



RIPPLEVALE
SCHOOL

Rochester

Attendance Policy and Admissions Register

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Next Review: September 2026

Ripplevale School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

While this current policy document may be referred to elsewhere in Ripplevale School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative

- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Where this policy refers to ‘employees’, the term refers to any individual that is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Ripplevale School.

The policy documents of Ripplevale School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

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1. Introduction

1.1 Every child in Ripplevale School is welcomed, valued and respected and also encouraged to respect themselves and others. Our aim is to empower all children to gain the essential skills both academic and social that will equip them for life.

1.2 As part of Cavendish Education Ripplevale School believes that education is essential for all and for children to achieve their full potential regular attendance and punctuality is required. Non-attendance for any reason is an important issue that is treated promptly and seriously. In all cases of non-attendance, it is essential that early action is taken.

1.3 The Governing Board, Principals, Head Teachers and school staff of Ripplevale School acknowledge that there is a strong correlation between high attendance and student progress.

1.4 Ripplevale school adheres to the DfE Guidance [Working together to improve school attendance updated August 2024](#) and applies the recommendations relating to using student registers and attendance codes.

2. Aims

2.1 The aim of this policy is to promote the ‘most effective education for students at Ripplevale School. In order to achieve this, it is vital that students attend school consistently and punctually. In order that students and parents cooperate with this policy and students gain their full entitlement to education, parents will be informed of the requirements on attendance at Ripplevale School.

2.2 We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- promoting good attendance
- reducing absence, including persistent and severe absence
- ensuring every student has access to the full-time education to which they are entitled
- acting early to address patterns of absence
- building strong relationships with families to ensure students have the support in place to attend school

2.3 We also promote and support punctuality in attending lessons, by having staff available to support students with this and working through their anxieties.

3. Legislation and guidance

3.1 This policy meets the requirements of the [Working together to improve school attendance updated August 2024](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). It is drawn from relevant legislation setting out the legal powers and duties that govern school attendance, including:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

3.2 It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education 2024](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

4. Roles and responsibilities

4.1 The Governing Body

The governing body is responsible for:

- promoting the importance of school attendance across the schools with the use and implementation of policies and ethos
- making sure school leaders fulfil expectations and statutory duties
- regularly reviewing and challenging attendance data
- monitoring attendance figures for the whole group
- making sure the schools are providing staff with adequate training on attendance
- holding the headteacher to account for the implementation of this policy

4.2 The Principal and Headteacher

The principal and headteacher are responsible for:

- implementation of this policy at the school
- monitoring school-level absence data and reporting it to governors
- supporting staff with monitoring the attendance of individual students

- monitoring the impact of any implemented attendance strategies
- issuing fixed-penalty notices, where necessary

4.3 The designated senior leader responsible for attendance or the attendance officer (if not the Principal or Headteacher)

The designated senior leader / attendance officer is responsible for:

- leading actions to optimise attendance across the school, including:
 - benchmarking attendance data to identify areas of focus for improvement and offering a clear vision for attendance improvement
 - providing regular attendance reports to school staff and reporting concerns about attendance to the /principal headteacher
 - evaluating and monitoring expectations and processes
 - having an oversight of data analysis/monitoring and analysing attendance data (see section 7)
 - devising specific strategies to address areas of poor attendance identified through data
 - building relationships with parents/carers to discuss and tackle attendance issues
 - creating intervention reintegration plans in partnership with students and their parents/carers
 - working with outside agencies such as education welfare officers to tackle persistent absence

The designated senior leader or the attendance officer responsible for attendance is Georgina Moorcroft and can be contacted via 07960 321661 gmoorcroft@ripplevaleschoolrochester.co.uk.

4.4 Form tutors / Office staff

Form tutors/office staff are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by close of registration both morning and afternoon.

Form tutors/Office staff are responsible for reporting to the school office directly when a student does not attend a timetabled session.

