WESTHOLME
PREP | SENIORS | SIXTH FORM

ATTENDANCE POLICY AND PROCEDURE

Reviewed:	September 2026
Date of next review:	September 2027
Produced by:	Senior Deputy Head and Head of Prep
Approved by:	Governor Education Committee
Cross referencing:	To be read in conjunction with the following policies: Safeguarding and Child Protection Policy KCSIE 2026 Behaviour Management Policy Discipline, Exclusions and Required Removal Policy SEND Policy Learning and Teaching Policy GDPR Policy Online Safety Policy School Rules (included in the Parent Handbooks) Parent Contract Anti-Bullying Policy Admissions Policy Staff Code of Conduct Complaints Policy EYFS Policies Working together to Improve School Attendance DfE, August 2024, updated August 2026) Equal Opportunities

Contents

1	Aims	3
2	Scope and application	3
3	Regulatory framework	4
4	Publication and availability	5
5	Definitions and interpretation	5
6	Responsibility statement and allocation of tasks	6
7	The importance of good attendance	6
8	School responsibilities	6
9	Staff responsibilities	7
10	School arrangements	8
11	Monitoring attendance	8
12	Pupil responsibilities	9
13	Additional needs	9
14	Parent / carer responsibilities	10
15	Training	10
16	Information sharing	11
17	Record keeping and confidentiality	12
18	Version control	12

Appendix 1 - School arrangements	13
Appendix 2 - Admission register	16
Appendix 3 - Grounds for deleting a pupil from the school admission register	19
Appendix 4 - Attendance Codes	20
Appendix 5 - Support for School Attendance Checklist	25

Key School contacts

Senior attendance champion Mrs L Cowan Senior Deputy Head	Email: cowanl@westholmeschool.com Telephone number: 01254 506070
EYFS provision attendance champion Mrs J Dixon Prep Deputy Head	Email: dixonj@westholmeschool.com Telephone number: 01254 506070
Prep attendance champion Mrs C Hornby Head of Prep	Email: hornbyc@westholmeschool.com Telephone number: 01254 506070
Key staff / contacts	Email: secretary@westholmeschool.com Telephone: 01254 506070
Key staff / contacts for EYFS	Email: prep@westholmeschool.com Telephone: 01254 506070

1 Aims

1.1 This is the attendance policy of Westholme School.

1.2 Westholme aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

1.3 The aims of this policy are as follows:

1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;

1.3.2 to ensure, so far as possible, that every pupil in Westholme is able to benefit from and make their full contribution to the life of Westholme;

1.3.3 to prioritise and where possible improve attendance and punctuality across Westholme, reduce absence and set out the school's approach to the management of absence / non-attendance;

1.3.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and

1.3.5 to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

2.2 This policy is designed to address the specific statutory obligations on Westholme to record attendance and absence.

3 Regulatory framework

3.1 This policy has been prepared to meet Westholme's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 EYFS *statutory framework for group and school-based providers* (DfE, September 2026);

3.1.3 Education and Skills Act 2008;

3.1.4 Children Act 1989;

3.1.5 Children Act 2004;

3.1.6 Childcare Act 2006;

3.1.7 The School Attendance (Pupil Registration) (England) Regulations 2024;

3.1.8 Equality Act 2010; and

3.1.9 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

3.2 This policy has regard to the following guidance and advice:

3.2.1 Working together to improve school attendance (DfE, August 2024, updated August 2026);

3.2.2 Summary table of responsibilities for school attendance (DfE, August 2024);

3.2.3 Toolkit for schools: communicating with families to support attendance (DfE, August 2024);

3.2.4 Guidance for Parents on school attendance (Office of the Children's Commissioner, July 2024);

3.2.5 'Is my child too ill for school?' guidance (NHS, April 2024);

3.2.6 Keeping children safe in education (DfE, September 2026);

3.2.7 Children missing education (DfE, August 2024);

3.2.8 Supporting pupils with medical conditions at school (DfE, August 2017);

3.2.9 Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

3.2.10 Mental health and behaviour in schools (DfE, November 2018);

3.2.11 Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);

3.2.12 Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);

3.2.13 Providing Remote education: guidance for schools (DfE, updated August 2024); and

3.2.14 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 Safeguarding and child protection policy and procedures;

