

ATTENDANCE POLICY

APPLICABILITY: All Staff, Pupils, Parents

AUTHOR: Assistant Head Pastoral

KEY SCHOL CONTACTS

School Attendance Champion	Mr S Sherratt – Assistant Head (Pastoral) Email: sjs@tettcoll.co.uk Phone: 01902 751 119 Phone: 074478893289
Key staff / contacts	Senior School reception: 01902 751 119 Prep School reception: 01902 793 035 Email: Reception@tettcoll.co.uk

Please note that this Attendance Policy applies equally to all pupils at Tettenhall College, whether they are day, boarding or sponsored.

REGULATORY REQUIREMENTS:

Tettenhall College recognises the strong link between attendance, punctuality, and pupil achievement. As a college community, we are committed to ensuring that every pupil attends regularly, arrives punctually, and is fully prepared to learn. Absence is treated seriously and monitored closely, with early intervention where concerns arise. Our aim is to support every pupil in achieving their full potential within a safe, inclusive, and positive learning environment.

To illustrate the impact of attendance: if a pupil misses just five days each term throughout their time at the College, this equates to an entire year of lost learning. Given the well-established correlation between attendance and academic success, Tettenhall College places high importance on consistent attendance. We expect all pupils to attend timetabled lessons regularly, on time, fully equipped for learning, and, where appropriate, in the correct uniform.

Regulatory framework This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- EYFS statutory framework for group and school-based providers (DfE, January 2024);
- Education and Skills Act 2008; • Children Act 1989;

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- Childcare Act 2006;
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010;
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

This policy has regard to the following guidance and advice

- Working together to improve school attendance (DfE, applies from 19 August 2024);
- Summary table of responsibilities for school attendance (DfE, applies from 19 August 2024);
- Toolkit for schools: communicating with families to support attendance (DfE, September 2023);
- Guidance for parents on school attendance (Office of the Children's Commissioner, September 2023);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2024);
- Children missing education (DfE, September 2016);
- Supporting pupils with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018);
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);
- Providing Remote education: guidance for schools (DfE, update August 2024);
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015)

RESPONSIBILITY STATEMENT

The school governors have overall responsibility for all matters which are the subject of this policy. The governors recognise that improving attendance is a school leadership focus area. To support new government legislation, the assistant head (senior – pastoral) has been designated the role as school attendance champion (SAC).

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The Creeping Effect of School Absence

Many pupils and parents do not realise that missing 1-2 days through the year (or arriving a few minutes late each day) accumulates and has a profound impact on learning, progress, achievement and success over time, as well as wellbeing and wider development

1 or 2 days doesn't seem like much, but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late a day? Surely that won't affect my child?

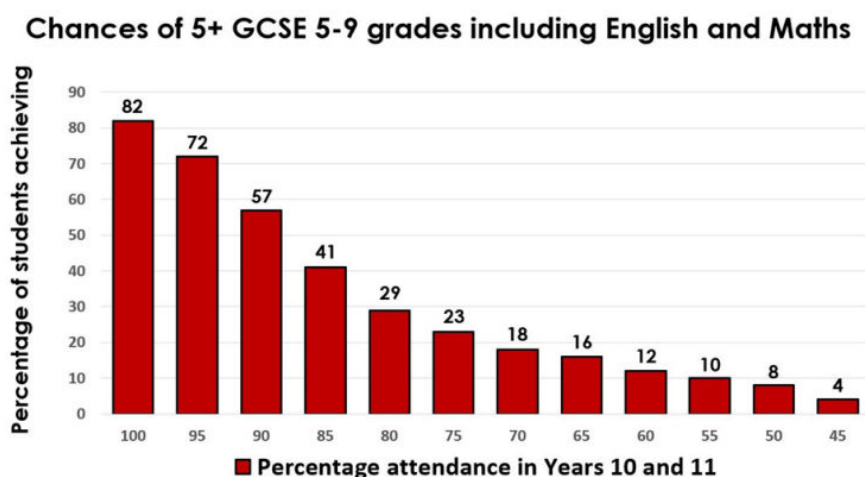
He/she is only missing just...	That equals...	Which is...	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 minutes per day	1 hr 40mins per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	3 weeks per year	Over 2 ½ years

EVERY DAY COUNTS

If you want your child to be successful at school, YES, attendance does matter!

