Attendance Policy (including Children Missing from Education) 2025-2026

Author:
T. Robertson
Approved by the Board of Governors:
September 2025

Date of next review:
August 2026

MORE HOUSE SCHOOL
KNIGHTSBRIDGE

Contents

1. Aims **3**
2. Legislation and guidance **3**
3. Equality statement **4**
4. Principles and Definitions **4**
5. Roles and responsibilities **5**
5.1 The Board of Governors 5
5.2 The Head 6
5.3 The Deputy Head 6
5.4 The Director of Pastoral Care 7
5.5 Form Tutors 7
5.6 Parents/Carers 7
5.7 Pupils 8
6. Recording attendance **8**
6.1 Attendance register 8
6.2 Unplanned absence 9
6.3 Planned absence 10
6.4 Lateness and punctuality 10
6.5 Following up unexplained absence 11
6.6 Reporting to parents/carers 12
7. Authorised and unauthorised absence **12**
7.1 Approval for term-time absence 12
7.2 Legal sanctions **13**
Penalty notices 13
Notices to improve 14
8. Strategies for promoting good attendance **15**
Supporting pupils who are absent or returning to school **15**
Pupils absent due to complex barriers to attendance 15
Pupils absent due to mental or physical ill health or SEND 15
Pupils returning to school after a lengthy or unavoidable period of absence 15
● Create a gradual approach to returning to full-time education 15
9. Attendance monitoring **16**
9.1 Monitoring attendance 16
9.2 Analysing attendance 17
9.3 Using data to improve attendance 17
9.4 Reducing persistent and severe absence 17
10. Children Missing from Education **18**
10.1 Children 'Missing from Education' procedures 18
10.2 Reporting a child 'missing from education' 19
11. Monitoring arrangements **20**
12. Registration requirements **20**
13. Links with other policies **20**
14. Useful contacts **20**
Appendix 1 - Attendance codes **21**
Appendix 2 - Half term letter sent to parents regarding lower than 90% attendance in a half term **25**
Appendix 3 - Half term letter sent to pupils regarding 100% attendance in a half term **26**
Appendix 4 - RBKC - School reasonable enquiry form **27**

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to School attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance, through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils;
- Promoting good attendance and the benefits of good attendance;
- Reducing absence, including persistent and severe absence;
- Ensuring every pupil has access to the full-time education to which they are entitled;
- Acting early to address patterns of absence, and
- Building strong relationships with families to make sure pupils have the support in place to attend School.

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern School attendance:

- 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 (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments);
- The School Attendance (Pupil Registration) (England) Regulations 2024, and
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment.

It also refers to:

- School census guidance;
- Keeping Children Safe in Education, and
- Mental health issues affecting a pupil's attendance: guidance for schools.

3. Equity statement

We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs or disabilities (SEND) or health conditions;
- Are young carers;
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality;
- Have English as an additional language;
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence;
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation;
- Are asylum seekers;
- Are at risk due to either their own or a family member's mental health needs;
- Are looked after or previously looked after;

- Are missing from education, and
- Whose parent/carer has expressed an intention to remove them from school to be home educated.

4. Principles and Definitions

Pupils are expected to attend School every day. Parents have a duty to ensure that their daughters attend School and the School is committed to working with parents to achieve as high a level of attendance as possible. Poor attendance is likely to have a serious and negative impact on both academic outcomes and wellbeing.

A pupil should only be absent if the reason is 'unavoidable'. Allowing a child to be absent without good reason is unlawful, and ultimately parents can be prosecuted if they do not give their child an education. Parents will normally get warnings and offers of help from the local council first.

Every half day absence from School has to be classified by the School, not the parents, as either authorised or unauthorised. Hence information about the cause of each absence is always required.

Attendance. This includes: field trips and educational visits, home and abroad (such as Activities' Week); participation in or attendance at approved sporting activities.