3.3.2 Missing child policy and procedures

3.3.3 Policy on special educational needs and learning difficulties;

3.3.4 Behaviour Management policy;

3.3.5 Parent Handbook;

3.3.6 Parent Contract;

3.3.7 Risk assessment policy for Pupil Welfare

3.3.8 Disability Policy

3.3.9 Remote Education Plan

3.3.10 School Rules

4 Publication and availability

4.1 This policy is published on Westholme's website.

4.2 This policy will be sent to Parents when pupils join Westholme and Parents will be reminded of it at the beginning of the school year and when the policy is updated.

4.3 This policy is available in hard copy on request.

4.4 A copy of the policy is available for inspection from any member of the WLT during the school day.

4.5 This policy can be made available in large print or other accessible format if required.

5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.

5.1.2 references to the **Proprietor** are references to the Board of Governors.

5.1.3 references to a **Parent** means:

(a) all natural parents, whether they are married or not;

(b) any person who has parental responsibility for a pupil; and

(c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

5.1.4 References to a **pupil** includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.[1]

SAC means Westholme's attendance champion

[1] This is the definition as set out in section 3 of the Education Act 1996 and referred to in chapter 7 of the statutory guidance Working together to improve school attendance 2024 .

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to Westholme's processes under the policy	SAC	As required, and at least annually
Formal annual review	Proprietor	Annually

7 The importance of good attendance

7.1 Westholme recognises the importance of developing good patterns of attendance from the outset. This is an integral part of Westholme's ethos and culture. In building a culture of good school attendance it recognises:

7.1.1 the importance of good attendance, alongside good behaviour, as a central part of Westholme's vision, values, ethos, and day to day life;

7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;

7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 School responsibilities

8.1.1 Westholme acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across Westholme community.

8.1.2 Westholme will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.

8.1.3 Where there are challenges to attendance, Westholme will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

8.1.4 Westholme will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and Westholme's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

8.1.5 Westholme will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9 Staff responsibilities

The SAC

9.1.1 The Proprietor has appointed a senior member of staff of Westholme's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

9.1.2 The SAC's responsibilities are:

(a) to set a clear vision for improving attendance in school;

(b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

(c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;

(d) to have oversight of and analyse attendance data; and

to communicate clear messages on the importance of attendance to pupils and Parents.

9.2 Staff with specific responsibilities for attendance:

The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;

9.2.2 record all absences promptly and accurately using the processes specified;

9.2.3 ensure parents have given explanations for absences;

9.2.4 make enquiries about unexplained absences, including those within the school day, and follow up with pupils to ensure that an explanation has been formally given to Westholme;

9.2.5 look out for trends or patterns in a pupil's attendance and inform the HOY/SAC of any specific concerns;

9.2.6 deal with lateness to lessons consistently and promptly;

9.2.7 consider appropriate sanctions for pupils who arrive late to a lesson in line with Westholme's behaviour and discipline policies; and

9.2.8 discuss non-attendance and / or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 All staff

9.3.1 Westholme ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and Parents about it.

9.3.2 Westholme provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 School arrangements

10.1 Westholme will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about Westholme's arrangements can be found in Appendices 0-4.

11 Monitoring attendance

11.1.1 Westholme will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. Such analysis may include:

11.1.2 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

11.1.3 using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);

11.1.4 undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases;

11.1.5 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

11.1.6 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

11.1.7 devising specific strategies to address areas of poor attendance identified through data;

11.1.8 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented;

11.1.9 providing data and reports to the Proprietor to support its work; and

11.1.10 establishing positive attendance habits for children in Pre Prep is essential. Unplanned absences are explored and we work closely with parents to establish good attendance habits.

12 Pupil responsibilities

12.1 School attendance is important to pupil attainment, wellbeing and development. Westholme therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

12.2 Pupils of compulsory school age should be aware that:

12.2.1 they are expected to be present in-person for the duration of each School day;

12.2.2 they are expected to arrive on time and attend all timetabled lessons;

12.2.3 they should not leave a lesson or the school site without permission or otherwise in accordance with School rules;

12.2.4 they should engage with Westholme's arrangements for recording and managing attendance as set out in this policy;

12.2.5 any unexplained absence will be followed up;

12.2.6 persistent lateness or non-attendance will result in action being taken by Westholme. This may take the form of:

(a) offers of support to seek to identify and address any barriers to attendance;

(b) communication with Parents;

(c) reporting to other agencies such as children's social care; and

(d) sanctions against them in line with Westholme's behaviour policies.