What is the connection between attendance and achievement?

The following graph shows that there is a clear correlation between good attendance and academic success. The graph shows attainment at GCSE level versus attendance; however, the same correlation exists at all levels in school.



Tettenhall College will consistently promote the benefits of good attendance by setting high expectations for every pupil and clearly communicating these expectations to both pupils and parents. The College will work collaboratively with all key stakeholders who play an active role in supporting positive attendance.

When non-attendance and/or lateness becomes an issue, the College will respond proactively, consistently, and with care and support. Interventions will be guided by this policy and related policies, such as those on safeguarding, anti-bullying, and behaviour. Responses will be data-informed and targeted, ensuring that clear, supportive strategies are implemented and regularly reviewed.

Staff Responsibilities

School Attendance Champion (SAC)

The School Attendance Champion is responsible for the strategic leadership of attendance across the College. Their core responsibilities include:

- Setting a clear vision for improving attendance across the College.
- Establishing and maintaining effective systems for addressing absence and ensuring that these systems are consistently followed by all staff.
- Collaborating with the Data Manager to oversee and analyse attendance data to identify trends and inform interventions.
- Communicating clear and consistent messages to pupils and parents regarding the importance of regular attendance and punctuality.

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Class (Prep) / Form (Senior) Teachers

(Including any staff member covering a registration period)

All teaching staff involved in registration are expected to:

- Follow a formal routine for taking registers accurately each morning and afternoon.
- Record absences promptly and accurately using the specified processes.
- Ensure explanations are provided by pupils for any absence upon their return to College.
- Make enquiries about any unexplained absences, including during the school day, and follow up to ensure formal explanations are received.
- Monitor pupil attendance for trends or patterns and inform the SAC of any specific concerns.
- Address lateness consistently and promptly.
- Consider appropriate sanctions for pupils who arrive late, in line with the College's behaviour and discipline policy.
- Discuss issues of non-attendance or lateness with pupils and parents, reinforcing the importance of punctuality and consistent attendance.

Monitoring Attendance

Tettenhall College will carry out regular analysis of attendance data to inform support strategies and interventions. This includes:

- Weekly monitoring and analysis of attendance patterns and trends, with targeted support for identified pupils and families.
- Frequent individual-level analysis to identify pupils in need of support, enabling staff to take focused action in those cases.
- Termly and end-of-year analysis to review broader patterns and trends.
- Benchmarking attendance data across the College, by year group and cohort, to identify areas requiring improvement.
- Developing specific strategies to address patterns of poor attendance based on data insights.

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Student Responsibilities

Attendance at Tettenhall College is a key factor in academic success, well-being, and personal development. Accordingly, the College sets high expectations and has systems in place to reward good attendance and manage issues of non-attendance.

All students are expected to:

- Be present in person for the full duration of each school day.
- Arrive on time and attend all scheduled lessons.
- Remain in lessons and on the school site unless they have permission to leave or are following established school procedures.
- Engage with all procedures for recording and managing attendance as outlined in this policy.

Persistent lateness or non-attendance will prompt a range of responses from the College, which may include:

- Offers of pastoral or practical support to help overcome barriers to attendance.
- Communication with parents or carers to address concerns.
- Involvement of external agencies such as the local authority or social services, where appropriate.
- Disciplinary sanctions in line with the College's behaviour and attendance policies, directed either at the pupil or their parents where required.

Additional Needs

The school recognises that some students may find it more difficult than others to attend regularly. We are committed to working in partnership with students and their families to remove barriers to attendance. This will involve building strong, trusting relationships and identifying the most appropriate forms of support for each student.

