

CHAFYN GODOLPHIN



SALISBURY

ATTENDANCE POLICY



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Contents

1.	Policy Statement.....	3
2.	Definitions.....	3
3.	Key contacts.....	4
4.	Publication of this policy.....	4
5.	Responsibilities	4
6.	Timings of school day and registration.....	6
7.	Leave of absence	7
8.	The Attendance Register	7
9.	Monitoring and Intervention	8
10.	Additional needs.....	8
11.	Safeguarding and Attendance	9
12.	Data Collection and Reporting.....	10
13.	Attendance Strategy	11
14.	Policy Review	13



1. Policy Statement

Chafyn Godolphin recognises that high attendance and punctuality are fundamental to academic success, personal development, and the wellbeing and safety of pupils. This policy sets out expectations, procedures and responsibilities of all pupils, parents, staff, and school leaders at Chafyn Godolphin in relation to attendance.

Its purpose is to promote high levels of attendance and punctuality; to ensure every pupil has access to a full-time suitable education; to support families in meeting their legal obligations; to identify and address patterns of poor attendance early and to ensure there are clear procedures in place for monitoring and intervention.

Whilst all pupils have a right to full-time education and the school has high attendance expectations for all pupils, the school will account for the specific needs of certain pupils and pupil cohorts. In applying this policy, the school will consider its duties under the *Equality Act 2010* and the *UN Convention on the Rights of the Child*.

This policy was developed having regard to the following legislation and guidance:

- The School Attendance (Pupil Registration) (England) Regulations 2024
- Working Together to Improve School Attendance (DfE) 2024
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Independent School Standards) Regulations 2014,
- Children Missing Education (DfE) 2024
- The National Minimum Standards for Boarding Schools (DfE) 2022

2. Definitions

The following definitions apply to this Policy:

- **Senior Attendance Champion** – The member of the senior leadership team designated to oversee all attendance-related matters and to champion and promote good attendance.
- **Persistent Absence** – Attendance below 90%.
- **Unauthorised Absence** – Absence that has not been authorised by the school in line with the processes set out below.
- **Parent** – In this document the term ‘parent’ is to refer to a parent, carer, guardian, or anyone with legal responsibility for the pupil.



3. Key contacts

School office – Parents must call 01722 430500 before 8.25am to report illness and any other unplanned absences.

Senior Attendance Champions	Jenny Price (Senior) Lynsey Hearsey (Prep)	Head DDSL	Jenny.price@chafyngodolphin.co.uk Lynsey.hearsey@chafyngodolphin.co.uk
Form Tutor	For initial support on attendance please contact the pupil's relevant Form Tutor (firstname.surname@chafyngodolphin.co.uk)		
Heads of Year	For additional support on attendance in the senior school, please contact the pupil's relevant Head of Year: Years 12-13: Katherine Tarring (Katherine.tarring@chafyngodolphin.co.uk) Years 9-11: Maddie Bayliss (Maddie.bayliss@chafyngodolphin.co.uk) Years 7&8: Hannah Green (hannah.green@chafyngodolphin.org)		

4. Publication of this policy

This policy is published on the school website and will be sent to parents when pupils join the school and when it is updated. A reminder of this policy will be sent at the beginning of the school year to all parents.

5. Responsibilities

The Local Governing Body will:

- Have overarching responsibility for attendance at the school.
- Delegate responsibilities under this policy as described below.
- Monitor and review attendance on a termly basis.
- Ensure this policy is reviewed on an annual basis.

The Head will:

- Ensure this policy is implemented and reviewed annually.
- Monitor attendance data regularly.
- Report termly attendance to the Local Governing Body and United Learning.
- Ensure that staff are appropriately trained.

The Senior Attendance Champions will:



- Oversee daily attendance systems.
- Maintain accurate attendance records.
- Work with families, pastoral teams, and external agencies to address attendance concerns.
- Ensure that staff are familiar with attendance expectations and processes and apply them consistently.
- Set a clear vision for improving and maintaining good attendance.
- Monitor and evaluate the efficacy of the School's attendance strategies and processes.

Tutors/Class Teachers will:

- Complete morning and afternoon registration accurately.
- Monitor attendance daily.
- Refer unexplained absences to Reception to make same-day enquiries with parents.
- Raise concerns promptly with the Senior Attendance Champion.
- Deal with lateness consistently in line with the Behaviour and Discipline Policy.

Receptionist will:

- Follow up on the day regarding any unexplained absences.
- Liaises with the Senior Attendance Champion to ensure pupil absences are dealt with promptly and effectively.
- Ensures attendance registers are completed accurately.

All staff will:

- Promote and regularly communicate the importance of good attendance for example through assemblies, PSHE lessons and conversations with pupils and parents.
- Support a school culture of high expectations in relation to attendance and punctuality.
- Be aware that poor attendance may be a symptom of wider concerns about a child.
- Attend training and briefings relevant to attendance and adhere to this policy.

Parents are expected to:

- Be aware of their legal obligation to ensure that their child(ren) of compulsory school age receive an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.



- Observe the terms of the parent contract relating to conduct and attendance and be aware that 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.
- Ensure their child attends school daily and on time.
- Notify the school of any absence by 8:25am (Senior) 8.45am (Prep) and provide a reason for it.
- Provide reasons and, if requested, evidence for absences (e.g., medical notes).
- Try to book routine dentist and other appointments outside the school day wherever possible.
- Use the procedure below under "Leave of absence" when seeking advance authorisation for absence.

Pupils are expected to:

- Attend school daily and arrive on time.
- Be responsible for attending registration and lessons punctually.
- Remain on the school site during the school day except where attending an authorised activity.

6. Timings of school day and registration

- The Senior school day begins at 8.25am and ends at 5.10pm; the Prep school day begins at 8.20am and ends at 4pm; pupils are expected to be onsite or attending a school approved activity for the entire day, this period may be extended for the purpose of attending clubs etc.
- Morning registration is at 8.25am (senior) 8.20am (Prep); afternoon registration is at 1.55pm (Prep) and 2.25pm (Senior).
- Registers are taken electronically and completed within 10 minutes.
- 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.
- Late arrival after the register closes is marked as an unauthorised absence unless a valid reason is provided.
- Parents must notify Reception by 8.25am (Senior) and 8.45am (Prep) on the day of any unplanned absence.



- Where there is an unexplained absence, this will be referred to Reception, who will contact the parents to follow up on the same day.

7. Leave of absence

- Applications for authorised leave of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Head at head@Chafyn Godolphin.co.uk
- The school will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record, and the relevant background context behind the request.
- If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence.
- A leave of 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 for this type of leave of absence in advance.

8. The Attendance Register

Attendance and absences are recorded in the school Attendance Register using the relevant codes as set out in *The School Attendance (Pupil Registration) (England) Regulations 2024* and the statutory guidance *Working together to improve school attendance (DfE) 2024*.

The Attendance Register will show whether a pupil is present, late, attending a place other than school or absent.

Absences are either:

- Authorised: e.g., illness, religious observance, medical appointments (evidence may be required).
- Unauthorised: e.g., holidays during term time without authorisation, absence without valid explanation.

The attendance register is kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy. Registers are legal records and, in line with current legislation, the school will preserve every entry in the attendance register for 6 years from the date the data was entered.

The Attendance Register must include the following:



- The student's tutor group
- Whether the student is absent or present at any given morning/afternoon session
- Information about authorised and unauthorised absences through the registration codes (if statutory age)

Where amendments are made, the school will ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register will only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

9. Monitoring and Intervention

Data from the Attendance Register is monitored to identify weekly attendance patterns and trends and to deliver intervention and support in a targeted way to pupils and families. Identifying the pupils who need support will not just focus on persistent and severe absence, but the school will also seek to identify pupils who can be supported earlier before patterns become entrenched.

The school will work with parents and pupils and relevant school staff such as the SENCO, if appropriate, to identify particular barriers to attendance and to put in place appropriate support. Support will be tailored to the individual circumstances of the pupil. As a general guide, the following principles will be followed:

- Attendance below 95% triggers investigation and conversations with parents to identify barriers to attendance.
- Below 90% (persistent absence) or below 50% (serious absence) prompts a structured intervention plan; in such cases the school will work with the local authority to put in place targeted support which may include Early Help.
- Home visits may be conducted if absence is unexplained or safeguarding concerns are raised about a child who is not attending school.
- Attendance panels may be convened with families and senior leaders.

10. Additional needs

It is acknowledged that some pupils may find it harder than others to attend school, for example, those with special educational needs, disabilities, medical conditions, and/or social, emotional, and mental health difficulties. In such cases the school will work with those pupils and parents to try to remove barriers to attendance and to put the right support in place.