12.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although Westholme encourages them to speak to their Form Tutor or those staff identified in the Key School Contacts table in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13 Additional needs

13.1.1 Westholme recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

13.1.2 Westholme will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

13.1.3 It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special

educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

13.2 Where a pupil has an education, health and care plan Westholme will communicate with the local authority where the pupil's attendance falls or Westholme become aware of barriers to attendance that relate to the pupil's needs.

13.3 Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

13.4 Where barriers are outside of Westholme's control, the school will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

13.5 Westholme will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

14 Parent / carer responsibilities

14.1.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

14.1.2 This means pupils must attend every day that Westholme is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from Westholme.

14.1.3 Westholme will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

14.1.4 Expectations Westholme places on Parents can be found in Appendix 1 of this policy

14.1.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with Westholme about it could amount to a breach of contract or a finding that the parent is treating Westholme unreasonably.

15 Training

15.1.1 **Staff:** Westholme ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

15.1.2 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and

15.1.3 Westholme's strategies and procedures for tracking, following up and improving attendance.

15.1.4 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:

15.1.5 the law and requirements of schools including on the keeping of registers;

15.1.6 the process for working with other partners to provide more intensive support to pupils who need it;

15.1.7 the necessary skills to interpret and analyse attendance data; and

15.1.8 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

15.2 Westholme maintains written records of all staff training.

16 Information sharing

16.1.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

16.1.2 Westholme, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

16.1.3 Where appropriate Westholme will attend regular targeting support meetings.[2]

16.1.4 Westholme is legally required to share information from the registers with the local authority. As a minimum this includes:

(a) New pupil and deletion returns;

(b) Attendance returns;

(c) Sickness returns.

16.1.5 The SAC (and Prep SAC) will refer to the attendance checklist, in Appendix 5, where there are concerns over attendance.

16.1.6 School will consider patterns and trends in a child's absence and their personal circumstances, and from this, make a professional judgement when deciding if the child's absence should be considered as prolonged. Any concerns will be referred to BwD Social Care and/or a Police Welfare Check will be requested.

16.1.7 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of Westholme's registers.

16.1.8 Westholme must provide specific pupil information on request to the Secretary of State. Westholme meets this requirement by having an electronic management information system containing the required information that can be accessed by the

[2] Targeting support meetings are meetings local authorities have with schools to discuss attendance data and identify pupils and cohorts at risk of poor attendance and agree targeted actions and access to services for those pupils. See chapter 4 of the statutory guidance Working together to improve school attendance 2024.

DfE[3]. Westholme also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

16.1.9 Where appropriate, Westholme is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

17 Record keeping and confidentiality

17.1.1 All records created in accordance with this policy are managed in accordance with Westholme's policies that apply to the retention and destruction of records.

17.1.2 The information created in connection with this policy may contain personal data. Westholme's use of this personal data will be in accordance with data protection law. Westholme has published privacy notices on its website which explain how the school will use personal data.

18 Version control

Date of adoption of this policy	September 2026
Date of last review of this policy	September 2026
Date for next review of this policy	September 2027
Policy owner (SLT)	Senior Deputy Head and Head of Prep
Policy owner (Proprietor)	Chair of Governors

[3] Local authorities may seek, and schools are expected to provide, more frequent or comprehensive sharing of data than the statutory minimum where it is essential to fulfilling their obligations under the Education Acts and expectations set out in chapter 4 of the Working together to improve school attendance 2024 guidance. To avoid any unnecessary burdens for schools this should always be automatic from school registers and not require additional manual data collection/returns (see paragraph 50 of the guidance). Independent schools should note that they are not required to provide the specific pupil information on request to the Secretary of State relating to sharing daily pupil attendance data (see paragraph 52 of the guidance). We recommend independent schools consult their information management system providers for more details about the relevant permissions and accessible data.

