



## **Attendance Policy (including Child Missing from Education Policy)**

The following guidance has been taken into consideration when developing this policy: [Working Together to Improve School Attendance. August 2024.](#)

Our attendance policy aims to:

- Support pupils and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a pupil's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Absence from school can place pupils at risk and in some cases result in their being drawn into patterns of anti-social or criminal behaviour. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a pupil's good attendance as part of our safeguarding duties.

### **Expectations:**

#### **We expect that all parents/carers will:**

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence. Boarders are expected to be registered during breakfast.
- Inform school in advance of any medical appointments during school time. Parents may on occasion be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.
- Ensure that they contact the school before 8:30am if their child is unable to attend school, citing the reason.
- Inform the school as soon as possible about a pupil's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance.
- Notify school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact.
- Engage with early interventions designed to support the family and their child's attendance at school.
- Discuss attendance where necessary face to face or on the telephone – conversations are preferable to messages or emails.
- Monitor their child's attendance at school using iSAMS

Date of last review: April 2026

Date of next review: April 2028

Reviewed by: Deputy Head of School

Parents/carers have a legal responsibility to ensure that pupils of statutory school age (from the school term after they turn five years old until after the last Friday in June when the pupil is in Year 11) attend school on a regular and full-time basis. Permitting an absence from school without good reason is an offence.

### **The school will:**

- Provide a Senior Attendance Champion – J Goudriaan ([jgoudriaan@mountschool.york.co.uk](mailto:jgoudriaan@mountschool.york.co.uk))
- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual pupils' attendance and punctuality.
- Contact parents/carers when a pupil fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Pastoral Leadership Team will provide support and be the first point of contact for parents who have concerns about their child's attendance to school. Early Help support will be put in place and reviewed regularly.
- Promote and celebrate good attendance and punctuality, for example through assemblies, social media, displays and parent/carer communications.
- Discuss irregular or unjustified patterns of attendance to the Local Authority Attendance Service.
- Provide intensive and bespoke support to pupils at risk of persistent absence. This will include reintegration plans for excluded students and both short and long-term absentees as appropriate.
- Work alongside other services and teams to support pupils' attendance. E.g. other schools in a cluster, the Local Authority, Early Help, Social Care, Youth Offending Service, Senior Transition Advisers, Virtual School and the local community (including volunteers).
- Share attendance data with parents/carers and make it clear what good attendance and success looks like for their child.
- Communicate clearly and consistently with parents/carers and pupils regarding attendance.
- Consider an Individual Healthcare Plan for pupils with medical needs.
- Work with pregnant pupils to ensure reasonable and sufficient leave is taken, which will be treated as leave of absence for exceptional circumstances.

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Head having overall responsibility for the monitoring of attendance and lateness of every pupil. Where there are concerns, parents will always be informed by letter and/or telephone conversation and given an opportunity to come into school to meet with designated staff.

### **We expect that all pupils will:**

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.

- Discuss promptly with their class teacher any problems that may affect their school attendance.

**We expect that governors will:**

- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the head to account for the implementation of this policy.

**Attendance and Registration**

Registration of Mount pupils is taken twice daily: at 08:30am and again at 13:00 (Prep School) and 13:35 (Senior School). The Mount uses ISAMs to electronically record attendance. Pupils who arrive after the start of the registers being taken but before will end of the session (30 minutes after the start of the register sessions) will be marked as L, which constitutes a present code. Pupils who arrive over 30 minutes after the start of the registers being taken will have their N code replaced with U or another absence code that is more appropriate. If a pupil is absent from school and we have not received any contact from parents explaining a reason for absence, the school office will contact parents. If the whereabouts of a child is not ascertained or contact cannot be made with a parent, the Designated Safeguarding Lead will be informed who will decide on a course of action, informed by our Safeguarding Policy.

**Notification of Absence**

**Illness**

In the instance of a child being too unwell to attend school, parents are asked to contact the school via 01904 667500 or [office@mounschoolyork.co.uk](mailto:office@mounschoolyork.co.uk) to inform the school. Contact should be made on each day of absence that the illness remains.

**Medical Appointments**

To avoid disruption of pupils' learning, we ask that medical appointments, where possible, are scheduled outside of the school day. In instances that this is not possible, parents are asked to contact the school via 01904 667500 or [office@mounschoolyork.co.uk](mailto:office@mounschoolyork.co.uk) to notify the school of any appointment.

**Authorised Absence Requests**

Any parental requests for advanced authorisation of an absence should be sent directly to the Head via [head@mounschoolyork.co.uk](mailto:head@mounschoolyork.co.uk). The Mount shall consider such requests on a case-by-case basis.

**Absence Monitoring and Reporting**

In the Senior School, the Pastoral Leadership Team monitor attendance reports and identify patterns of absences or individual pupil concerns on a monthly basis.

In the Prep School, the Head of Prep School monitors attendance and follows up on any concerns as required, in liaison with the Deputy Head of School and DSL, who is also the school's Attendance Champion.

**Child Missing from Education**

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life. The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education.

**Definition**

For this policy, a CME is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

### **Why children miss education**

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five.
- Failing to make a successful transition.
- Exclusion.
- Mid-year transfer of education provision.
- Families moving into a new area.

