



Cleve House Attendance Policy

January 2026

For information and guidance and incorporating the school's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

CHIS & Preschool Attendance Policy

Policy Title	Attendance Policy
Function	For information and guidance and incorporating the School's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
Status	Approved
Audience	Students, Parents/ Carers, Headteacher, Teachers, Support Staff, Independent Schools Association etc.
Ownership / Implementation	The Headteacher has overall responsibility for ensuring that this policy is implemented.
Implementation Date	January 2026
Review period	Annually
Last Reviewed	January 2026

History of Most Recent Policy Changes

[illegible]

Policy Statement

This policy reflects the vision and aims of Cleve House International School and Preschool. This policy is informed by the statutory guidance, 'Working together to improve school attendance' [DfE August 2024].

At Cleve, all staff work collaboratively to encourage every pupil to strive for excellence. Every child will be supported, challenged and valued. One way in which we strive to do this is by encouraging staff, parents and children to maximise the learning experience in order that all children reach their maximum potential. We are determined in encouraging the development of high self-esteem and for our children to take pride and ownership of their learning.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils that are registered at our school on the school website.

Cleve encourages all parents/carers to work in partnership with the school in order to improve attendance and punctuality and recognises that ***"Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly."*** (DfE 2024).

Aims and Objectives

The Attendance Policy aims to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure the attendance of pupils at school and in lessons is recorded
- Ensure early intervention to address patterns of absence
- Ensure there is appropriate communication between parents and the school in the case of absence

Legislation and Guidance

- Children Act 1989
- Education Act 1996
- Anti-Social Behaviour Act 2003
- Education and Inspections Act 2006

- The Education (Pupil Registration) (England) Regulations 2006 (amended 2013)
- The Education (Penalty Notices) (England) Regulations 2007 (amended 2013)
- Children Missing Education (DfE, September 2025)
- Working together to improve school attendance: guidance for maintained schools, academies, independent schools and local authorities (August 2024)
- Keeping Children Safe in Education (2026)

Roles and Responsibilities

Senior Attendance Champion

(Ms Zoe Riach) zoe.riach@clevehouseschool.com

- Deputy Head assumes this role (Head in Deputy's absence)
- Sets a clear vision for improving and maintaining good attendance
- Establishes and maintains effective systems for tackling absence ensuring they are followed by all staff
- Has a strong grasp of absence data to focus collective efforts of the school
- Regular monitoring and evaluates attendance progress
- Reviews the efficacy of the school's strategies and processes for attendance
- Reporting to the Headteacher and Advisory Board.
- Meets once a year with the local authority to share attendance data and discuss best practice

Responsibilities of classroom teachers:

- Ensure that all pupils are registered accurately
- Promote and reward good attendance with pupils at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a pupil's absence
- Support pupils with absence to engage with their learning once they are back in school

Responsibilities of pupils:

- Attend every day unless ill or have an authorised absence

- Arrive in school on time
- Attend all registrations and lessons on time (or communicate in advance if this is not possible)
- MYP1-MYP5 Take responsibility for informing the office when arriving late as a result of an unexpected absence

Responsibility of Parents/Carers

- Inform the school, by telephone or email, if a pupil is likely to be late prior to morning registration
- Inform the school, by telephone or email, on the first day of absence prior to morning registration. Make clear how long this is expected to be for and communicate any additional days in a similar manner
- Discuss with the relevant person any planned absences well in advance
- Support the school with their pupil in aiming for 100% attendance each year
- Avoid taking the pupil out of school for non-urgent appointments
- Only request leave of absence if it is for an exceptional circumstance

Authorised Absence

A pupil may be absent from school if:

- They have been granted a leave of absence by the school in advance
- They are unable to attend due to sickness or physical impairment.

Authorised leave of absence Government guidance instructs Headteachers not to authorise leave of absence in term time except in most exceptional circumstances. Requests for leave of absence during term time should be made to the Headteacher in writing, outlining the reasons for and dates of the requested leave of absence. Each request will be judged on a case by case basis.

Parents are asked to make routine medical and dental appointments outside school hours wherever possible. Where such appointments in school time are unavoidable, parents should inform the School in advance so a decision can be made whether to authorise the absence or not.

If a pupil does not return from an authorised leave of absence within 14 days of the agreed return date the school has the right to remove the pupil from the school register without parental consent. This would mean the pupil would lose their place at the school.