Appendix 1 - School arrangements

1 Managing attendance

1.1 Westholme monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by Westholme for the relevant time period as stated by law.

1.2 As shared annually via the Parent Handbook, Westholme expects all pupils of compulsory school age to be present at School for the whole of Westholme day, usually from registration at 8.45am (Seniors and ISF) or 8.50am (Prep) to close at 3.40pm (Prep) or 3.55pm (Seniors and ISF), but this period may be extended, for example for out of school clubs, sports fixtures or school trips. ISF students have the opportunity to earn study leave, but until that time, it is important that students follow a structured daily routine.

2 The role of Parents / carers

2.1 Westholme expects all Parents to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity;

2.1.2 notify Westholme of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and

2.1.3 cooperate with Westholme to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2 Parents of day pupils should ensure their child attends School by 8.45am (Seniors and ISF) or 8.50am (Prep) for morning registration;

3 Registration and attendance checks

3.1 Morning registration is at 8.45am (Seniors and ISF) or between 8.50am and 9.20am (Prep). The registers will remain open for 10 minutes after the start of morning registration.

3.2 Afternoon registration will be at 2.05pm (Seniors and ISF) or between 1.50pm and 2.20pm (Prep).

3.3 Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.

3.4 If a pupil is absent when the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).

3.5 If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.

3.6 Registers will also be taken at the beginning of each lesson, in the Senior school and the ISF, in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

3.7 Westholme uses E-Registration (for ISF only) and Attendance Management Systems.

3.8 ISF students are expected to swipe in and out of school at the verification hubs, using their personal identification cards.

3.9 ISF students without a lesson P5 must report to the common room at 2pm for afternoon registration.

4 Reporting absence

4.1 If a Senior or ISF pupil is to be absent from School for any reason, the parent / carer should contact the School via Class Charts by 8am on each morning of absence;

4.2 If a Prep pupil is absent for any reason, the parent / carer should notify Prep reception by 8am on each morning of absence, using the following contact details.

Prep	Email: Prep@westholmeschool.com Telephone: 01254 506070

5 Arrangements for reporting subsequent absence

5.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

6 Managing absence

Daily Managing Attendance process (Prep):

- 8.00am – 10.15am: Prep Office Hub check parental methods of reporting absence and update registers
- 9.15am - 10.15am: Prep Office Hub check registers and missing marks and cross reference. They will then call the parents of the children unaccounted for and update registers.

Daily Managing Attendance process (Seniors and ISF):

- 8.00am – 10.15am: Office Hub check parental methods of reporting absence and update registers
- 9.15am - 10.15am: Office Hub check registers and missing marks and cross reference with Lesson/Period 1 registration marks.
    - If a student is absent at registration but present in Lesson/Period 1, the Inventry system will override the registration N code and mark it as an L if they signed in on the Inventry system when they arrived at school.
    - If they are marked present in lesson 1 but they haven't signed in on the Inventry system, they will also be marked with an L.
- 10.00am: Office Hub run a report to see which children are unaccounted for and share this with staff via email. Staff alert the Office Hub if they are aware of a reason for an absence/have seen a child in School. If children are still unaccounted for at this point, the Office Hub will physically check with the relevant teachers and then call the parents of the children unaccounted for and update registers.

The Office Manager runs regular reports to identify N codes and missing marks and shares this with the SAC. SAC shares any outstanding N codes and missing marks with HOYs, who discuss in their weekly meetings with Form Tutors to check if they are aware of any reasons for absence. If there are still missing marks after this, the HOY or Form Tutor will make contact with home.

Prep SAC shares any N codes and missing marks in Prep with PLT who will investigate with relevant Class Teacher.

Should a child be absent for a prolonged period of time, we would follow our Safeguarding policy, which might include conducting a home visit, and, if parents are unavailable, other emergency contacts will be contacted.

7 Authorised absences

7.1 Authorised absence means that Westholme has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

8 Applications for an authorised leave of absence

8.1 Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing to the Principal or Head of Prep.

8.2 Westholme will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

Please note that it is usually the Governors' policy not to allow holiday to be taken during term time unless in exceptional circumstances.

