable causes (must affect the pupil not the parent)
X - non-compulsory school age pupil not required to attend school

Unauthorised Absence Codes
G - Holiday unauthorised
N - No reason yet for absence
O - absent in other or unknown circumstances
U - Arrived in school after registration closed
Z - Pupils not on the admission register
 # - planned whole school closure (holiday, Inset, Polling Station Day)

All of the above symbols should be used on the register. This information should be placed on the register once the information has been received, either by email, letter or a telephone message.

In the interests of consistency the above procedure should be followed by all Form Tutors

<u>The correct keeping of registers for all pupils is a legal requirement</u>