The pupil may also be removed from the school register if the parent decides to remove the pupil from the country for an extended period of time (more than six weeks). The school also reserves the right to request that parents/carers provide medical evidence if there is suspicion that a pupil is away and leave has not been formally requested by parents. This is due to the high number of unauthorised term time holidays nationally at certain points of the year, i.e. school holidays.

Cleve House International School will seek advice from the local authority if a pupil fails to return from an extended family holiday during term time and the school and local authority have made reasonable enquiries but cannot locate the pupil. This applies to leaves of absence that are both authorised and unauthorised by the school. As a result, the school may remove the pupil from roll under such circumstances. However, the pupil will remain on roll if the family remains in contact with the school, even though the pupil has not returned to School by the agreed date.

Sickness and physical impairment

If a pupil cannot come to School because of illness, their parent/carer must advise the office by telephone on the first day of absence.

The school will only authorise a medical absence if the circumstances are unavoidable. If a period of illness lasts more than a week, or if short term periods of illness occur frequently, the Headteacher may request medical evidence to confirm the pupil is unwell.

This may include:

- medical appointment card with one appointment entered
- letter from a medical professional
- doctor's note
- medication prescribed by a doctor
- copy of prescription
- print screen of medical notes
- letters concerning hospital appointments
- any other relevant evidence

If such evidence is not provided the school may determine that the absence is unauthorised.

Unauthorised Absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Such circumstances include, but are not limited to:

- A pupil not attending school as they have started their family holiday early or it has been extended into the start of term;
- A pupil not attending school as it is their birthday or the birthday of a family member;
- A pupil leaving school before the end of term in order to benefit from cheaper travel options;
- A pupil not attending school as the family have gone to the airport to meet a visiting relative;
- A pupil not attending school due to attending a hospital appointment for another family member;
- A pupil not attending school due to the fact the family returned late in the previous evening from a family holiday;
- A pupil not attending school as they are looking after younger siblings; • A pupil attends a medical appointment in the morning but then fails to return to school for afternoon lessons.

Persistent Absenteeism

Cleve House International School has a responsibility to reduce the number of pupils whose attendance is below 95% over the school year.

Pupils with attendance below 90% fall into the 'Persistent Absentee' category as defined in Working Together to Improve School Attendance. This is particularly relevant if any of the child's absences are unauthorised.

Under the terms of the Education Act 1996, parents of a child of compulsory school age who fails to attend regularly at a school at which they are registered or at a place where alternative provision is provided for them, they may be guilty of an offence and can be prosecuted by the local authority.

Local authorities also have the power to prosecute parents who fail to comply with a school attendance order. When a pupil's attendance falls below 90% their attendance will be tracked on a half termly basis.

The school will contact parents to discuss the attendance concerns and formalise an Attendance Action Plan to secure an improvement in attendance.

Further guidance on the steps that may be taken by the school to tackle persistent absenteeism may be found in the Department for Education document Working together to improve school attendance: guidance for maintained schools, academies, independent schools and local authorities (applied from August 2024)

Unexplainable and/or Persistent Absences From School

Sometimes pupils seem anxious about leaving home to go to School. They may state that they feel unwell or give another reason to not attend.

Parents may notice that they are worried about things that they say e.g. that they do not want to do particular subjects, feel that they have friendship or other difficulties at School. In these cases, parents should contact the school as soon as possible to speak to the relevant teacher, tutor or Designated Safeguarding Lead.

Home Education

Parents have a legal obligation to ensure their child of compulsory school age receives suitable full-time education, which can include home-schooling. If a parent wishes to withdraw a child from the school for this reason, the child will be known as 'Electively Home-Educated'.

Any parent wishing to withdraw their child from the school will be required to confirm this in writing to the relevant Head. The school will forward this letter to the Local Authority. The school will share the Local Authority's information on elective home education with the parents and the child will be removed from the school's Admission register. The Local Authority will then determine whether or not to accept this new arrangement or challenge it.

Children with Special Educational Needs statements (Education, Health and Care Plans) can be home educated. Where the statement sets out special educational provisions that the child should receive at home, the local authority is under a duty to arrange that provision. The local authority must review the child's statement/EHC Plan annually.

Safeguarding

Annex B of Keeping Children Safe in Education outlines that 'All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

It is important that staff are aware of their school's unauthorised absence and children missing from education procedures' As per the Working together to improve school attendance, this requires all schools to maintain an accurate admissions register and "Schools to inform local authorities of the details of pupils who fail to attend regularly, or have missed school for ten days or more without the absence being recorded as authorised."

The school reserves the right to invite parents into school to discuss any attendance issues that raise potential safeguarding concerns, e.g. – female genital mutilation, sexual exploitation, domestic violence, forced marriage, radicalisation. This may be the case particularly if a parent/carer requests a leave of absence during term time.

In addition, if the school suspects that a pupil may be at potential risk as a result of their absence from school the Safeguarding team reserves the

right to refer these concerns to the appropriate external agencies, i.e. – Children’s Social Care (First Response), Police, Education Welfare Service (EWS). The school will inform parents/carers if a referral is to be made. However, this may not be appropriate in every circumstance depending on the nature of the safe.

Female Genital Mutilation (FGM) Awareness

FGM is illegal in the UK and a form of child abuse and violence against women. The school has a professional duty to share information and concerns with both the Local Authority and the Police.

In line with the school’s Safeguarding and Protecting Children Policy, staff will explicitly question parents and carers in regards to any absence concerns that may relate to Female Genital Mutilation (FGM), e.g. the pupil is taken out of the country for a prolonged period (of six weeks or more), or the pupil is taking a long holiday to their country of origin or another country where the practice is prevalent. For further information on FGM please see the school’s Safeguarding and Protecting Children Policy.

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. As detailed in the Government’s statutory guidance: [The Right to Choose: Multi-agency statutory guidance](#) for dealing with forced marriage, absence and persistent or request for extended leave of absence and failure to return from visits to country of origin are all potential warning signs. Staff will raise any concerns they have with the DSL.

Children Missing in Education

Where a child is thought to be at risk of becoming a CME or we believe a child is considered a CME, the school safeguarding team reports this to the Local Authority. More information can be found here: <https://www.bristol.gov.uk/business/schools-learning-and-early-years-for-professionals/attendance-and-inclusion/children-missing-education-cme>

Appendix A: Late Collection of Pupil Procedure

School closes at 4.00pm. After School Care closes at 5:00pm Mon-Thurs and 4:40pm on Fridays and parents must collect their pupil by this time.

If a parent is unavoidably delayed due to circumstances beyond their control, they should make all efforts to phone the School. If a pupil is not collected by 5pm and a parent has not made contact, the After School Care Supervisor will make every effort to contact the parents via their work, home and emergency contact numbers on their booking form. If no contact has been made with the parents or emergency contacts by 5.30pm then the After School Care Supervisor will contact the Headteacher. Two members of After School Care staff or the Headteacher will remain on site until the pupil is collected. If no contact has been made with the parents by 6pm, the After School Care Supervisor or the Headteacher will look after the pupil and continue to attempt to make regular contact with parents/carers. At all times the member of staff will reassure the pupil.

Appendix B: School Attendance Codes

Code	Meaning	New Code
Code /\:	Present at the school / = morning session \ = afternoon session	
Code L:	Late arrival before the register is closed	
Code K:	Attending education provision arranged by the local authority	Yes
Code V:	Attending an educational visit or trip	
Code P:	Participating in a sporting activity	
Code B:	Attending any other approved educational activity	
Code D:	Code D: Dual registered at another school	
Code C1:	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Yes
Code M:	Leave of absence for the purpose of attending a medical or dental appointment	
Code J1:	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Yes
Code S:	Leave of absence for the purpose of studying for a public examination	
Code X:	Non-compulsory school age pupil not required to attend school	
Code C2:	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Yes
Code C:	Leave of absence for exceptional circumstance	
Code T:	Parent travelling for occupational purposes	
Code R:	Religious observance	
Code I:	Illness (not medical or dental appointment)	
Code E:	Suspended or permanently excluded and no alternative provision made	
Code Q:	Unable to attend the school because of a lack of access arrangements	Yes
Code Y1:	Unable to attend due to transport normally provided not being available	Yes
Code Y2:	Unable to attend due to widespread disruption to travel	Yes
Code Y3:	Unable to attend due to part of the school premises being closed	Yes
Code Y4:	Unable to attend due to the whole school site being unexpectedly closed	Yes
Code Y5:	Unable to attend as pupil is in criminal justice detention	Yes
Code Y6:	Unable to attend in accordance with public health guidance or law	Yes
Code Y7:	Unable to attend because of any other unavoidable cause	Yes
Code G:	Holiday not granted by the school	
Code N:	Reason for absence not yet established	
Code O:	Absent in other or unknown circumstances	
Code U:	Arrived in school after registration closed	
Code Z:	Prospective pupil not on admission register	
Code #:	Planned whole school closure	

Review date:

CF reviewed 11.11 2023

ZR reviewed 04.01.2025

CF reviewed 05.01.2025

ZR reviewed 28.01.2026

Date for revision: **January 2027**