8.3 Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Principal/Head of Prep.

8.4 Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when secretary@westholmeschool.com (for Seniors and ISF) or prep@westholmeschool.com (for Prep) should be informed.

8.5 If a leave of absence is granted, it is for the Principal to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

9 Reporting duties

9.1 Westholme has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. Westholme must report unauthorised absences for a continuous period of 10 days or more to the local authority.

9.2 Each time Westholme's attendance register is completed it is treated as a contact point for these purposes.

9.3 Action will also be taken in accordance with the safeguarding policy and supervision of pupils' policy if any absence of a pupil from Westholme gives rise to a concern about their welfare.

Appendix 2 - Admission register

1 Admission register

1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 Westholme will:

1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to Westholme (also known as the school roll); and

1.1.2 inform the local authority of any pupil who is going to be added to or deleted from Westholme's admission register at non-standard transition points.

1.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.3 Westholme must ensure that every entry in Westholme's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

1.4 The admissions register contains specific personal details of every pupil in Westholme, including their date of admission, information regarding Parents and carers and details of the school they last attended.

1.5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted (see Appendix 3).

1.6 Where Westholme notifies the local authority that the pupil's name is to be deleted from the admission register, Westholme must provide it with the following information:

1.6.1 the full name of the pupil;

1.6.2 the address of the pupil;

1.6.3 the full name and address of any parent the pupil normally lives with;

1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;

1.6.5 the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;

1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

1.7 Westholme records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

1.8 Westholme uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

1.9 Fire registers are updated and printed twice a day. These are destroyed the following day.

1.10 Westholme will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to resolve any issues before they become entrenched.

1.11 Westholme is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

1.12 On each occasion it will be recorded whether every pupil is:

1.12.1 physically present in school when the attendance register begins to be taken; or

1.12.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or

1.12.3 attending a place other than the school; or

1.12.4 absent.

1.13 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

1.13.1 Attending educational provision arranged by a local authority;

1.13.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;

1.13.3 Attending a place for an approved educational activity that is a sporting activity;

1.13.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;

1.13.5 Attending a place for any other approved educational activity.

2 Recording absence

2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

2.1.1 leaves of absence;

2.1.2 other authorised reasons;

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.

3. Remote education

3.1 The School is required to record all absence from in-person lessons.

3.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

3.3 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

3.3.1 ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

3.5 If the School utilises a digital education platform it will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

4 Unauthorised absence

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where Westholme is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

4.1.1 holiday has not been authorised by Westholme or is in excess of the period determined by the Principal

4.1.2 the reason for absence has not been provided;

4.1.3 a pupil is absent from school without authorisation;

4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 3 - Grounds for deleting a pupil from the school admission register:

Pupil Regs Ref:		Grounds for deletion
1	9 (1) (a)	Pupil is registered at another school (not dual or subsidiary registered or a mobile child)
2	9 (1) (b)	The pupil has not continued at the school following completion of nursery education
3	9 (1) (c)	Pupil is also registered at one or more other schools and one school(s) agrees the other school can delete
4	9 (1) (d)	The pupil has a school attendance order which has been changed to name another school
5	9 (1) (e)	The pupil had a school attendance order which has been revoked
6	9 (1) (f)	The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school
7	9 (1) (g)	The pupil no longer lives a reasonable distance from the school
8	9 (1) (h)	The pupil has not returned following a leave of absence
9	9 (1) (i)	The pupil has been continually absent from school for 20 school days
10	9 (1) (j)	The pupil is detained under a sentence of detention
11	9 (1) (k)	The pupil has died
12	9 (1) (l)	The pupil will be over compulsory school age and will not continue into the sixth form
13	9 (1) (m)	The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid
14	9 (1) (n)	The pupil has ceased to be a pupil at an independent school or non-maintained special school
15	9 (1) (o)	The pupil has been permanently excluded from the school

