Attendance Policy

Aspire • Believe • Achieve

Staff member responsible:	Hazel McCalvey
Role:	Deputy Head
Revised On:	Sept 2026
Ratified by governing board:	
Review Due:	Sept 2027

1. Policy Statement

At Frewen College we recognise that excellent attendance is fundamental to pupil achievement, wellbeing, safeguarding and future life chances. We are committed to promoting high levels of

attendance for all pupils and to working in partnership with families to ensure that every pupil benefits fully from the educational opportunities available to them.

Regular attendance enables pupils to engage fully with learning, build positive relationships, develop confidence and achieve their potential. We recognise that attendance difficulties may arise from a range of factors and therefore adopt a supportive, child-centred and graduated approach to attendance improvement.

This policy reflects the expectations set out in the Department for Education's Working Together to Improve School Attendance, the School Attendance (Pupil Registration) (England) Regulations 2024, Keeping Children Safe in Education 2026, and Working Together to Safeguard Children. It supports compliance with the Independent School Standards Regulations 2014, particularly Part 3, Paragraph 15 relating to the maintenance of attendance and admission registers. Attendance is recognised as a key safeguarding indicator and forms part of the school's wider safeguarding arrangements.

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2. Aims

The aims of this policy are to:

- Promote excellent attendance and punctuality.
- Foster a culture where attendance is valued by pupils, staff and parents.
- Ensure attendance is monitored effectively and accurately.
- Identify attendance concerns at the earliest opportunity.
- Remove barriers preventing regular attendance.
- Support pupils whose attendance is causing concern.
- Safeguard children who may be vulnerable or missing education.
- Maintain compliance with statutory attendance requirements.

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3. Attendance Principles

Attendance support at Frewen College is based upon:

- Early identification.
- Partnership with families.
- Understanding underlying causes.
- Swift intervention.
- Proportionate support.
- Safeguarding-led decision making.

As a specialist independent school, Frewen College recognises that attendance difficulties may be associated with:

- Special Educational Needs and Disabilities (SEND).
- Anxiety.
- Social, Emotional and Mental Health needs.

- Sensory processing differences.
- Communication difficulties.
- Emotionally Based School Avoidance (EBSA).
- Physical health conditions.

The school recognises that poor attendance may be an indicator of abuse, neglect, exploitation, mental health difficulties, unmet SEND, family adversity or wider safeguarding concerns. Attendance concerns will therefore be considered as part of the school's safeguarding and early-help arrangements.

Where attendance concerns arise, the school will seek to identify and address underlying barriers before considering formal escalation.

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4. Roles and Responsibilities

Governing Board

The Governing Board will:

- Promote a culture of excellent attendance.
- Monitor attendance data and trends.
- Ensure attendance remains a strategic priority.
- Review attendance information regularly.
- Ensure sufficient staffing and resources are available.
- Hold leaders accountable for attendance outcomes.
- Receive termly attendance reports.
- Monitor attendance-related safeguarding concerns.
- Review the effectiveness of attendance interventions.

Named Governor for Attendance

Heather Miller

Designated Safeguarding Lead (DSL)

Hazel McCalvey

The DSL will:

- Lead the strategic approach to attendance.
- Ensure attendance is understood as a safeguarding priority.
- Coordinate support for pupils experiencing attendance difficulties.
- Monitor attendance patterns.
- Report attendance trends to Governors.
- Ensure Children Missing Education procedures are followed.

Senior Attendance Champion

Senior Attendance Champion: Hazel McCalvey (Deputy Head and DSL)

hazel.mccalvey@frewencollege.co.uk

Assistant Attendance Champion: Mikala Davey

mikala.davey@frewencollege.co.uk

The Senior Attendance Champion is a member of the Senior Leadership Team and provides strategic leadership of attendance across the school.

The Attendance Champion will:

- Maintain attendance records in conjunction with the Attendance Officer (Karin Dennett).
- Monitor daily attendance.
- Undertake first-day response procedures.
- Analyse attendance data.
- Liaise with families.
- Support attendance interventions.
- Maintain attendance casework files.
- Report trends and concerns to senior leaders and governors.

Staff Responsibilities

All staff will:

- Promote positive attendance.
- Encourage punctuality.
- Record attendance accurately.
- Report attendance concerns promptly.
- Build positive relationships with pupils and families.
- Support attendance improvement strategies.