4.5 School office staff

School office staff:

- take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- transfer calls from parents/carers to the pastoral lead in order to provide them with more detailed support on attendance

4.6 Parents/carers

Parents/carers are expected to:

- make sure their child attends every day on time
- call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- provide the school with more than 1 emergency contact number for their child
- ensure that, where possible, appointments for their child are made outside of the school day

4.7 Students

Students are expected to:

- attend school every day on time
- attend every timetabled session on time

5. Recording attendance Boarding

Not Applicable to Ripplevale School Rochester

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for.

Ripplevale School and College defines 'exceptional circumstances' as an absence of one-off, unavoidable events that are unique to each family. The head teacher will decide whether to authorise a pupil's absence based on their assessment of the merits of each request.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- illness (including mental illness) and medical/dental appointments (see section 4 for more detail)
- religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student’s parents/carers belong. If necessary, the school will seek advice from the parents’/carers’ religious body to confirm whether the day is set apart
- traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- If parents/carers need to travel due to work/occupational purposes
- The headteacher will consider all applications and valid reasons provided

6.2 Legal sanctions

The local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. Please look at your local authority’s attendance requirements.

Penalty notices can be issued by a local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- the number of unauthorised absences occurring within a rolling academic year
- one-off instances of irregular attendance, such as holidays taken in term time without permission
- where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

7. Strategies for promoting attendance

Students are recognised with attendance certificates weekly during the assembly celebrations and are rewarded with Amazon vouchers.

8. Attendance monitoring

Ripplevale monitors and analyses attendance and absence data to identify students or cohorts that require support with their attendance and the funding Local Authority of the child or young person and the Department for Education are also notified.

8.1 School monitoring of attendance

The school:

- monitors attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- identifies whether or not there are particular groups of children whose absences may be a cause for concern

The school compares attendance data to the national average, and shares this with the governing board.

8.2 Analysing attendance

The school:

- analyses attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and uses this analysis to provide targeted support to these students and their families
- looks at historic and emerging patterns of attendance and absence, and develops strategies to address these patterns

8.3 Using data to improve attendance

The school:

- provides regular attendance reports to class teachers/form tutors and other school leaders to facilitate discussions with students and families
- uses data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school:

- uses attendance data to find patterns and trends of persistent and severe absence
- holds regular meetings with the parents / carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- provides access to wider support services to remove the barriers to attendance

A staged approach to attendance is used for our Attendance Management Process which is below in the policy.

9. Policy review

9.1 This policy is reviewed as guidance from the local authority or DfE is updated, and as a minimum annually. At every review, the policy is approved by the governing board.

10. Links with other policies

10.1 This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Child missing education policy

Ripplevale School Rochester provides a caring learning environment where our students make meaningful progress, relative to their individual starting points. Our aim is to encourage them to develop appropriate personal, social and employable skills enabling them to become confident, independent and aspiring young people

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

Central to raising standards in education and ensuring all students can fulfil their potential is an assumption so widely understood that it is insufficiently stated – students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children and young people with poor attendance tend to achieve less in both primary, secondary school and college. Ripplevale has adopted the approach that attendance is everyone's responsibility and therefore it is an expectation that all staff and parents will work together to support good attendance.

Good attendance is recognised and celebrated in assemblies.

The government expects Ripplevale Rochester to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Liaise with parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure that all students are punctual to their lessons.

We know that events come along in life, children become unwell, medical appointments need to take place. The DfE suggests good attendance is 95%, this allows for these life events. In a school year this is around 10 days of absence. Attendance that falls below 95% becomes a concern, because it can easily slip to 90% with just another 9 days absence. This is the equivalent to 1 day every 2 weeks. Some students face greater barriers to attendance than their peers. These include those with long term medical conditions or those with SEND.