Appendix 4 - Attendance Codes

KEY	Present	*The pupil is physically in school when the register is taken.*
	Approved Education Activity (Present)	*The school is responsible for making or approving the arrangements. If none of these codes applies (e.g. privately arranged work experience is outside Code W) the correct code may be Code C.*
	Authorised absence	*Independent schools are not subject to Regulation 11 (which limits the circumstances where absence can be authorised) but should be mindful of the expectation that Code C should only be used in exceptional circumstances (and use the appropriate authorised absence code where available).*
	Unauthorised absence	10 days' continuous unauthorised absence must be reported to the local authority.
	Not counted in possible attendances	*These codes sit outside the attendance statistics.*

CODE	DESCRIPTION	MEANING	*NOTES*
/	**Present (AM)**	**Present**	
****	**Present (PM)**	**Present**	
L	**Late (before registers closed)**	**Present**	
B	**Any other approved educational activity**	**Present - Approved educational activity**	***Record the nature of the activity.*** ***Must be off-site, of an educational nature, take place during the attendance session, and be physically supervised by someone the school considers to have appropriate skills, training, experience and knowledge. The school must have approved the pupil's***

	(not sporting activity or work experience)		***attendance at the activity and have arrangements in place to ensure safeguarding, welfare and for the provider to notify any absence to the school.***
K	Education provision arranged by the local authority	Present - Approved educational activity	*Record the nature of the provision e.g. home tutoring, approved framework for alternative provision, blended learning.*
P	Sporting activity	Present - Approved educational activity	*Must be a sporting activity and meet all the requirements as for 'B' above.*
V	Educational visit or trip	Present - Approved educational activity	*Must be arranged by or on behalf of the school and take place during the attendance session. If a pupil was due to attend a visit, but does not, the relevant absence code should be used instead.*
W	Work experience	Present - Approved educational activity	*Must be arranged by the school/LA as part of the pupil's education and meet all the requirements as for 'B' above.*
C	**Absent with leave (exceptional circumstances)**	**Authorised absence**	***Use this code for any absence with leave not covered by another leave or absence code.*** ***Should not be granted (and in state schools must not be granted) unless there are exceptional circumstances***
C1	Participating in a regulated performance or regulated employment abroad	Authorised absence	*Supported by a relevant licence or exemption (see guidance for more details)*
C2	Part-time timetable for compulsory school age pupil	Authorised absence	*In exceptional circumstances e.g. due to a medical condition. Should not be used to manage behaviour.* *Must be agreed with parent, be part of wider support plan, have regular review dates, have a proposed end date (shortest time necessary).*
E	Excluded (no alternative provision made)	Authorised absence	*Suspended or permanently excluded on disciplinary grounds where their name is still entered in the admissions register.*

			Must not be used for exclusion for non-payment of fees.
I	Illness (NOT medical or dental appointment)	Authorised absence	*Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.*
J1	Interview for employment / admission to another educational institution	Authorised absence	*Applies only to interviews (e.g. not open days).* *Transition days at other schools would be recorded under 'B' (if conditions met) or 'C' if not.* *Must take place during the session for which absence recorded.*
M	Medical/Dental appointments	Authorised absence	*Parents should be encouraged to make appointments out of school hours*
R	Religious observance	Authorised absence	*Day set by the religious body the parents belong to (not parents themselves) which would expect parents to stay away from employment. If the religious body sets a single day then only 1 days should be recorded 'R' with any additional time given recorded under 'C'.*
S	Studying for a public examination	Authorised absence	*Guidance says study leave should not be granted by default and should be used sparingly.*
T	Parent travelling for occupational purposes	Authorised absence	*Pupil is a mobile child (no fixed abode) and their parent is travelling in the course of their trade or business and the pupil is travelling with them.*
G	Holiday not granted by the school	Unauthorised absence	*Leave cannot be authorised retrospectively if the parent does not apply in advance.*
N	Reason for absence not yet established	Unauthorised absence	*Where the reason has not been established before the register closes. If no reason established within 5 school days this must be amended to 'O'.*
O	**Absent in other or unknown circumstances**	**Unauthorised absence**	***Where no reason is established or where the school is not satisfied that the reason would be recorded using an authorised absence code.***