Where a student has a disability that places them at a substantial disadvantage compared to their peers in relation to attendance, the school will make reasonable adjustments as required by law. In such cases, the school will collaborate with parents and, where appropriate, with the local authority to develop tailored support strategies. This includes meeting the requirements of any Education, Health and Care Plan (EHCP).

Suitable strategies will also be implemented to support students experiencing social, emotional, or mental health difficulties that affect their attendance. Where applicable, Tettenhall College will seek support from the local authority with particular reference to the EBSNA (Emotionally Based School Non-Attendance) pathway support guidance. Where barriers to attendance fall outside of the school's control, we will work with families to identify alternative sources of support and, where appropriate, refer the case for Early Help or to other agencies.

In accordance with statutory guidance, the school will notify the local authority if a student is recorded as absent due to illness or medical reasons for 15 days or more (whether consecutive or cumulative).

For parents wanting to request additional support for additional needs in relation to attendance, contact should be made with either the Prep or Senior School Head's of Academic Support. For Senior, contact Mrs Jackson (BJ@Tettcoll.co.uk). For Prep, contact Mrs Davies (AD@Tettcoll.co.uk).

In support of

Parent / Carer Responsibilities

The law entitles every child of compulsory school age to receive a full-time education that is efficient and appropriate to their age, aptitude, and any special educational needs they may have. Parents have a legal duty to ensure their child receives this education.

This means students must attend school every day it is open, except in a small number of permitted circumstances—such as illness or where prior permission for absence has been granted by the school.

Parents are bound by the terms of the Parent Contract, including those related to conduct and attendance. Failure to ensure a child's regular attendance or failure to engage with the school in addressing attendance concerns may be treated as a breach of contract or as unreasonable conduct.

Information Sharing

The school will share personal data regarding attendance in accordance with legal obligations and relevant government guidance, including guidance on safeguarding and children missing from education.

Tettenhall College will work jointly with local authorities and other partners, sharing information where it is in the best interests of the student (e.g., with health services in the case of medical conditions, or with the police where appropriate).

The school is legally required to share certain information with the local authority, including:

- New pupil and deletion returns
- Attendance returns
- Illness-related absence returns

The Education Act allows local authority officers access to the school's attendance and admission registers in order to carry out their statutory functions. This facilitates joint working to promote and ensure good attendance.

The school must also provide certain student-level data to the Secretary of State. This is managed through our electronic management information system (MIS), which enables secure data sharing with the Department for Education (DfE).

Where applicable, the school will inform a pupil's social worker and/or youth offending team worker if there are unexplained absences or significant attendance concerns.

As part of the government's *Working Together* legislation, Tettenhall College is required to inform Wolverhampton Council if a child has missed 10 or more consecutive school days, or 15 cumulative days within a school year. This includes absences due to illness.

In line with the same guidance, Tettenhall College is also obliged to contact the local authority if no valid reason has been provided for a child missing from education (CME) after a period of 10 consecutive days of unexplained absence.

Record Keeping and Confidentiality

All records related to this policy will be created, stored, and destroyed in accordance with the school's policies on data retention and confidentiality.

Records generated in connection with this policy may contain personal data and will be managed in compliance with relevant data protection legislation, including the UK General Data Protection Regulation (UK GDPR).

Date of adoption of this policy: September 2025

Date of last review of this policy: July 2025

Date of next review of this policy: July 2026

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Registration Processes and Procedures

The Role of Parents / Carers

Tettenhall College expects all parents and carers to:

- Submit any requests for authorised leave of absence as early as possible, in line with this policy.

Procedures for Reporting Absence to School

- **Illness** - If your child is unwell and unable to attend school, please contact school reception via Senior - (01902 751 119) or Prep – (01902 793035), as soon as possible but no later than 8.30am on the day. If your child is unwell for more than one day, it is important that you update the school by telephone on each day of absence.
- **Dental/Medical Appointments** -We strongly encourage you to make all dental and medical appointments outside of school time, however, we understand that this is not always possible, therefore if your child has a planned medical or dental appointment, please notify your child's form tutor/class teacher and reception by e-mail.
- **Absence for Any Other Reason** - Due to government regulations, absence can only be authorised in exceptional circumstances. Please note we are unable to authorise holidays within term time. To request an authorised absence for exceptional circumstances, please email Mr Sherratt (Senior School - sjs@tettcoll.co.uk) or Mr Gomersall (Preparatory School- jng@tettcoll.co.uk) Notify the school of any absence or delay as soon as reasonably possible, providing an accurate and honest explanation.
- Cooperate with the school to explore any barriers to attendance, particularly where attendance has been raised as a concern.
- Ensure that their child arrives at school by **8:30am** each morning. The registration period is from **8:30am to 8:35am**.

The Role of Staff

Class (Prep) / Form (Senior) Teachers

Responsible for:

- Taking the register twice daily (morning and afternoon).
- Monitoring student attendance and punctuality.
- Providing attendance-related pastoral care and support.

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- Entering accurate attendance codes into the iSAMS system once the reason for absence is known and verified.

Reception Staff

Responsible for:

- Contacting parents of pupils who are late or missing after the registration period closes.
- Entering absence codes after registration has closed, based on verified information.
- Inputting known, authorised future absences in advance.
- Informing relevant teaching staff of pupil absences each day.

Heads of Section

Responsible for:

- Monitoring attendance and punctuality within their section.
- Challenging patterns of poor attendance or lateness.
- Working to improve attendance through targeted interventions.

Assistant Head Pastoral / School Attendance Champion (SAC)

Responsible for:

- Analysing attendance and absence data.
- Coordinating contact with the local authority where necessary.
- Providing strategic oversight of attendance improvement measures.

Headteacher

Responsible for:

- Reviewing and responding to requests for term-time absences in line with school policy.

Admissions and Data Manager

Responsible for:

- Ensuring the school roll is accurate and up to date.
- Collaborating with relevant staff to maintain accurate registration and attendance records.

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Registration Procedures

1. **Logging Attendance**

Staff must log into iSAMS and access the registration section.

2. **Monitoring Absences**

Each year group should be checked for missing pupils.

Any pupil marked with an “N” (no reason given for absence) must be followed up.

3. **Follow-Up Action**

- If a pupil is unaccounted for, the Receptionist should contact the parents.
- Parents typically inform the school in the morning about illnesses or appointments.
- Absence codes can be found on ISAMS. Key codes and explanation of their meaning are shared with staff annually by the college attendance champion.

Promoting Attendance and Punctuality

- By approximately **9:00am** (morning) and **2:30pm** (afternoon), the Receptionist will have contacted parents of pupils with unexplained absences.
- The Receptionist will update the register accordingly.
- Upon return from an unauthorised absence, Form Tutors must request a written note or email from the parents explaining the reason.
 - If no explanation is received:
 - A **verbal reminder** should be given to the pupil.
 - A **written reminder** should be sent to parents.
- If no explanation is provided after **three days**, the Form Tutor must contact parents again and inform the Head of Section.
- **Subject staff** must register attendance for every lesson and discuss any concerning patterns of absence with Form Tutors.
 - **Latecomers** should be managed in accordance with the school’s sanctions policy.
- **Form Tutors** must raise concerns if there is a noticeable pattern of absence.

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- If a pupil's attendance falls below **90%**, parents/carers should be contacted.
- If poor attendance continues without a valid reason, the matter must be referred to the **Local Education Welfare Officer (EWO)**.
- The same applies to any **continuous unexplained absence exceeding two weeks**.
- The **Data Manager** will produce a **half-termly attendance report**, shared with Heads of Section, identifying pupils whose attendance is below 90% for further action.
- **Attendance figures** will also be included in school reports to inform parents.
- Morning registration is at **8:30am**.
 - Afternoon registration takes place at **1:30pm (Prep School)** and **1:50pm (Senior School)**.
 - Pupils arriving late to Senior School (including those on school transport) must sign in at Reception.