Where appropriate, this will include considering what reasonable adjustments can be made to remove any potential in-school barriers to attendance. Where it is in the pupil's best interests, a



temporary part-time timetable can be considered part of a re-integration package to meet the child's needs and encourage regular attendance at school. This may be appropriate where a pupil is unable initially to attend full-time education. A part-time timetable will not be treated as a long-term solution and there will be pastoral support and other programmes running alongside the part-time timetable to encourage full-time attendance.

Where a pupil has an education, health, and care plan (EHCP) the school will communicate with the local authority where the pupil's attendance falls or the school become aware of barriers to attendance that relate to the pupil's needs.

The school may, in limited circumstances, with the agreement of parents, provide remote education to enable pupils who are well enough to learn but unable to attend the school site for a time-limited period. In such cases, the pupil will be recorded as absent using the most appropriate absence code.

11. Safeguarding and Attendance

All pupils

Persistent or unusual absence patterns may be indicators of safeguarding concerns. The Designated Safeguarding Lead will be informed if:

- A pupil is absent without explanation for more than two consecutive days.
- A pattern of concern arises.
- Follow up action in such cases may include a referral to children's social care.

Boarding Pupils

- Daily registration and evening roll calls are carried out and logged at 6.30pm, 8pm and Bedtime and at regular intervals at the weekend.
- Parents of boarding pupils should ensure their child returns to their boarding accommodation by 9pm on Sunday before the beginning of the school week.
- Unexplained absence from the boarding house will be immediately reported to the DSL and parents.

12. Managing Attendance Concerns

The school adopts a proactive approach to pupils who are absent owing to complex barriers and seeks to intervene in a timely and collaborative fashion. This will generally, but not exclusively, involve:



- Meetings between parents and the pastoral team (and external agencies as required) – including review meetings on the pupil's return.
- A phased return with manageable timetable adjustments, in liaison with academic staff.
- Regular one to one meetings with the pastoral team.

The school is particularly alert to the difficulties faced by pupil who are absent owing to ill health, have SEND, or have a social worker, and looked-after children. Pastoral teams work closely with mental health professionals (including the counsellor) and the Learning Support department in their collective care of these pupils.

Working with local partners

Returns to Local Authorities

New pupil and deletion returns: The school notifies the Local Authority when a pupil's name is added to or deleted from the admissions register outside of standard transition times.

Attendance Returns: The school provides the Local Authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of 10 school days where their absence has been recorded with one or more of the codes classified as unauthorised

Sickness returns: The school provides the Local Authority with the full name and address of pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

13. UKVI Sponsored Student Attendance

The attendance for pupils who are sponsored by the school under a UKVI CAS, is recorded in the same manner as all other pupils.

The Student Visa Coordinator is responsible for reporting the attendance of Student Child Visa pupils to the UKVI via the Sponsor Management System with regards to the following attendance issues:

- After 10 points of consecutive unauthorised absence.
- Failure to attend regularly.
- Deletion from the school register when the school removes sponsorship.

14. Data Collection and Reporting

- Attendance data is reported to the Local Governing Body and United Learning on a regular basis.
- Individual pupil attendance is included in school reports.



- The school is legally required to share information from the registers with the local authority. This includes:
 - New pupil and deletion returns outside of normal transition time.
 - Attendance returns (where a pupil has 10 consecutive days of unauthorised absence)
 - Sickness returns (where a pupil is unable to attend because of sickness and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more in one school year)
- The school must provide specific pupil information on request to the Secretary of State and inspectorates.
- Where appropriate, the school is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

15. Attendance Strategy

This policy supports the attendance strategy of Chafyn Godolphin which aims to promote a culture of high attendance that supports pupil welfare and educational outcomes such that all pupils are accounted for and supported to access their full-time education entitlement. The School seeks to ensure that attendance is accurately recorded, monitored, and reported, and that our systems and processes are designed to help reduce absences and to identify and address patterns of persistent or severe absence, including for pupils with SEND or health needs, through early intervention and partnership with families.

16. Missing, Absent and Uncollected Children

Please refer to the Missing, Absent and Uncollected Child policy

17. Registration Codes

- 17.1 Registration Codes Present Pupil is present [/ and \] This must be selected during registration to confirm the presence of the pupil. 'Present' cannot be entered unless the tutor has seen the pupil.
- 17.2 Late (before registration closes) [L] This must be used when a pupil is not present at 8.25am but arrives to be registered before 8.55am.

Attending a place other than school

Approved Sporting Activities [P] This must only be used when confirmation has been given from The Director of Sport about absence. The Director of Sport will share lists of pupils' names absent for sporting activities via email and on SOCS.