At Ripplevale Rochester, attendance of below 95% is a concern, 95% is considered good and over 97% is considered excellent. Where a student's attendance slips below 95%, a stage attendance management process will be triggered as detailed below:

Attendance Management Process

Attendance monitored by the student's form tutor
<p style="text-align: center;">Stage 1</p> <p style="text-align: center;">Attendance which falls below 95% - Initial attendance concern letter sent home by tutor and the safeguarding team are alerted.</p>
<p style="text-align: center;">Stage 2</p> <p style="text-align: center;">Attendance which falls below 90% - Attendance meeting called by tutor between form tutor, student and parent/carer and targets set. This outcome is reported to the Designated Safeguarding Lead.</p>
<p style="text-align: center;">Stage 3</p> <p style="text-align: center;">Attendance which falls below 85% - Attendance meeting called by tutor between form tutor, Pals, wellbeing team, student and parent/carer. Attendance challenge set with appropriate reward. This outcome is reported to the Designated Safeguarding Lead.</p>
<p style="text-align: center;">Stage 4</p> <p style="text-align: center;">Attendance which falls below 70% - Education disruption meeting could be called by Designated Safeguarding Lead with Head of school/ college, Pals, wellbeing team, student and parent/carer. Outcome reported to the safeguarding team.</p>

Reporting Absence

It is the responsibility of parents to inform Ripplevale Rochester by 9:00am on each day of absence why their child or young person will be absent that day. To report that a student will be absent, parents must:

Telephone: 01634 812233 (answer phone in operation before 8am)

Or

School: office@ripplevaleschoolrochester.co.uk College:

college@ripplevaleschoolrochester.co.uk

It is the responsibility of parents, carers and guardians to inform Ripplevale Rochester of any absence and to inform us of any changes to contact details.

Ripplevale Rochester will normally not authorise absence, other than for medical appointments.

Medical Appointments

Where possible, Ripplevale Rochester must be informed of upcoming medical appointments and must be provided with an appointment letter for the absence to be authorised.

Students must attend before and after the appointment wherever possible. If the appointment

requires the student to leave during the day, they must be signed out by an adult listed on the

student's record or authorised by prior arrangement with the headteacher. Should a student arrive late following an appointment, they should report to the school or college office to be signed in.

Examples of acceptable medical evidence:

- Medical card with one appointment entered with the student's name and surgery stamp included, signed by the receptionist
- Letter from a professional such as a hospital consultant
- Evidence of consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes / call log

The Admission and Attendance Registers

Ripplevale Rochester maintains an admissions and attendance register and all students are placed on both registers

Contents of Admission Register

The admission register contains the personal details of every student in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended. Students are entered from the beginning of the first day on which Ripplevale Rochester has agreed, or been notified, that the student will attend.

For many of our students these admission dates may fall throughout the academic year and do not necessarily coincide with term dates. This is because of the nature of the fractured education which they may have experienced and the subsequent need to adjust our admissions times to alleviate difficulties of anxiety, school phobia and parental concerns about prolonged absence.

If a student fails to attend on the agreed or notified date, Ripplevale Rochester will establish the reason for the absence and mark the attendance register accordingly.

Deletions from the Admission Register

A student may be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Student Registration) (England) Regulations 2006, the key points of which are summarised below:

- *Where another school is substituted by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.*
- *When the child no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered*
- *Both school and the local education authority have failed, after reasonable enquiry, to ascertain where the student is and the school does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause.*
- *If he is certified as unlikely to be in a fit state of health to attend school*

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register are preserved for a period of three years after the date on which the entry was made.

Children at Risk of Missing Education

Ripplevale Rochester informs their local authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children); Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the student is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

The local authority will be notified in advance of the deletion, when we become aware that the deletion will be made. Ripplevale Rochester will inform the Local Authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

Ripplevale Rochester has procedures in place when students are absent for planned reasons (hospital stays, medical appointments, medical recovery) or unplanned absence (illness e.g. cough, cold or other illness/infection). These procedures, shown on page 7 ensure that students not on site are safe and well and should be read in conjunction with our safeguarding policy.

Absent student monitoring procedure (internal) - planned and unplanned

Planned Absence		Unplanned Absence
<p>The Emotional Wellbeing Team will speak with the student via telephone and document the call on the Schoolbase Communication log. A discussion will be had around any work that has previously been set it appropriate. The Office will update the register and record why the student is absent.</p>	<p>DAY 1</p>	<p>The Office will make contact home (if none has been received by 9:00am) and document this call on the Schoolbase Communication log as well as adding a note to the register as to why the student is off.</p>
	<p>DAY 2</p>	<p>The Office will make contact home (if none has been received) and document this call on the Schoolbase Communication log as well as adding a note to the register as to why the student is off. If the Office has been unable to make contact with home for 2 days, a My Concern safeguarding team alert will be made.</p>
<p>The form tutor will call and set and discuss work if appropriate and document the call on the Schoolbase Communication log. The Office will update the register and record why the student is absent.</p>	<p>DAY 3</p>	<p>The Office will make contact home (if none has been received and there is no new information from safeguarding) and document this call on the Schoolbase Communication log as well as adding a note to the register as to why the student is off. The safeguarding team will continue to make contact with the home and if unsuccessful, may decide to take actions such as: home visits, referrals to social services or contact with Police.</p>
	<p>DAY 4</p>	<p>The Office will make contact home (if none has been received and there is no new information from safeguarding) and document this call on the Schoolbase Communication log as well as adding a note to the register as to why the student is off. The office will notify the safeguarding team on day 4. The safeguarding team will continue to make contact with the home and if unsuccessful, may decide to take actions such as: home visits, referrals to social services or contact with Police.</p>
<p>The Emotional Wellbeing Team will call the student and document this call on the</p>	<p>DAY 5</p>	<p>Safeguarding will continue to take appropriate action dependent on previous actions.</p>

<p>Schoolbase Communication log. The Office will update the register and record why the student is absent.</p>		
<p>(Process to repeat weekly. Home visits may be required for welfare checks)</p>		<p>Safeguarding will continue to take appropriate action dependent on previous actions</p>

Strategies and actions

Our ethos is to work with students and the families to enable full access to education and the curriculum on offer. In instances where attendance levels are low or fall, without explicable reason we will employ strategies to support the student and parent/carer accessing education and raising attendance levels. Strategies may include;

- Telephone calls to parents/carers
- Home visits to parents and students
- Meetings with parents/other agencies
- Reward and incentive programmes for good attendance
- Collecting students from home to bring them to school
- Liaising with local authority transport and taxi companies
- Referrals to social services
- Referrals to CAMHS
- Liaising with the school liaison team
- Providing specialised timetables for students
- Giving students designated trusted staff to talk too
- Reduced timetables if needed
- Access to the wellbeing team
- Staff Resources list for parents for support groups
- Referrals to other support agencies
- Sending staff to tutor at the students home where appropriate
- Short term goal setting
- Involvement and requests for support from provision evaluation officers and the relevant local authority

Contents of Attendance Register

Ripplevale Rochester takes the attendance register at the start of the first session of each school day and once during the second session. On each occasion we record whether every student is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances.

We will follow up any absences to:

- Ascertain the reason of absence and obtain evidence of medical appointments where appropriate
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not

Present at School

Students must not be marked present during the taking of the AM/PM register if they were not in school during registration. If a student were to leave the school premises after registration or arrive after registration they would still be counted as present for statistical purposes with a note added to the register stating the reason for leaving the site or arriving late.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

Code L: Late arrival

Our policy is that registration is kept open during tutor period.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. The activity must be of a nature approved by us and supervised by someone authorised by Ripplevale Rochester.

Authorised Absence from School

Authorised absence means that Ripplevale Rochester has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence. Where a medical appointment is cited as the reason for absence, this will only be an authorised absence once an appointment letter or slip has been received by the school or college.

Unauthorised Absence from School

Unauthorised absence is where Ripplevale Rochester is not satisfied with the reasons given for the absence. Students taking holidays during term time will, under normal circumstances, be unauthorised by the school unless circumstances are exceptional. Parents are encouraged to book holidays during school holiday periods to ensure that a student's education is not interrupted during term time.

