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 and the School Attendance (Pupil Registration) (England) Regulations.

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. Contact: a.marshall@hulmegrammar.org or 0161 624 4497.
The School also has an attendance officer. The attendance officer can be contacted at admin@hulmegrammar.org or 0161 624 4497.
Please contact the attendance officer on a day-to-day basis when your child is absent or for any queries regarding attendance.
Parents should tell the school about an absence by 8.30am on the first day, by phone (0161 624 4497) or email (admin@hulmegrammar.org), giving the reason and when their child is expected to return.
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 regulation 10 of The School Attendance (Pupil Registration) England Regulations 2024

The register must be updated twice daily at the same time for all registered pupils in the Prep, Senior School and Sixth Form: morning registration opens at 8.45am and the register is taken at 8.50am; afternoon registration opens at 1.30pm and the register is taken at 1.33pm. 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 the Senior School and Sixth Form. In the Prep, a lesson register is taken at the start of Period 3 (12.40pm) as this marks the beginning of afternoon school.

The register is taken at 8.50am and 1.33pm and is open for 30 minutes in each session: from 8.45am to 9.15am in the morning and from 1.30pm to 2.00pm in the afternoon. A pupil who arrives after the register has been taken but before it closes is marked late (L). A pupil who arrives after the register has closed is marked U, unless the reason for lateness would be recorded with an authorised code. Any pupil who misses morning or afternoon registration must sign in at reception (Senior School), the Prep admin office (Prep) or using the Sixth Form sign-in book (Sixth Form).

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.

Illness and Medical Evidence
Parents should tell the school on the first day their child is unable to attend because of illness. The

school does not routinely ask for medical evidence and does not have a blanket requirement for it; in most cases a parent's notification is accepted. The school may ask for reasonable evidence where there is genuine doubt about an illness, or where a pupil has complex, long-term or recurring health needs, so that we can understand their needs and put the right support or reasonable adjustments in place. Where evidence is needed, the school will start with a conversation with the parent and will accept a range of evidence, such as a prescription, appointment card or letter from a health professional.

Request for leave
Pupils will not be granted authorised absence for family holidays other than in exceptional circumstances. Requests must be made in advance by a parent the pupil normally lives with, to the Head of Prep or the Senior Attendance Champion. Each request is considered individually, taking into account the specific facts, circumstances and background of the request; leave is not granted automatically for any particular type of event. Where leave is granted, the school will decide how many days the pupil may be absent. Leave cannot be granted after the event, and a holiday taken without permission is recorded as unauthorised (code G).

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

Sixth Form
Sixth Form students are registered at 8.50am and 1.33pm in the same way as all other pupils. Where a student's timetable does not require them to be in school for a session, this is agreed with the student or their parent. Sixth Form students leaving or returning to the site during the school day must sign out and in using the sign-in book in the Sixth Form area.

Study Leave
Study leave is only given to Year 11 pupils at the end of the academic year, for public examinations, and is agreed in advance with parents. It is not given for internal examinations such as mocks. Pupils who remain in school are registered and attend their designated lessons. Pupils on study leave sign in and out when attending examinations.

Remote Education
Pupils who are absent and receiving remote education are still marked absent using the appropriate code. Remote education is only used as a last resort, after reasonable adjustments have been considered, and as part of a plan to support the pupil's return to school.

Young Carers
Some pupils have caring responsibilities at home that can affect their attendance. Young carers are recorded in the school census. Where a caring role may be contributing to absence, the school will work with the pupil and their family to understand the barriers and put support in place. Where needs go beyond school, the school will work with the local authority to access early help or a young carer's needs assessment.

Reporting to Parents
Attendance figures are included on all pupil reports throughout the year. Parents can also see their child's attendance for the current term and year at any time on the Parent Portal. Where there are concerns, the school will explain attendance in terms of time missed and its effect on learning, rather

than only as a percentage.

Encouraging Good Attendance
Good attendance is recognised by form tutors in pupil reports and in school reward assemblies. Good attendance is also part of the criteria for representing the school in activities, for example sporting fixtures.

Monitoring and Analysing Attendance
Form tutors monitor attendance on a weekly basis and flag any concerns with the Head of Year in the first instance. Attendance data is reviewed half termly to identify pupils, year groups and groups of pupils whose attendance is falling, so that support can be put in place. Groups monitored include pupils with special educational needs, pupils with a social worker, young carers and other groups relevant to the school. Each term, whole school, year group and cohort attendance is compared with local figures and similar schools. The Senior Attendance Champion reviews the data half termly and a report is sent to the attendance officer at Oldham Local Authority.

Role of the Governors
The governing body receives an annual report on attendance, including trends and comparisons with local figures, and provides support and challenge to school leaders.

Publishing this Policy
This policy is published on the school website, shared with parents when their child joins the school, and parents are reminded of it at the start of each school year and whenever it is updated.

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 (in the Prep, at the start of Period 3 and specialist lessons); 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.
- tell the school about their child's absence by 8.30am on the first day, giving the reason and expected date of return;
- make sure their child arrives on time, and that any child who misses registration signs in at reception (Senior School), the Prep admin office (Prep) or using the Sixth Form sign-in book (Sixth Form).

First Day of Absence Response
The Attendance Officer and 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.
- replace code N with the correct code as soon as the reason is known, and no later than 5 school days after the session; if no reason has been established, amend it to code O;
- notify Form Tutors or Heads of Year if they are concerned about the reason for absence

A log is recorded in Schoolbase for any change to a register code. The log shows the date, session, pupil, staff member, previous code, new code and a time stamp. The reason for every change must also be recorded in Register Notes. When codes L, B, K or Y7 are entered, Schoolbase also requires further details: the number of minutes late for L, and the type of activity or cause for B, K and Y7.