Authorised absences are morning or afternoon sessions where the School has either given approval in advance for a pupil to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. More information can be found in Section 7.1. Only the Head may authorise absence on exceptional circumstances such as approved family reasons (e.g. bereavement, wedding)

Unauthorised absences are those which no reason has been received or that the School does not consider reasonable and for which no 'leave' has been given or and may include keeping a pupil off for trivial reasons. Absence is to be left as unauthorised when one of the following is true:

- the pupil concerned has played truant; or
- the Head has deemed that the absence is unauthorised even though the parents have given permission for the pupil's absence (parent-condoned truancy).

Suspected absences of this nature are to be followed up by the Mental Health Lead within two weeks of the original absence and followed up in line with this policy.
Pupils should never be kept off School for reasons such as shopping, looking after the house, theatre trips, holiday travel or looking after siblings or relatives.

5. Roles and responsibilities

5.1 The Board of Governors

The Board of Governors is responsible for:

- Setting high expectations of all School leaders, staff, pupils and parents;
- Making sure School leaders fulfil expectations and statutory duties, including:
    - Making sure the School records attendance accurately in the register, and shares the required information with the DfE and local authority, and
    - Making sure the School works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of School attendance across the School's policies and ethos;
- Making sure the School's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff

and resources;
- Making sure the School has high aspirations for all pupils, but adapts processes and support to pupils' individual needs;
- Regularly reviewing and challenging attendance data and helping School leaders focus improvement efforts on individual pupils or cohorts who need it most;
- Working with School leaders to set goals or areas of focus for attendance and providing support and challenge;
- Monitoring attendance figures for the whole School and repeatedly evaluating the effectiveness of the School's processes and improvement efforts to make sure they are meeting pupils needs
- Where the School is struggling with attendance, working with School leaders to develop a comprehensive action plan to improve attendance;
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance;
    - That absence is almost always a symptom of wider issues;
    - The School's legal requirements for keeping registers, and
    - The School's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data, and
- Holding the headteacher to account for the implementation of this policy.

5.2 The Head

The Head is responsible for:

- The 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 pupils;
- Monitoring the impact of any implemented attendance strategies;
- Issuing fixed-penalty notices, where necessary, and/or authorising The Director of Pastoral Care to be able to do so;
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers;
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs, and
- Communicating the School's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.

5.3 The Deputy Head

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the School;
- Setting a clear vision for improving and maintaining good attendance;
- Evaluating and monitoring expectations and processes;
- Having a strong grasp of absence data and oversight of absence data analysis;
- Regularly monitoring and evaluating progress in attendance;
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff;
- Liaising with pupils, parents/carers and external agencies, where needed;
- Building close and productive relationships with parents to discuss and tackle attendance issues;
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers, and
- Delivering targeted intervention and support to pupils and families.

The Designated Senior Attendance Champion responsible for attendance is Mr T Robertson, who can be contacted via email trobertson@morehousemail.org.uk

5.4 The Director of Pastoral Care

The Director of Pastoral Care is responsible for:

- Monitoring and analysing attendance data (see section 9);
- Benchmarking attendance data to identify areas of focus for improvement;
- Providing regular attendance reports to School staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the head;
- Taking calls from parents/carers about absence on a day-to-day basis and record it on the School system;
- Working with education welfare officers to tackle persistent absence,
- Advising the Head when to issue fixed-penalty notices, and
- Reporting concerns to Kensington and Chelsea as required in "Working together to improve school attendance"

The Director of Pastoral Care can be contacted via email at absent@morehousemail.org.uk.

5.5 Form Tutors

- Be the first point of contact with parents on pastoral matters;
- Record attendance on a daily basis, using the correct codes by 08.45am, and
- Work with their tutees to promote and achieve excellent attendance.

5.6 Parents/Carers

Where this policy refers to a parent, it refers to the adult the School and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not;
- All those who have parental responsibility for a child or young person, and
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them).

Parents are expected to:

- Make sure their child attends every day on time;
- Call the School to report their child's absence before 8.25am 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 one emergency contact number for their child;
- Ensure that, where possible, appointments for their child are made outside of the School day, and
- Keep to any attendance contracts that they make with the School and/or local authority

Seek support, where necessary, for maintaining good attendance, by contacting the Director of Pastoral Care, who can be contacted via absent@morehousemail.org.uk.

5.7 Pupils

Pupils are expected to arrive in School and attend every timetabled lesson on time.

6. Recording attendance

6.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each School day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present;
- Attending an approved off-site educational activity;
- Absent, or
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry;
- The amended entry;
- The reason for the amendment;
- The date on which the amendment was made, and
- The name and position of the person who made the amendment.

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not;
- The nature of the activity if a pupil is attending an approved educational activity, and
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The School day starts at 08.25 and ends at 15.55.

Registration

- Registration is completed using the Information Management System "ISAMS". If the system is down then a paper copy is taken and the Director of Pastoral Care is informed. The Director of Pastoral Care will complete the registration once the system is running again and a print out is available from her office for use during a Fire Drill.

- **Morning Registration**: Pupils should enter by the No. 24 door. It is important that all girls are in their form rooms by 08.25 each day. All pupils must attend a brief registration meeting with their form tutor to start the day from 08.25 - 08.55 as important notices or an activity to support learning are often given out during this time.
  If a pupil has a music lesson or other activity that involves her being away from registration, she must report to her form tutor in advance of the registration.

- **Afternoon Registration**: All pupils are expected to arrive at their Period 5 lesson directly after lunch at 14.05 where they will be registered for the afternoon session.
  If a pupil has a music lesson or other activity that involves her being away from registration, she must report to her class teacher during Period 5 in advance of

the registration.

The register for the first session will be taken at 08.25 and will be kept open until 08.45.
The register for the second session will be taken at 14.05 and will be kept open until 14.20.

6.2 Unplanned absence

The pupil's parent/carer must notify the School of the reason for the absence on the first day of an unplanned absence by 08.25 or as soon as practically possible by calling the school or emailing the Director of Pastoral Care on absent@morehousemail.org.uk. Notification cannot be accepted by the pupil or a sibling.
If no contact is made by 08.45, the Director of Pastoral Care will make contact with parents/carers to establish a reason for the absence.
For all absences, parents are asked to email (absent@morehousemail.org.uk), specifying the reason and dates for each period of absence. Notes both written and signed by the parent/guardian can be accepted as an alternative to email and should be handed in to the office staff. Absence cannot be authorised without this procedure.

We will mark absence due to physical or mental illness as authorised, unless the School has a genuine concern about the authenticity of the illness.
If the authenticity of the illness is in doubt, the School may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

6.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the School in advance of the appointment.

Pupils with planned appointments to the doctor, dentist, etc. should email absent@morehousemail.org.uk or give a note to the Director of Pastoral Care at least three days in advance. In these circumstances it is not necessary to telephone or email the School on the day of absence.
If a pupil is absent from School for reasons other than ill health, this must be discussed with the School on each separate occasion. Leave may be granted in an emergency (eg, bereavement) or for medical appointments which are necessary in School time, provided a written explanation is received by the Head.
We encourage parents/carers to make medical and dental appointments out of School hours where possible. Where this is not possible, the pupil should be out of School for the minimum amount of time necessary.
The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 7 gives further information on which term-time absences the school can authorise.

Leave of absence

- Please note that we ask parents not to make holiday arrangements that require their daughters to miss days during term time. Holiday leave in term time will not be granted unless circumstances are exceptional. Our School terms are short and intensive and therefore a relatively long period of holiday is available.
- If your daughter needs to be away from School in exceptional circumstances, an email requesting permission should be sent to the Head at least two weeks in advance. Phone requests of this nature are not considered appropriate by the School.

6.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Pupils must attend registration on time. Parents are expected to ensure that

their daughters are present at morning registration.

Pupils arriving between 08.25 and 08.55 are registered by the Director of Pastoral Care who will update this information on ISAMS.

Pupils arriving after 08.25 must enter the No.22 door and sign in at reception; parents are expected to contact the Director of Pastoral Care by way of a note, email or phone call to explain any lateness after 08.55.

Sanctions are imposed for persistent lateness (see Behaviour and Discipline Policy).