Appendix 1: attendance codes

The following codes are taken from (and given in the order of) the DfE's current guidance on school attendance.

In any case of uncertainty about which code to use, the responsible staff member should always consult the DfE's current guidance on school attendance.

Code	Definition	Summary
Attending the school		
/	Present (am)	Student is present at morning registration.
\	Present (pm)	Student is present at afternoon registration.
L	Late arrival before the register has closed	Student is absent when the register started being taken but arrives before the register is closed.
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority. A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.
V	Attending an educational trip or visit	Student is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school. The sporting activity must take place during the session for which it is recorded.
W	Attending work experience	Student is attending a place for an approved educational activity that is work experience

		provided under arrangements made by a local authority or the school as part of the pupil's education. The work experience must take place during the session for which it is recorded.
B	Attending any other approved educational activity	<p>Student is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded. Schools must record the nature of the approved educational activity; examples are:</p> <ul style="list-style-type: none"> ● attending taster days at other schools ● attending courses at college ● attending unregistered alternative provision arranged by the school. <p>Students who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code.</p>
D	Dual registered at another school	With leave, the student is attending a session at another setting where they are also registered.
Absent - leave of absence		
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours.
M	Leave of absence for the purpose of attending a Medical / Dental appointment	Student has a medical or dental appointment, with the school's agreement in advance, and should only be out of school for the minimum amount of time necessary for the appointment. If the student is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	This interview must take place during the session for which it is recorded. This code is classified for statistical purposes as authorised absence.
S	Leave of absence for the purpose of studying for a public examination	Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. and only granted to Year 11

		<p>pupils during public examinations. If schools do decide to grant study leave, provision must still be made available for those pupils who want to continue to come into school to revise.</p> <p>As study leave is unsupervised it must be recorded as absence.</p>
X	Non-compulsory school age pupil not required to be in school	<p>Schools can grant a leave of absence for a student not of compulsory school age to attend school part-time (egg where a pupil not of compulsory school age is attending school part-time or has otherwise been given leave of absence by the school). Where the student is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.</p>
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	<p>In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line with paragraphs 67 – 70 of the <u>DfE's current guidance on school attendance</u>.</p>
C	Leave of absence for exceptional circumstance	<p>Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Leave for maternity is treated like any other leave of absence in exceptional circumstances.</p>
Absent - other authorised reasons		
T	Parent travelling for occupational purposes	<p>The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.</p>

R	Religious Observation	The student is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to mark the occasion. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related), not medical or dental appointments. Schools should advise parents to notify them on the first day the child is unable to attend due to illness.
E	Suspended or permanently excluded and no alternative provision made	Use this code if the suspended / excluded student's name is still entered in the admission register. This code is classified for statistical purposes as authorised absence.
Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty to make access arrangements to enable the pupil's attendance at school and have failed to do so.
Y1	Unable to attend due to transport normally provided not being available	Student is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.
Y2	Unable to attend due to widespread disruption to travel	Student is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school

		considers cannot practicably be accommodated in those parts of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4. This code may not be used for any planned closure such as weekends or holidays.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> ● in police detention ● remanded to youth detention, awaiting trial or sentencing ● detained under a sentence of detention
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> ● contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or ● prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the student from attending the session in question. The unavoidable cause must be something that affects the student, not the parent. The fact that a parent has done all they can to secure the attendance of the student at school does not, in itself, mean the student has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause.
Absent - unauthorised absence		
G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence

		retrospectively. If the parent did not apply in advance, leave of absence should not be granted.
N	Reason for absence not yet established	Schools must follow up all unexplained and unexpected absence in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for absence has not yet been established before the register closes, the absence must be recorded with code N. The correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.
Administrative codes		
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before the beginning of the first session on that day.