Educational visit or trip [V]. This must only be used when confirmation has been given from trip leader to the staff on Reception. The trip leader will share lists of pupils' names absent for the visit/trip via email to teaching staff in advance, including Receptionists, and will confirm any changes to this list with the staff on Reception before the trip departs.

Approved Educational Activity off site [B] Where a pupil is attending a place for any approved educational activity, he/she must be marked in the attendance register.



Work Experience [W] To be used only when the Careers Lead has confirmed names and dates of pupils on work experience.

Absent – Leave of Absence

Absent (Authorised – not covered by other code) [C] This must be selected when the Head has authorised the pupil's absence and the absence is not covered by any other codes.

Dual Registration [D] Where a pupil is attending another school at which he/she is a registered pupil he/she must be marked in the attendance register as attending an approved educational activity.

Medical/Dental Appointments [M] This must be used when the parent/guardian has informed the school or class teacher or tutor of a medical or dental appointment.

Interview [J1] This must be used for:

- Sixth Form pupils attending university open days and interviews.
- Year 11 work experience interviews.
- Pupils attending interview, assessment procedures at other schools.

Regulated Performance or Employment [C1] Absent with leave for the purpose of participating in regulated performance or undertaking regulated employment abroad.

Part-time Timetable [C2] Leave of absence for a compulsory school age pupil subject to a part-time timetable.

Absent – Other authorised circumstances

Excluded (No alternative provision made) [E] This must only be used when the Head has confirmed that a student has been suspended or excluded from lessons.

Religious Observance [R] This must be used when pupils are absent for religious festivals. Parents must inform the school before the absence.

Illness ([I] – To be used when a pupil is unable to attend owing to illness (either related to physical or mental health). UKVI sponsorship Absence (Authorised) [@] To be applied to all absent pupils who are sponsored by Chafyn Godolphin under its UK Immigration & Visa (UKVI) licence to study at the school. Under the terms of the UKVI license, these pupils are not permitted to be absent without permission. The reason for absence must be known.

Absent – Unable to attend school because of unavoidable cause

Normal school transport not available [Y1] Unable to attend due to transport normally provided not being available.

Exceptional circumstances [Y2] This must be used when there is an unavoidable closure of the school site or part of it; unavailability of transport provided by the school or local authority when the home is not within walking distance. The nature of the absence must be recorded.



Widespread travel disruption [Y3] Unable to attend due to widespread disruption to travel.

Part of school closed [Y4] Whole school closed when school was due to meet for a session, but session has been cancelled.

Attendance due to guidance on infection/disease [Y6] Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease.

Any other reason [Y7] Unable to attend because of any other unavoidable cause. NOTE: School must also record the nature of the unavoidable cause.

Absence - Unauthorised Absent (Unauthorised) [O] This must be selected if, after a written request by the tutor to the parents/guardian to explain the absence, this has not been received. Tutors/class teachers should inform the Deputy Head. This entry may be corrected when the reason is established.

Family Holiday (not agreed) [G] This must be used when the tutor/class teacher has been informed that a pupil is on holiday but no agreement has been given by the Head.

Late (after registration closes) [U] This must be used when a tutor/class teacher has been informed that a pupil is attending but did not arrive before 8.25am.

Absent (No reason yet provided) [N] Select this option when the pupil is not physically in registration and no correspondence from parents has been received. Any absence marked in this way is unexplained and should be followed up by tutors and the Senior School Receptionist and the entry amended accordingly. If a reason for absence cannot be established, school must amend the record to Code O

Administrative Codes

UKVI sponsorship Awaiting Visa [+] For any international pupils who are sponsored to study under the school's UKVI licence, pupil delayed past a confirmed start date due to awaiting the issue of the relevant visa(s)

School Closed to Pupils [#] This must only be used when the Head has confirmed that the school is closed, e.g. outbreak of infectious disease, weather conditions.

18. Policy Review

This policy will be reviewed annually. It will be monitored by the Senior Attendance Champion and updated and revised if necessary, during the annual cycle.

Template Owner	Operations Business Partner – Independent Schools
Department responsible	School Improvement Teams
United Learning Independent Schools/Academies/Both	United Learning Independent Schools
Reviewed	August 2026
Date Policy Authorised	October 2025
Policy Owner	Head
Review Date	August 2027
Date Policy agreed by Local Governing Body	November 2025
Next LGB review date:	November 2026