6.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the School will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the School cannot reach any of the pupil's emergency contacts, the School may if deemed necessary contact the police;
- Identify whether the absence is approved or not;
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session for which the pupil was absent;
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer;
- Where appropriate, offer support to the pupil and/or their parents to improve attendance, and
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

Non-arrival at School: If a pupil has not attended morning registration and no explanatory message has been received by reception by 8.45am, parents will be contacted via text from the School office. If the parent has not responded to the text by 10.45, a phone call will follow to establish the reason for absence. If a parent believes the pupil should be in School, the Director of Pastoral Care will check whether the pupil is where she is timetabled to be at that time and, if she is not, will inform the Deputy Head immediately. If the Deputy Head cannot explain the absence, the Deputy Head will inform the Head who will decide on the next steps (see Action by the Head).

Missing during the School Day: If a pupil fails to attend afternoon registration or if she is noted to be absent during a lesson without explanation, the Deputy Head should be informed immediately. If the Deputy Head cannot explain the absence, she will inform the Head who will decide on the next steps (see Action by the Head).

Missing on an educational visit/sports fixture: If a pupil is found to be missing while on an educational visit or at a sports fixture, an immediate head count should be carried out to ensure other pupils are all present. An accompanying member of staff should alert the manager of the venue and/or search the immediate area as appropriate. If the pupil cannot be located then, depending on the age of the pupil and the circumstances in which she is found to be missing, the group leader may need to contact the police immediately. Otherwise, the group leader should inform the School office. The School office must notify the Head who will decide on the next steps. If the visit is outside School hours, the group leader should inform their emergency contact.

Action by the Head: The Head may ask the caretaker to organise a search of the School site. The Head will contact the pupil's parents and then ultimately the police if deemed necessary.
In the absence of the Head, the Deputy Head is delegated this responsibility.

Records: The Head will ensure that a record is made of any incident, the action taken and, if applicable, the reason given by the pupil for being missing.

6.6 Reporting to parents/carers

The School will regularly inform parents about their child's attendance and absence levels through the following:

- Parent portal;
- Written reports, and
- Half termly concern letters to those students with an attendance under 90%.

7. Authorised and unauthorised absence

7.1 Approval for term-time absence

The Head will allow pupils to be absent from the School site for certain educational activities, or to attend other Schools or settings.

The Head will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad;
- Attending an interview;
- Study leave;
- A temporary, time-limited part-time timetable, and/or
- Exceptional circumstances.

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during School hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background 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 Director of Pastoral Care. The Head may require evidence to support any request for leave of absence. If a pupil is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the pupil or a parent they normally live with.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments;
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the School will seek advice from the parent's religious body to confirm whether the day is set apart;
- Parent(s) 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 pupil is attending educational provision;
- If the pupil is currently suspended or excluded from School (and no alternative provision has been made);
- Other reasons the school may allow a pupil to be absent from the School site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the School;
- Attending another School at which the pupil is also registered (dual registration);
- Attending provision arranged by the local authority;
- Attending work experience, and
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the School premises are closed

7.2 Legal sanctions

Our School will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Head (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from School, where the child is of compulsory School age, by issuing a penalty notice.

If the School issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the School will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks);
- Whether a penalty notice is the best available tool to improve attendance for that pupil;
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution, and
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate.

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days

of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the School may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends School.

They will include:

- Details of the pupil's attendance record and of the offences;
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996;
- Details of the support provided so far;
- Opportunities for further support, or to access previously provided support that was not engaged with;
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis;
- A clear timeframe of between 3 and 6 weeks for the improvement period, and
- The grounds on which a penalty notice may be issued before the end of the improvement period.

8. Strategies for promoting good attendance

We are keen to celebrate improved and outstanding attendance. This may be done by:

- Verbal praise;
- Awarding credits;
- An email to parents, or
- An invitation to a special lunch (normally for 100% attendance in a half term at the discretion of the Director of Pastoral Care - see Appendix 3 below.

Pupils absent due to complex barriers to attendance

- Have sensitive conversations: We can have discussions with children and families to understand their barriers and put support in place.
- Support mental health: Schools can create an environment that supports pupils with mental health conditions so they can participate in school and achieve their potential.
- Monitor attendance: Schools can monitor attendance and follow up with students who have weak attendance.
- Work with local councils: Local councils can help parents improve their child's attendance at school.

Pupils absent due to mental or physical ill health or SEND

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

- Regular check-ins;
- Identify change in behaviour, and/or
- Use School based intervention.

Pupils returning to school after a lengthy or unavoidable period of absence

- Create a gradual approach to returning to full-time education
- Celebrate milestones (reward system)
- Make a School schedule - together
- Show support by sharing resources

9. Attendance monitoring

- If a pupil's parents are reluctant for them to attend School or the pupil persistently fails to attend:
- In most cases (including one-off instances of unauthorised absence), the first step will be to set up a call or a meeting with the parents to give them an opportunity to identify their (or their child's) specific concerns. The School will then explain the steps it has and/or will take to address those concerns and look to agree a way forward with the parents.
- In addition, and following a review of half termly attendance:
    - To celebrate an attendance greater than 100% in any half term results in a reward for the pupil on the last day of the half term.
    - Less than 90% attendance in any half term results in a letter and possibly a meeting between the parents and Director of Pastoral Care.
- We will be mindful of our obligations under the Equality Act 2010 to pupils whose reason(s) for absence are related to their own or their parent's disability.
- We will be clear with parents, from the outset, about their respective obligations to ensure that the child receives a formal education and our statutory reporting obligations if the child fails to regularly attend School and their absence is unauthorised (ie the School will report unauthorised absences of 10 days or more to the local authority).
- If, after the meeting, the parents are still reluctant for their child to attend School, or if their child continues to be absent from School, then we will seek advice from the Local Authority about how to escalate the matter.
- CPOMS will be used to keep a record of all concerns, meetings and subsequent actions.

9.1 Monitoring attendance

The School will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The School will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the Governing Board.

Each half term, a report will be run for the previous 10 weeks to count the number of unauthorised sessions. Any student with more than 20 sessions marked with the code G, N, O or U will be reported to the local authority.

Each half term, a report will be run for the academic year to date to count the number of sessions recorded as I. Any student with more than 30 sessions marked with the code I will be reported to the local authority.

9.2 Analysing attendance

The School will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance;
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence;
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends, and
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

9.3 Using data to improve attendance

The School will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis;

- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families;
- Provide regular attendance reports to form tutors, to facilitate discussions with pupils and families, and to the Governing Board and school leaders (including special educational needs co-ordinators, designated safeguarding lead);
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies, and
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of School, and severe absence is where a pupil misses 50% or more of School. Reducing persistent and severe absence is central to the School's strategy for improving attendance.

The School will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education;
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at School;
    - Listen, and understand barriers to attendance;
    - Explain the help that is available;
    - Explain the potential consequences of, and sanctions for, persistent and severe absence, and
    - Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant;
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the School will sensitively consider some of the reasons for absence, and
- Implement sanctions, where necessary.

10. Children Missing from Education

The School recognises that a child who goes missing from education is a potential indicator of abuse or neglect.

Children missing from education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation - particularly county lines.

Pupils who are most at risk of going missing from education include those who:

- Are at risk of harm or neglect;
- Come from Gypsy, Roma or Traveller families;
- Come from the families of service personnel;
- Go missing or run away from home or care;
- Are supervised by the youth justice system;
- Cease to attend a School, or
- Come from new migrant families.

Furthermore, the School acknowledges the particular vulnerability of its pupils who are already known to the LA children's social care and need a social worker (such as those on a Child in need or Child protection plan) of those who are on the SEN register.
The procedures outlined in this policy are designed to ensure that staff and especially those with particular responsibility for safeguarding to identify pupils who may be at risk at an early stage and prevent them from going missing in the future. More House School adopts the mantra that 'it does happen here' in its approach to absence from education and the possible links to forms of abuse.
The School addresses this issue with all new staff as part of the induction procedures.

10.1 Children 'Missing from Education' procedures

More House has a duty to investigate unauthorised absences to establish if safeguarding concerns are evident and we also recognise that RBKS Local Authority has a statutory duty to ensure that all children and young people of compulsory school age receive suitable and appropriate education.

We will, therefore, support the Local Authority in ensuring that this duty is carried out effectively.

Our Schools all pay due regard to the DfE Guidance on Working Together to Improve School Attendance in the way that attendance at School is promoted and managed at local level.

There are specific duties in respect of Children Missing Education (CME) and there are strict guidelines in respect of both the definition of CME and the legalities of deleting a pupil from a School roll as per the following guidance:

DfE Guidance on Children Missing Education Where a pupil leaves one of our Schools, the Local Authority will be notified as soon as grounds for the deletion are met but no later than when the name is deleted from the register. The grounds for deletion are where a pupil:

- has been taken out of School by their parents and is being educated outside the school system e.g. is in elective home education;
- has ceased to attend School and no longer lives within reasonable distance of the school at which they are registered;
- has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to

attend the school after ceasing to be of compulsory school age;
- is in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning at the end of that period, and/or
- has been permanently excluded.

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the School without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

The School will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

10.2 Reporting a child 'missing from education'

If a pupil meets the threshold for a 'child missing from education', the School will make reasonable enquiries, in tandem with the relevant Local Education Authority, these may include:

- Contacting parents, relatives and neighbours using known contact details;
- Checking local databases within the LA, or the DfE's Key to Success or school2school systems;
- Following local information sharing arrangements, making enquiries to:
    - Other local databases and agencies, and
    - Agencies known to be involved with the family.
- Checking with the LA and school from which the pupil moved from originally, or any past LAs or schools that have educated the pupil;
- Checking with the LA where the pupil lives, if it's different from the one where the school is;
- In the case of children of service personnel, checking with the Ministry of Defence Children's Education Advisory Service, or
- Conducting a home visit, following the LA policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives.

Throughout this process the School will keep a record of communications on CPOMS and RBKC School reasonable enquiry form (Appendix 4).

11. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Deputy Head. At every review, the policy will be approved by the full Governing Board.

More House School has a legal duty to promote attendance and to publish its absence figures, if required by the DfE. The School is usually asked to disclose information on attendance and punctuality when writing references for pupils.

12. Registration requirements

We will keep our admissions register accurate and up to date by:

- Reminding parents to inform us of any changes to their information;
- As soon as a parent tells us about a change of address, we will record the following in our admission register:
  - The full name of the parent with whom the pupil will live;
  - The new address, and
  - The date from when it's expected the pupil will live at this address.

- We will amend our register as soon as changes to our roll are made
- If a pupil starts or leaves the school at a non-standard transition point (for example, joining mid-year or leaving before the school's final year) we will:
  - Notify the Local Authority where the pupil resides within 5 days, and
  - Provide the Local Authority where the pupil resides with all the information held within the admission register about the pupil.

13. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy;
- Behaviour and Discipline Policy, and
- RBKC Children Missing Education Policy.

14. Useful contacts

- Children Missing Education Officers: 020 7745 6439 (RBKC) or 0207 745 6448 (Westminster) missing.education@rbkc.gov.uk

- Gideon Mpalanyi (CME and EHE Officer)
  - Gideon.Mpalanyi@rbkc.gov.uk

- Royal Borough of Kensington and Chelsea attendance support for individual pupils:

  - Early Help team in Kensington and Chelsea, email earlyhelp@rbkc.gov.uk
  - Kensington and Chelsea Early Help, telephone 020 7598 4608 / 4601

Appendix 1 - Attendance codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed

Attending a place other than the school

V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered

Absent – leave of absence

C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons

T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause

Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes

O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using 1 of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session

Administrative codes

Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2 - Half term letter sent to parents regarding lower than 90% attendance in a half term

Dear {{parent.txtlettersalutation}},

Our records show that {{pupil.txtprename}}'s attendance was below 90% this half term. {{pupil.txtprename}}'s attendance was **XX%**. At More House School, we are committed to supporting every child's education, and regular attendance is a key factor in ensuring academic success and personal development.

While we understand that absences due to illness or exceptional circumstances are sometimes unavoidable, attendance below 90% is considered **persistent absence** by national standards and can have a significant impact on a child's progress and ability to fully engage with school life.

Therefore, we ask parents to try and avoid booking appointments during the school day to limit the amount of learning time missed. W**e may ask you to provide evidence of illness over 3 days and medical appointments (i.e copy of doctor's consultation, appointment letter), otherwise absences may be unauthorised.**

If your daughter is going to be absent from school, you must inform the school by calling 020 7235 2855 or emailing absent@morehousemail.org.uk before 8:25am.

We are here to support you and {{pupil.txtprename}} in improving attendance. If there are any specific challenges or reasons behind the absences, we encourage you to contact us so we can work together to offer any necessary support.

We will continue to monitor attendance closely and may be in touch to arrange a meeting if there is no improvement over the coming weeks.

Thank you for your attention to this matter and your continued support in helping {{pupil.txtprename}} make the most of their time at school.

Kind regards,

Miss Della-Porta

Director of Pastoral Care

Appendix 3 - Half term letter sent to pupils regarding 100% attendance in a half term

Dear <<--PARENT-txtLetterSalutation-->>,

We are delighted to note that {{pupil.txtprename}} has achieved 100% attendance this half term. This is a fantastic achievement and reflects the combined efforts of {{pupil.txtprename}}, yourself, and staff in recognising the importance of regular school attendance.

To reward this achievement, {{pupil.txtforename}} is invited to a breaktime treat tomorrow.

Attending school every day helps students stay on track with their learning, develop strong routines, and build positive relationships with peers and staff.

We thank you for your continued support in encouraging good attendance and ensuring {{pupil.txtprename}} is ready for learning each day. With your partnership, we look forward to maintaining and building on this progress for the remainder of the academic year.

If you have any concerns about your child’s attendance or need support, please don’t hesitate to contact us.

With best wishes,

Miss Della-Porta

Director of Pastoral Care

Appendix 4 - RBKC - School reasonable enquiry form

Appendix 5

PUPIL DETAILS	
NAME:	DOB: / /
Last attendance date / /	*Please attach school attendance certificate*
Parent Details	
ADDRESS	
FATHER/CARER NAME Number	
MOTHER/CARER NAME Number	
EMAIL	
Ethnicity	
ADDITIONAL and /or EMERGENCY CONTACT DETAILS	
FAMILY/FRIEND NAME	
Email	
Telephone number	

ENQUIRIES MADE BY SCHOOL			
PHONE CALL 1	Tel:	Date: / /	Outcome:
PHONE CALL 2	Tel:	Date: / /	Outcome:
PHONE CALL 3	Tel:	Date: / /	Outcome:
LETTER SENT	Date: / /	Outcome	
Name:		Tel:	
Home Visit Date: / /	Time, Visit made by ...		

Please return your completed form by email to: missing.education@rbkc.gov.uk

Appendix 5

Outcome: Anyone Home? Accommodation appears uninhabited? Bins Empty .Post Piled Up, Estate agent **Other**		
Neighbor checked House No. Outcome		
Letter sent by school	**Date:** / /	**Outcome:**

OTHER INFORMATION	
Was absence following a holiday?	**Authorised** ☐ **Unauthorised** ☐
Any previous long absences or holiday?	
Housing Check.	☐ **Yes** ☐ **No** **Outcome:**.....
Known to Children's Social Care?	☐ **Yes** ☐ **No** **Name of Social Worker:**..... **Social Worker Tel:** .....
Any welfare/vulnerability concerns? *E.g. domestic violence, SEN, temporary accommodation, mobility.*	☐ **Yes** ☐ **No** **Give details:**.....
Traveler's?	☐ **Yes** ☐ **No Previous known destinations:**..... .....
Asylum Seeker?	☐ **Yes** ☐ **No**
Friends Facebook?	Any comments
Previous Schools Attended?	

Appendix 5

Any recent breakdown in relationships known e.g. in school between pupils, or between pupil or parent and school? *E.g. over different opinions relating to behaviour, exclusions or SEN*	

ADDITIONAL INFORMATION

SCHOOL SIGNATURE	
Name: **Role:**	**Date:** / /
SCHOOL ATTENDANCE SERVICE WORKER SIGNATURE	
Name:	**Date:** / /
CME SIGNATURE	
Name:	**Date:** / /

Please return your completed form by email to: missing.education@rbkc.gov.uk