### **Children at risk of missing education**

The following list indicates pupils at The Mount School who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate) as per the school's safeguarding procedures as laid out in the Safeguarding and Child Protection policy.
- Missing children/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children.
- Children who cease to attend The Mount School – where the reason for a child who has stopped attending the school is not known, the LA will be informed.

### **Roles and Responsibilities**

The school will enter pupils on the Admissions Register at the beginning of the first day on which it has been agreed by the school, that the pupil will attend the school. If a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence and will consider notifying the LA at the earliest opportunity.

Once a pupil has been recorded on the Admissions Register, the school will notify the LA within five days, and will supply the LA with the details contained on the Admissions Register for the new pupil.

The school will keep an accurate and up-to-date Admissions Register by encouraging parents/carers to inform them of any changes. The school will monitor pupils' attendance through our daily registration system and will inform the LA of pupils who are regularly absent, or who have missed 10 school days or more without permission.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from the school without authorisation for twenty consecutive days, the school will remove the pupil from the Admissions Register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries. The school will notify the LA if any pupil is to be deleted from the Admission Register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).

Pupils who remain on the school roll are not necessarily missing education but will be monitored and attendance will be addressed when it is poor. The school will arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion.

The school will provide information to the LA regarding standard transitions mindful of the fact that when families move from one LA to another, it can sometimes lead to a child being lost in the system and consequently missing education.

Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education. Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, for the child to be removed from the Admissions Register. Parents/carers will notify the school regarding any absences or changes to the pupil's education arrangements.

UKVI sponsor guidance states that a sponsored student's attendance must not drop below 80% or miss 10 consecutive days of unauthorised absence. If any of the above occurs the school/college will assess the reasons behind this and if necessary, the school/college will report this on the SMS as per the sponsor guidance. For clarity am and pm registration is equal to one contact point.

### **Monitoring:**

**Daily:** Attendance Officer communicates with tutor. Concerns raised with Heads of Year and Deputy Head of School. In Prep school, Attendance Officer works with teachers. Concerns raised with Head of Prep School and Deputy Head of School.

**Weekly:** Attendance Officer communicates with Heads of Year and class teacher in Prep school. Concerns raised with Head of Prep School and Deputy Head of School. PLT meeting opportunity to raise concerns.

**Monthly:** Monthly attendance data sent to Head of Year and Head of Prep; data checked. Concerns and monitored pupils discussed in individual meetings between pastoral leaders, Head of Prep and Deputy Head of School. Actions agreed and recorded. This pupil level data will be used to trigger school action as set out in the escalation of intervention. Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

### Overview of actions:

- 95% abs the school uses ongoing strategies that are put in place weekly for students (examples below)
- Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), we would work with parents to put additional targeted support in place to remove any barriers to attendance and re-engage these pupils. In addition, this would be reported to the Local Authority for compulsory school age.
- Persistent absence is where a pupil misses 10% or more of school
- severe absence is where a pupil misses 50% or more of school.  
(For EYFS this would be % of sessions attended)

Heads of Year and the Deputy Head of School in senior school, class teacher and Head of Prep in Prep school work with pupils and parents whose attendance drops below 95%. Actions and support can include:

- Monitoring
- Discussion with pupils
- Discussion with parents (and pupils)
- Mentoring
- Support with peer groups
- Restorative circles (Prep)
- Additional learning support
- Allocation of key person for check ins and meet and greet (Prep)
- Identified safe place / person in school
- Alternative entrance to school
- Agreed action plan / target
- Reduced timetable

- Early Help support in school
- Referral to early help support external
- YCC referral
- CME referral

School work with parents to set attendance expectations. Heads of Year celebrate improvement in attendance with pupils and parent. House points can be awarded for good attendance, linked to the school value of striving for personal excellence.

### **Safeguarding**

For this policy, “reasonable enquiries” are defined as limited, investigative powers that the school may action to determine a child’s whereabouts and whether they may be in danger. In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL) conducting discussions with relatives to determine whether a child may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children’s social care or police. Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Contact the parent/carer, relatives and neighbours using known contact details.
- Check local databases.
- Check with UK Visas and Immigration and/or the Border Force.
- Check with agencies known to be involved with the family.
- Check with the LA and school from which the pupil moved originally.
- Check with the LA where the pupil lives, if this is different to where the school is located.
- Check with the Ministry of Defence Children’s Education Advisory Service in the case of children of Service Personnel.

NB. This list is not exhaustive – The Mount School and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been considered.

### **Removing a Pupil from the Admissions Register**

The Mount School York will inform the LA of any pupil who will be deleted from the Admission Register where they:

- Have been taken out of school by their parents/carers and are being educated outside the school system, e.g., home-schooled.
- Have ceased to attend school.
- Have 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/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- Are 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.
- Have been permanently excluded.
- Have died.
- Have been registered at another school where it is not indicated this should be the case.
- Have been granted authorised leave but have failed to attend school within 10 academy days after the period of authorised absence ended, and:
  - There is reason to believe the pupil is not unable to attend school.
  - The LA and school are unable to determine the pupil’s whereabouts after making joint reasonable enquiries.