Parent Responsibilities

Parents are expected to:

- Ensure their child attends regularly and punctually.
- Notify the school of absence by 8.30am.
- Provide reasons for absence.
- Work collaboratively with the school.
- Attend attendance meetings when requested.
- Avoid arranging holidays during term time.
- Inform the school of circumstances affecting attendance.

Pupil Responsibilities

Pupils are expected to:

- Attend school every day unless genuinely unable to do so.
- Arrive on time.
- Attend all lessons.
- Engage positively with support offered.

- Raise concerns where attendance is impacted by difficulties at home or school.

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5. Promoting Excellent Attendance

Frewen College promotes attendance through:

- Positive relationships.
- High-quality teaching and learning.
- Pastoral support.
- Recognition and rewards.
- Attendance monitoring.
- Regular communication with families.

Strategies include:

- Attendance celebration assemblies.
- Half-termly attendance awards.
- Half-termly letters of praise.
- Attendance recognition initiatives.
- Individual attendance support plans.

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6. Registration Procedures

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, Frewen College maintains electronic attendance and admission registers using SIMS.

Attendance registers are completed twice daily.

Morning Registration

- Completed by Form Tutors.
- Opens at 8.50am and closes at 9:15am

Afternoon Registration

- Completed by Period 5 Subject Teachers
- Opens 1:10pm and closes 1:20pm

Registers record whether pupils are:

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

Register Accuracy

Attendance records are reviewed regularly by:

- Attendance Officer.
- DSL.
- Attendance Champion.

Attendance coding is applied in accordance with statutory guidance.

Where corrections are required:

- Only authorised staff may amend registers.
- All amendments are auditable.
- Reasons for amendments are recorded.

Retention of Records

Attendance registers, admission registers and associated attendance documentation will be retained for a minimum of **six years** in accordance with statutory requirements and the school's records retention schedule.

Admissions Register

The school maintains an electronic admissions register in accordance with statutory requirements.

The register includes:

- Pupil name.
- Date of birth.
- Sex.
- Home address.
- Parent/carer details.
- Emergency contact details.
- Date of admission.
- Date of leaving.
- Destination school or educational provider where applicable.

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7. Absence Reporting Procedures

Parents must notify the school by 8.30am on each day of absence by emailing:

absence@frewencollege.co.uk

The notification should include:

- Pupil name.
- Reason for absence.
- Expected return date.

Where no contact is received, the school will initiate first-day response procedures.

8. First-Day Response Procedures

Where a pupil is absent and no reason is known, the school will:

- Contact parents on the first day.
- Continue contact on subsequent days where necessary.
- Contact emergency contacts if required.
- Consider a welfare visit where appropriate.
- Escalate safeguarding concerns promptly.

The school will notify relevant professionals such as social workers or youth justice workers where required.

9. Understanding Absence

Attendance codes are applied in accordance with national attendance guidance.

Code C will only be used where no more specific attendance code is appropriate. The rationale for using Code C will be recorded and retained with the attendance record.

Each absence is categorised as either:

- Authorised.
- Unauthorised.

Only the school can authorise absence.

Authorised Absence

Examples include:

- Genuine illness.
- Medical appointments.
- Religious observance.
- Exceptional circumstances approved by the Headmaster.
- Family emergencies.

Unauthorised Absence

Examples include:

- Unapproved term-time holidays.
- Shopping trips.
- Birthdays.
- Oversleeping.
- Truancy.
- Leaving school without permission.

- Unexplained absence.

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10. Medical Absence

Parents should arrange medical appointments outside school hours wherever possible.

Where unavoidable:

- Advance notification should be provided.
- Evidence may be requested.
- Pupils should return promptly after appointments.

Where concerns exist regarding the authenticity of illness, the school may seek further information.

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11. Religious Observance

Absence for recognised religious observance may be authorised.

Parents should notify the school in advance wherever possible.

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12. Punctuality

The school day begins at:

8.50am

Registers close at:

9.15am

Arrivals Before 9.15am

- Recorded using L Code.

Arrivals After 9.15am

- Recorded using U Code.
- Counted as unauthorised absence for that session.

Persistent lateness may result in attendance intervention.

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13. Attendance Monitoring

Attendance is monitored continually.

Particular attention is given to pupils:

- Below 95%.
- At risk of persistent absence.
- At risk of severe absence.
- With SEND.
- Known to social care.
- Experiencing emotional wellbeing concerns.
- Repeatedly removed from the classroom.
- Educated on a part-time timetable.
- Receiving Early Help support.
- Experiencing EBSA.
- With safeguarding concerns.
- Experiencing mental health difficulties.

In line with safeguarding guidance, these factors may indicate that a child would benefit from additional support or early help intervention.

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14. Attendance Thresholds

Attendance	Interpretation
99% to 100%	Excellent
96% to 98%	Good
92% to 95%	Attendance Concern
Below 90%	Persistent Absence
Below 50%	Severe Absence

The school will intervene before attendance falls below 90%.

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15. Persistent and Severe Absence

Persistent Absence

A pupil is persistently absent when they miss 10% or more of possible sessions.

Severe Absence

A pupil is severely absent when they miss 50% or more of possible sessions.

Pupils in these categories will receive enhanced support and monitoring.

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16. Attendance Support

Support may include:

- Meetings with parents.

- Attendance plans.
- Attendance mentoring.
- Pastoral support.
- Early Help referrals.
- Multi-agency working.
- SEND review meetings.
- Healthcare planning.
- Referrals to external services.

Support will be tailored to individual needs.

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17. Leave of Absence

The Headmaster may only grant leave of absence during term time in exceptional circumstances.

All requests must:

- Be submitted in writing.
- Be received in advance.
- Explain the exceptional circumstances.

Family holidays will not normally be authorised.

The Headmaster's decision is final.

As an independent school, Regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 does not apply directly to Frewen College. The school nevertheless has regard to the principles within statutory attendance guidance and will document any departure from those principles together with the rationale for the decision.

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18. Part-Time Timetables

Part-time timetables will only be used:

- In exceptional circumstances.
- As part of a support package.
- For a limited period.
- Following parental agreement.

They will be reviewed regularly and will not be used as a behaviour management strategy.

The DSL will be informed of all part-time timetables and safeguarding implications will be considered as part of each review.

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19. Boarding Attendance

As a boarding school, Frewen College maintains additional systems for monitoring pupils' welfare and attendance.

The school will:

- Record overnight attendance.
- Monitor authorised and unauthorised leave.
- Maintain signing-in and signing-out procedures.
- Monitor boarders' whereabouts.
- Liaise with families regarding absence.

Further information is available within the Boarding Policy.

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20. Children Missing Education

The school follows East Sussex Children Missing Education procedures.

Where a pupil:

- Fails to start at the school.
- Stops attending unexpectedly.
- Cannot be located.

The school will work with the Local Authority and relevant agencies to establish the pupil's whereabouts and ensure safeguarding procedures are followed.

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21. Notification to the Local Authority

The school will notify the Local Authority where required by law or statutory guidance.

This includes circumstances where:

- A pupil has been continuously absent for ten school days without authorisation.
- A pupil has been absent due to illness for fifteen consecutive school days or more.
- Attendance concerns give rise to safeguarding concerns.
- A pupil is removed from roll in circumstances requiring notification.

Appropriate records of notifications and actions taken will be maintained.

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22. Deletions from the School Register

Pupils will only be removed from roll in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

The school will:

- Notify the Local Authority where required.
- Seek destination information.
- Follow Children Missing Education procedures where appropriate.

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23. National Framework for Penalty Notices

Where unauthorised absence reaches the national threshold for consideration of legal intervention, the school may refer the matter to the Local Authority.

The Local Authority will determine whether further action, including a Penalty Notice, is appropriate.

The school will always seek to work collaboratively with families before legal intervention is considered.

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24. Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- SEND Policy
- Medical Needs Policy
- Mental Health and Wellbeing Policy
- Restrictive Intervention Policy
- Boarding Policy
- Admissions Policy
- Missing Child Policy
- Children Missing Education Procedures
- Early Help Procedures
- Data Protection Policy

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25. Monitoring and Review

This policy will be reviewed annually by the Governing Board, or sooner in response to legislative, regulatory or operational change.

Statutory and Regulatory References

This policy is informed by:

- Working Together to Improve School Attendance
- School Attendance (Pupil Registration) (England) Regulations 2024
- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- Children Missing Education Guidance
- Independent School Standards Regulations 2014, particularly Part 3 Paragraphs 7 and 15
- Relevant Independent Schools Inspectorate and Independent Schools Council guidance relating to attendance, safeguarding and pupil welfare.

This policy applies to all pupils attending Frewen College, including day pupils and boarders