#	Planned whole school closure	Whole school closures that are known and planned in advance such as: <ul data-bbox="841 289 1398 569" style="list-style-type: none"><li data-bbox="841 289 1127 317">● days between terms<li data-bbox="841 323 1008 350">● half terms<li data-bbox="841 357 1300 426">● occasional days (for example, bank holidays)<li data-bbox="841 432 1341 501">● weekends (where it is required by the management information system)<li data-bbox="841 508 1230 535">● up to 5 non-educational days<li data-bbox="841 541 1398 569">● use of the whole school as a polling station
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Appendix 2: Sample Attendance Letters issued in accordance with the Attendance Management Process grid on page 11 of this policy

Stage 1 Student Attendance letter.

Student's Name:

Attendance period: Week commencing -

Current Attendance Percentage:

Dear Parent/Carer,

As you are aware, Ripplevale School and College updated its attendance policy last year as students whose attendance falls or has fallen below 95%, raises concern.

The Department for Education (DfE) is clear that attendance at school should be prioritised.

DfE guidance tells us that we must:

‘regularly communicate expectations for attendance and punctuality and school performance through your regular channels of communication with staff, pupil and parents’

The government expects Ripplevale School and College to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence.
- Liaise with parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend
- Ensure that all students are punctual to their lessons.

Ripplevale School and College understands that some of our students experience anxiety and mental health needs as part of their SEND profile or have complex medical issues which may on occasion impact on their attendance. In addition to this, frequent hospital appointments may impact on attendance where health conditions are being investigated or managed. We are committed to supporting all of our student's attendance in accordance with their own individual needs.

Reporting absence:

When a student is going to be absent, it is the parent/carer's responsibility to notify Ripplevale School or College before 9am on the day of each absence. Absence should be notified via: 01634 812 233 or office@ripplevaleschoolrochester.co.uk

Late arrivals:

The majority of our students arrive by SEN transport funded by the relevant Local Authority. Students arriving after

9:00am are marked as late. The first part of the day (8:30am-8:45am) is used by tutors to settle and prepare students for the day, ensure their wellbeing needs are met and to provide targeted interventions such as literacy support. Where students are frequently late, this crucial early morning tutor contact and valuable learning time is missed. If your child is frequently late, we would encourage you to raise this with SEN transport or the taxi transport.

Medical appointments:

Where possible, medical appointments should be made outside of school hours. Where this is not possible, the absence will be recorded as unauthorised until evidence of the appointment is provided.

Holidays during term time:

Students taking holidays during term time will, under normal circumstances, will not be authorised by the school or college.

What happens if your child or young person's attendance falls below or has fallen below 95%:

We are writing to all parents and carers of students whose attendance is below 95%. This will be monitored weekly for improvement. Should attendance fall further, parents/carers will be invited to an attendance meeting to discuss and identify any barriers to attendance and to identify any further support. The work we do to monitor and improve attendance is shared with Local Authorities as part of EHCP annual reviews.

Legal Sanctions:

The local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. Please look at your local authority's attendance requirements.

Penalty notices can be issued by a local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- the number of unauthorised absences occurring within a rolling academic year
- one-off instances of irregular attendance, such as holidays taken in term time without permission
- where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

We have added the attendance management process stages below for your reference.

Should you have any questions regarding your child or young person's attendance, please do not hesitate to contact me as their form tutor.

Yours sincerely,

(Tutor)

Stage 2 Student Attendance letter.

Student's Name:

Attendance period: Week commencing -

Current Attendance Percentage:

Dear Parent/Carer,

As you are aware, Ripplevale School and College updated its attendance policy last year as students whose attendance falls or has fallen below 90%, raises concern.

The Department for Education (DfE) is clear that attendance at school should be prioritised. DfE guidance tells us that we must:

‘regularly communicate expectations for attendance and punctuality and school performance through your regular channels of communication with staff, pupil and parents’

The government expects Ripplevale School and College to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence.
- Liaise with parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend
- Ensure that all students are punctual to their lessons.

Ripplevale School and College understands that some of our students experience anxiety and mental health needs as part of their SEND profile or have complex medical issues which may on occasion impact on their attendance. In addition to this, frequent hospital appointments may impact on attendance where health conditions are being investigated or managed. We are committed to supporting all of our student's attendance in accordance with their own individual needs.

Reporting absence:

When a student is going to be absent, it is the parent/carer's responsibility to notify Ripplevale School or College before 9am on the day of each absence. Absence should be notified via: 01634 812 233 or office@ripplevaleschoolrochester.co.uk

Late arrivals:

The majority of our students arrive by SEN transport funded by the relevant Local Authority. Students arriving after 9:00am are marked as late. The first part of the day (8:30am-8:45am) is used by tutors to settle and prepare students for the day, ensure their wellbeing needs are met and to provide targeted interventions such as literacy support. Where students are frequently late, this crucial early morning tutor contact and valuable learning time is

missed. If your child is frequently late, we would encourage you to raise this with SEN transport or the taxi transport.

Medical appointments:

Where possible, medical appointments should be made outside of school hours. Where this is not possible, the absence will be recorded as unauthorised until evidence of the appointment is provided.

Holidays during term time:

Students taking holidays during term time will, under normal circumstances, will not be authorised by the school or college.

What happens if your child or young person's attendance falls below or has fallen below 90%:

We are writing to all parents and carers of students whose attendance is below 90%. As this has now moved onto a Stage 2 concern, I need to meet with you to discuss our concerns and support the family to allow attendance to school to rapidly improve.

I have made an appointment for us to meet on:

After this meeting attendance will be monitored weekly for improvement. Should attendance fall further, parents/carers will be invited to an attendance meeting with middle managers and the safeguarding team to discuss and identify any barriers to attendance and to identify any further support. The work we do to monitor and improve attendance is shared with Local Authorities as part of EHCP annual reviews.

Legal Sanctions:

The local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. Please look at your local authority's attendance requirements.

Penalty notices can be issued by a local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- the number of unauthorised absences occurring within a rolling academic year
- one-off instances of irregular attendance, such as holidays taken in term time without permission
- where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

We have added the attendance management process stages below for your reference.

Should you have any questions regarding your child or young person's attendance, please do not hesitate to contact me as their form tutor.

Yours sincerely,

(Tutor)

Stage 3 Student Attendance letter.

Student's Name:

Attendance period: Week commencing -

Current Attendance Percentage:

Dear Parent/Carer,

As you are aware, Ripplevale School and College updated its attendance policy last year as students whose attendance falls or has fallen below 85%, raises concern.

The Department for Education (DfE) is clear that attendance at school should be prioritised.

DfE guidance tells us that we must:

‘regularly communicate expectations for attendance and punctuality and school performance through your regular channels of communication with staff, pupil and parents’

The government expects Ripplevale School and College to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence.
- Liaise with parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend
- Ensure that all students are punctual to their lessons.

Ripplevale School and College understands that some of our students experience anxiety and mental health needs as part of their SEND profile or have complex medical issues which may on occasion impact on their attendance. In addition to this, frequent hospital appointments may impact on attendance where health conditions are being investigated or managed. We are committed to supporting all of our student's attendance in accordance with their own individual needs.

Reporting absence:

When a student is going to be absent, it is the parent/carer's responsibility to notify Ripplevale School or College before 9am on the day of each absence. Absence should be notified via: 01634 812 233 or office@ripplevaleschoolrochester.co.uk

Late arrivals:

The majority of our students arrive by SEN transport funded by the relevant Local Authority. Students arriving after 9:00am are marked as late. The first part of the day (8:30am-8:45am) is used by tutors to settle and prepare students for the day, ensure their wellbeing needs are met and to provide targeted interventions such as literacy

support. Where students are frequently late, this crucial early morning tutor contact and valuable learning time is missed. If your child is frequently late, we would encourage you to raise this with SEN transport or the taxi transport.

Medical appointments:

Where possible, medical appointments should be made outside of school hours. Where this is not possible, the absence will be recorded as unauthorised until evidence of the appointment is provided.