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 is likely to miss 15 or more school days, consecutively or cumulatively, because of illness. A pupil is added to or deleted from the admission register (notification sent within 5 school days of the change) The Senior Attendance Champion sends attendance returns to Oldham Local Authority on a monthly basis.

- 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.
- Where support has not worked or has not been engaged with, the school will work with the local authority.
- 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 when one of the grounds in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations applies, for example when a pupil has been registered at another school, is to be educated at home, has ceased to be a pupil at the school, or has been permanently excluded. A pupil's name is only removed where one of these grounds applies.

Pupil Attendance policy reviewed: October 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 in at reception (Senior School), the Prep admin office (Prep) or using the Sixth Form sign-in book (Sixth Form), 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
Code N must be replaced with the correct code as soon as the reason for absence is known, and no later than 5 school days after the session. If no reason has been established within 5 school days, the code is changed to O (absent in other or unknown circumstances).
A daily record of each pupil's authorised and unauthorised absences will be kept electronically using the codes listed in regulation 10 of The School Attendance (Pupil Registration) England Regulations 2024
Registers are legal records and every entry is kept for 6 years. Where an entry is changed, the register must show the original entry, the amended entry, the reason for the change (recorded in Register Notes), the date of the change and the name of the person who made it.

Who enters register codes
Form tutors and class teachers record only what they can see at registration: present (/ or \), late (L) or no reason yet (N). They must not enter other absence codes. Where a pupil is marked N, the attendance officer contacts home to establish the reason. The attendance office enters the correct code once the reason has been confirmed by a parent (or, for Sixth Form students, by the student). The attendance office and the Prep admin team check all N marks every day so that each one is replaced within 5 school days, or changed to O.

Entering codes in advance
Where an absence or activity has been agreed or planned before the session, the attendance office may enter the code in advance. This applies to leave agreed in advance (M, J1, C, C1, C2, S, R), holidays the school has refused but the family has confirmed they will take (G), planned off-site activities (V, P, W, B, K), agreed non-timetabled sessions (X), planned whole school closures (#) and prospective pupils (Z). Staff still take the register as normal: if the pupil is present at registration, the code is changed to present; if the pupil did not attend a planned activity, their absence is recorded with the correct absence code. Present, L, U, N, O, I and Y codes are never entered in advance.

Amending the register
The attendance register is a legal record of who was present when it was taken, so it is only changed

where the reason for absence was not known at the time, or to correct an error. Every change must show: the original entry; the amended entry; the reason for the change (recorded in Register Notes); the date the change was made; and the name of the person who made it. Original entries are never deleted. A mark is never changed to present unless the pupil was in school at registration.

Missed registers
The school office checks that every register has been taken. If a register has not been taken, the office contacts the member of staff so that it is completed before the register closes (9.15am or 2.00pm). If the register has closed, the office completes it the same day using reliable evidence, such as a lesson register, the office sign-in record or a member of staff who saw the pupil. A pupil is only marked present where there is evidence they were in school at registration; otherwise they are marked N and followed up. Each mark entered in this way is recorded as an amendment. Repeated missed registers are raised with the Head of Year, Head of Prep or Head of Sixth Form, and the Senior Attendance Champion.

Recording extra detail for codes L, B, K and Y7
When code B or K is used, the type of educational activity or provision must also be recorded. When code Y7 is used, the unavoidable cause must be recorded. Schoolbase prompts for this automatically when these codes are entered in an AM/PM register, and also records the number of minutes late when code L is used.

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 register closes at 9.15am, then an L mark must be recorded. In the afternoon, a pupil who arrives after 1.33pm and before the register closes at 2.00pm is marked L.
- 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 1.33pm the pupil must sign in at reception (Senior School), the Prep admin office (Prep) or using the Sixth Form sign-in book (Sixth Form). If this is after 9.15am or 2.00pm, when the register closes, the reception staff will mark the pupil as U using the electronic registration this will then count as an unauthorised absence. The U mark stands for that session unless the reason for lateness would be recorded with an authorised code. Parents will be contacted where lateness is repeated.
- The following symbols should be used in the register.

Present Codes:
/ \ - Present (am and pm)
L - arrived after the register has started but before it has closed
B - Attending any other approved educational activity (off site; the type of activity must be recorded)
K - Attending education provision arranged by the local authority (the type of provision must be recorded)
P - Participating in a supervised sporting activity
V - Attending an educational visit or trip
W - Work Experience

Authorised Absent Codes:
C - Leave of absence for exceptional circumstances (granted in advance)
C1 - in a regulated performance/undertaking regulated employment abroad

C2 - Leave of absence: temporary part-time timetable (compulsory school age)
E - Suspended or permanently excluded but no alternative provision made
I - Illness (not medical or dental appointment)
J1 - Interview for employment or for admission to another educational institution

M - Leave of absence for a medical or dental appointment (agreed in advance)
R - Religious observance
S - Leave of absence for studying for a public examination
T - Parent travelling for occupational purposes

Not counted as a possible attendance:
D - Dual registered at another school (attending another school where they are also registered)
Q - Unable to attend because of a lack of access arrangements
X - Non-compulsory school age pupil not required to attend school (agreed sessions only)
Y1 - Unable to attend because transport normally provided is not 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
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 (the cause must be recorded)

Unauthorised Absence Codes
G - Holiday not granted by the school
N - No reason yet for absence
O - absent in other or unknown circumstances
U - Arrived in school after registration closed

Administrative Codes (not counted as attendance or absence)
Z - Prospective pupil not yet on the admission register
- Planned whole school closure (holidays, INSET, polling station days)

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>