U	Late (after registers closed)	Unauthorised absence	*Pupil has arrived late after the register has closed by before the end of the session.* *The attendance policy must state how long the register will remain open (not more than 30mins).*
D	Dual registered at another school	Not counted in possible attendances	*Pupil is attending another school (e.g. hospital school) at which they are registered.*
Q	Lack of access arrangements	Not counted in possible attendances	*Unable to attend the School due to the lack of access arrangements.*
X	Non-compulsory school-age pupil not required to attend	Not counted in possible attendances	*Where the pupil's timetable does not require them to attend.* *If absent when timetabled to attend the appropriate absence code must be used.*
Y1	Transport normally provided not available	Not counted in possible attendances	*Where the pupil does not live within walking distance and transport provided by LA or school is not available.*
Y2	Widespread disruption to travel	Not counted in possible attendances	*Due to national, local or international emergency.*
Y3	Part of the school premises closed	Not counted in possible attendances	*Part of the school is unavoidably out of use and the pupil cannot practicably be accommodated in the part in use.*
Y4	Whole school site unexpectantly closed	Not counted in possible attendances	*Must not be used for any planned closure e.g. holidays*
Y5	Pupil in criminal justice detention	Not counted in possible attendances	*E.g. in police detention, remanded to youth detention or under sentence of detention.* *If serving a community-based sentence use Y7,*
Y6	In accordance with public health guidance or law	Not counted in possible attendances	Pupil is well enough to attend (otherwise use 'I') but to do so would be contrary to government guidance or legislation

Y7	**Unable to attend due to unavoidable cause**	**Not counted in possible attendances**	***Record the nature of the unavoidable cause. Only where something in the nature of an emergency has prevented the pupil from attending the session in question.*** ***This code should be used for temporary exclusion due to non-payment of fees***
Z	Prospective pupil not on admission register	Not counted in possible attendances	To enable schools to set up registers in advance of the pupil joining to ease administrative burdens.
#	Planned whole school closure	Not counted in possible attendances	E.g. school holidays, bank holidays, weekends, inset days

Appendix 5 - Support for School Attendance Checklist

Strategy	Dates	Outcome/Reason action not tried/Parental engagement
Communication with parents (within the last 3 months)		
Letters		
Meetings - support/attendance		
CAF/TAF meetings		
Home visits attempted/completed		
Translation support sought (as required)		
Safeguarding considerations		
Welfare check requested/required		
Discussion with Children's Advice and Duty Service (CADS) and/or Designated Safeguarding Lead		
Concerns re attendance shared with the allocated social worker		
Discussion with Virtual School Education Manager (LAC/PLAC)		
Discussion/actions with Engage		
Discussion/actions with Youth Justice Service		
Contact with sibling schools re any safeguarding concerns		
Exploration of barriers to attendance (with pupil and family)		
Use of Emotionally based School Avoidance (EBSA) resources through BWD Educational Psychology Team		
Opened to CAF or CAF discussed with parent		
Support from schools own commissioned services (counselling, pastoral support etc) as appropriate		
Peer group interaction concerns addressed (e.g. bullying, isolation, social media, CSE and CCE etc) and external support sought where relevant (please list agencies in outcomes column)		
Exploration of any familial issues which may impact attendance (domestic abuse, parental health issues etc)		
Reasonable adjustments made within school to address barriers to attendance which have been identified (**ensure voice of child/parent has been captured**)		

Additional support provided within school to address poverty related barriers (e.g. uniforms, transport, sanitary products etc)		
Reduced timetable considered/implemented (only where appropriate based on identified issues, and must be time limited with a plan to return to full time education)		
Managed move considered /implemented (if appropriate)		
Referral/placement to another provision (if in the best interests of the child)		
Consultation with School Nurse/medical professionals re any health issues		
Discussion/actions with Inclusion Officer		
Discussion with Early Help Team to explore support options		
SEMH referral		
Educational Psychology Team referral		
Support from Family Support Worker/Targeted Youth Support/Transforming Lives referral		
Support from Child Action Northwest (CANW)		
Support from Young Carers		
Support from other external agencies (please name in outcomes column)		
Support from Mental Health in Schools Team (MHST) where available		
ELCAS referral made (by school or GP)		
EHCP is appropriate (for pupil with SEND) and discussion/actions with Statutory Assessment Team		
Consideration given to use of school attendance legal interventions e.g. FPN, prosecution		
Discussion/actions with any other support services		
Legal action has been discussed (as a last resort)		