Holidays during term time:

Students taking holidays during term time will, under normal circumstances, will not be authorised by the school or college.

What happens if your child or young person's attendance falls below or has fallen below 85%:

We are writing to all parents and carers of students whose attendance is below 85%. As this has now moved onto a Stage 3 concern, we need to meet with you to discuss our concerns and support the family to allow attendance to school to rapidly improve.

We have made an appointment for us to meet on:

After this meeting attendance will be monitored weekly for improvement. Should attendance fall further, parents/carers will be invited to an educational disruption meeting with senior leaders, pastoral managers and the safeguarding team to discuss and identify any barriers to attendance and to identify any further support. The work we do to monitor and improve attendance is shared with Local Authorities as part of EHCP annual reviews.

Legal Sanctions:

The local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. Please look at your local authority's attendance requirements.

Penalty notices can be issued by a local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- the number of unauthorised absences occurring within a rolling academic year
- one-off instances of irregular attendance, such as holidays taken in term time without permission
- where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

We have added the attendance management process stages below for your reference.

Should you have any questions regarding your child or young person's attendance, please do not hesitate to contact me as their Pastoral Lead.

Yours sincerely,

(Pastoral Lead)

Stage 4 Student Attendance letter.

Student's Name:

Attendance period: Week commencing -

Current Attendance Percentage:

Dear Parent/Carer,

As you are aware, Ripplevale School and College updated its attendance policy last year as students whose attendance falls or has fallen below 70%, raises concern.

The Department for Education (DfE) is clear that attendance at school should be prioritised.

DfE guidance tells us that we must:

'regularly communicate expectations for attendance and punctuality and school performance through your regular channels of communication with staff, pupil and parents'

The government expects Ripplevale School and College to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every student has access to full-time education to which they are entitled
- Act early to address patterns of absence.
- Liaise with parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend
- Ensure that all students are punctual to their lessons.

Ripplevale School and College understands that some of our students experience anxiety and mental health needs as part of their SEND profile or have complex medical issues which may on occasion impact on their attendance. In addition to this, frequent hospital appointments may impact on attendance where health conditions are being investigated or managed. We are committed to supporting all of our student's attendance in accordance with their own individual needs.

Reporting absence:

When a student is going to be absent, it is the parent/carer's responsibility to notify Ripplevale School or College before 9am on the day of each absence. Absence should be notified via: 01634 812 233 or office@ripplevaleschoolrochester.co.uk

Late arrivals:

The majority of our students arrive by SEN transport funded by the relevant Local Authority. Students arriving after 9:00am are marked as late. The first part of the day (8:30am-8:45am) is used by tutors to settle and prepare students for the day, ensure their wellbeing needs are met and to provide targeted interventions such as literacy support. Where students are frequently late, this crucial early morning tutor contact and valuable learning time is

missed. If your child is frequently late, we would encourage you to raise this with SEN transport or the taxi transport.

Medical appointments:

Where possible, medical appointments should be made outside of school hours. Where this is not possible, the absence will be recorded as unauthorised until evidence of the appointment is provided.

Holidays during term time:

Students taking holidays during term time will, under normal circumstances, will not be authorised by the school or college.

What happens if your child or young person's attendance falls below or has fallen below 70%:

We are writing to all parents and carers of students whose attendance is below 70%. As this has now moved onto a Stage 4 concern, we need to meet with you to discuss our concerns and support the family to allow attendance to school to rapidly improve.

We have made an appointment for us to meet on:

The work we do to monitor and improve attendance is shared with Local Authorities as part of EHCP annual reviews.

Legal Sanctions:

The local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. Please look at your local authority's attendance requirements.

Penalty notices can be issued by a local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- the number of unauthorised absences occurring within a rolling academic year
- one-off instances of irregular attendance, such as holidays taken in term time without permission
- where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

We have added the attendance management process stages below for your reference.

Should you have any questions regarding your child or young person's attendance, please do not hesitate to contact me.

Yours sincerely,

(Pastoral Lead/SLT)