- Have been continuously absent from school for a period of not less than 20 school days, and the absence was not authorised.
- There is reason to believe the pupil is not unable to attend school.
- Will cease to be of compulsory school age before the next term, and the relevant person has indicated the pupil will not attend school, or, the pupil does not meet the school's entry requirements for sixth form.

We will notify the LA that a pupil is to be removed from the Admissions Register as soon as any of the above criteria are met, and no later than the time at which the pupil's name is removed.

If a pupil's name is to be removed from the Admissions Register, The Mount School York will provide the LA with the following information:

- The full name of the pupil.
- The full name and address of any parent/carer with whom the pupil lives.
- At least one telephone number of the parent/carer with whom the pupil lives.
- The full name and address of the parent/carer who the pupil is going to live with and the date the pupil is expected to start living there, if applicable.
- The name of the pupil's new school and their expected start date, if applicable.
- The grounds for removal from the admissions register under Regulation 8 of the Education (Pupil Registration). (England) Regulations 2006 (as amended).

## Appendix A: Attendance Codes

Code	Definition of Code
/	Present (morning session)
\	Present (afternoon session)
B	Attending any other approved educational activity
C	Leave of absence for exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school
E	Suspended or permanently excluded and no alternative provision made
G	Holiday not granted by the school
I	Illness
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending education provision arranged by the local authority
L	Late arrival before the register is closed
M	Leave of absence for the purpose of attending a medical or dental appointment
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend the school because of a lack of access arrangements
R	Religious Observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
U	Arrived in school after registration closed
V	Attending an educational trip or visit
W	Attending work experience
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel

Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not on admission register
#	Planned whole school closure (e.g. school holidays, INSET days)

## **Appendix B: Attendance letter proformas**

### **Letters /Emails Mount School examples to adapt**

#### **1. Email Template – Initial Concern (HoY/Class teacher)**

Subject: Working Together to Support (Pupil's Name) Attendance

Dear (Parent/Guardians Name),

I hope you are well. I'm writing to let you know that (Pupil's Name)'s attendance has fallen below 90%, which is below the national expectation for school attendance.

We completely understand that children can sometimes be unwell or have challenges that make getting to school difficult. However, even a few absences can have a big impact on learning and confidence. Our aim is to work with you to help improve (Pupil's Name)'s attendance and ensure they can make the most of every opportunity at school.

To support this, we'd like to invite you to meet with us to discuss any barriers or concerns and explore how we can help improve attendance.

Please let me know when a suitable time would be to arrange a meeting?

Thank you for your continued support and partnership.

Kind regards,

#### **2. Formal Letter/email – Continued Concern (HoY/Class teacher/ Head of Prep/ Deputy Head of School)**

Subject: Attendance Concern (Pupil's Name)

Dear (Parent/Guardians Name),

We are continuing to be concerned about (Pupil's Name)'s attendance, which currently stands at

[XX]%. This remains below the national average and the school's expected minimum of 96%.

We do appreciate that there may be valid reasons for absences, and we want to support your family in any way we can. Regular attendance is vital for learning, progress, and wellbeing, and we know that working together gives the best outcomes for pupils.

As a school, we have a statutory duty to monitor attendance and take action when it falls below 90%. In line with this, we would like to invite you to a meeting in school to discuss how we can work together to improve (Pupil's Name)'s attendance.

This meeting is an opportunity to:

- Identify any difficulties that may be affecting attendance
- Agree on actions and support
- Ensure that (Pupil's Name) has every chance to succeed

Please contact us as soon as possible to arrange a suitable time.

We appreciate your ongoing support and commitment to your child's education.

Kind regards,

### **3. Supportive Reminder Email – After Plan Review (HoY/Class teacher/ Head of Prep/ Deputy Head of School)**

Subject: Checking In: (Pupil's Name)'s Attendance Progress

Dear (Parent/Guardians Name),

I wanted to thank you for meeting with us recently and for your ongoing efforts to improve (Pupil's Name)'s attendance. We really appreciate your partnership and the positive steps being made.

Since our last review, (Pupil's Name)'s attendance is now at [XX]%, which is an encouraging improvement. Let's keep working together to reach the target of 96% so that [he/she/they] can continue to make great progress.

If there are any ongoing challenges or changes we should know about, please do let us know. We're here to help and support you.

Thank you again for your support.

Kind regards,

## Appendix C: Attendance Support Plan

### The Mount School – Attendance Support Plan

*Working Together to Improve Attendance*

Pupil Information					
Name:		Year group:		Mentor:	
HoY:		Current attendance:		Attendance target:	

Understanding the barriers		Identified barriers
Summary of Attendance Concerns (patterns, frequency, etc)		
Pupils view point:		
Parents view point		
School view point		

Agreed Actions and Support				
Focus Area	What Will Be Done	Who Is Responsible	By When	Success Criteria

Monitoring and Review:			
Review Date	Attendance %	Progress Made	Next Steps

#### Communication of Attendance plan

<b>Shared with:</b>	<b>Signature:</b>	<b>Date:</b>
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Date of next review: