

UPPINGHAM

Attendance and Punctuality Policy

1. Introduction and Aims

Excellent attendance and punctuality are central to maximising the educational opportunities for Uppingham pupils. Improving attendance and punctuality is everyone's responsibility and is integral to our culture of learning at Uppingham. It is the responsibility of all staff to ensure registers are taken and to promote a culture where the importance of attendance and punctuality is understood. It is also important that we work with parents/carers to ensure that pupils can fully access their education.

The barriers to accessing education are wide and complex, both within and beyond the school, and are often specific to individual pupils and families. We understand that some pupils may find it harder to attend school than others and therefore we work with the pupils and parents/carers to ensure we can build a trusting relationship.

This policy should be read in conjunction with the following other policies:

- Behaviour and Discipline Policy
- Missing Pupil Procedure

2. Attendance team

The Assistant Head Pastoral (AHP) oversees attendance and punctuality data with the support of the Housemasters/Housemistresses (HsMs) and the Pastoral Leadership Team. The Assistant Head Pastoral is also a member of the Pastoral Support Committee (safeguarding).

The Designated Safeguarding Lead is also involved in cases involving pupils with significantly poor attendance and persistent non-attendance and those needing external agency communication.

The school's current Senior Attendance Champion is Rebecca Kay, Assistant Head Pastoral. Her contact details are as follows: rhk@uppingham.co.uk

3. Registering and Recording Daily Attendance

While the Department for Education advice does not require the school to keep a daily attendance register for its boarding pupils, we are required to register all day pupils. Uppingham nonetheless takes a thorough approach to registering and recording attendance for all its pupils.

Attendance registers (*callovers*) for boarding pupils and day-in-boarding pupils are taken in boarding houses at several points in the day: namely breakfast, lunch and tea. Attendance registers for boarders and day-in-boarding pupils occur seven days a week. Additional attendance checks in boarding houses might also be taken at other times of the day, such as bedtimes and at weekends after 'lock-up'. These registers (*callovers*) are kept electronically.

Attendance registers for Middle School and Sixth Form day pupils occur Monday to Saturday and attendance registers for Lower School pupils occur Monday to Friday (i.e. on any day on which lessons take place). Morning registration takes place at 8.15am in any Day House and at breakfast for day-in-boarders. Registration is completed by the tutor, matron or HsM. Afternoon registration takes place after lunch.

Middle School and Sixth Form pupils staying late for prep on Monday to Friday are also registered by the member of staff on duty at 6pm.

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All attendance/absence data is placed onto our attendance system (in PIMS). Pupil attendance (boarders and day) is recorded at the start of the first session of the school day, and at the start of the second session of the school day. (A 'school day' is a day in which lessons are taught i.e. not Sundays.) On each occasion it is recorded whether every pupil is present, attending an approved educational activity, or absent.

The following coding is used to show the attendance information:

CODE	DESCRIPTION
/	Present (AM)
\	Present (PM)
#	School closed to pupils and staff
B	Attending any other approved educational activity
C	Other exceptional circumstances
C1	Regulated performance or regulated employment abroad
C2	Subject to a part-time timetable
D	Dual registered at another school
E	Excluded/External Rustication
G	Family holiday (not agreed)
I	Illness
J1	Interview
K	Attending education provision arranged by local authority
L	Late (before registers closed)
M	Medical/dental appointments
N	No reason yet provided for absence
O	Other or unknown absence
P	Approved sporting activity
Q	Unable to attend school because of access arrangements
R	Religious observance
S	Study leave
T	Parent travelling for occupational purposes.
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
X	Non-compulsory school age absence
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 unavoidable cause
Z	Pupil not on roll
-	No mark yet recorded

Responsibility for recording this information on the attendance system lies with the House Pastoral Team.

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4. Lesson Registration

In order to safeguard our pupils effectively, registration is expected in every lesson. The lesson register should be taken on PIMS (academic lessons) or SOCS (sport/co-curricular sessions) within 15 minutes of the lesson starting.

5. Recording Absence from School

Any pupil (boarding, day-in-boarding or day) who is absent from school on a day on which lessons are held is recorded on PIMS. As part of this recording process a brief statement is provided as to why the pupil is absent. In addition, a code is placed into the relevant section on PIMS to record the reason why the pupil is absent.

This information is then available to all staff on the Absence and Off Games report on PIMS enabling them to check that the absence of a child from their class or activity is legitimate.

Authorised Absence from School

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Unauthorised Absence from School

Unauthorised absence is recorded if the school is not satisfied with the reasons given for the absence. This may include a holiday not authorised by the Headmaster/Senior Deputy Head or absence without explanation. Where the school is not satisfied with the reason given for absence, this will also be recorded as unauthorised.

6. Checking Pupil Absence

In almost all cases, parents readily provide the necessary information on reasons for absence or lateness before the school needs to make enquiries. However, the school will actively seek this information, where it is not immediately forthcoming.

Day and Day-in-boarding Pupils

Should a Day or Day-in-boarding Pupil not arrive for the start of school (either 8.15am registration in a day house or breakfast in the boarding house) and no information has been provided by parents, then either the Housemaster/Housemistress or matron must make contact with parents as soon as possible. The aim should be that parents are contacted before the start of lessons. At this point the reason for absence can be checked and coded accordingly.

If parents cannot be contacted, or parents believe their son/daughter is in school, then the Missing Pupil Procedure should be followed. This policy is available to all staff on the UppNET Safeguarding Hub.

Attendance registers of Day and Day-in-boarding Pupils will be kept for seven years after the end of the year in question, or until the pupil is 25. If registers are kept electronically a back-up copy must be made either electronically or as a printed version, not less than once a month.

Boarders

The nature of boarding means that, once a boarding pupil has returned to school, they usually will remain in school for as long as the school is in session. Therefore absence (and

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a need to check the reason for it) will only take place if:

- A pupil has not returned to school following an exeat or leave-out weekend.
- A pupil is missing.
- A pupil has gone home because of illness or other reason and has not returned.

If a pupil has failed to return from an official break at the time expected, parents should be immediately contacted to determine the reason. If parents cannot be contacted or believe their son/ daughter is in school, then the Missing Pupil Procedure should be followed.

Boarders' attendance in lessons, however, will be monitored in the same way as for day and day-in-boarding pupils. It is acknowledged that boarders may be 'in school' but may still be missing lessons for a myriad of reasons.

Callover registers will be kept for seven years after the end of the year in question, or until pupil is 25. If registers are kept electronically a back-up copy must be made either electronically or as a printed version, not less than once a month.

7. Monitoring pupil attendance and thresholds

Attendance – this applies to actual attendance in school (AM and PM sessions)

Attendance will be monitored by the Pastoral Leadership Team (comprising of the Senior Deputy Head, Assistant Head Pastoral and Assistant Head Safeguarding) working with the HsMs and matrons and in consultation with the Pastoral Support Committee. Pupil attendance will be monitored every three weeks.

Threshold 1: If attendance falls below 95%, without good reason, the tutor will contact parents/carers as a check in and to ensure there is no additional information we need to be made aware of regarding the pattern of absence.

In addition, on the third day of authorised consecutive absence the House team will contact home to check-in pastorally and to see if there is anything we can do to support the pupil.

Threshold 2: If attendance falls in the range of 90%-85% the HsM will contact parents/carers to explore the potential reasons for absence and to offer support if needed. The discussions of these meetings are logged on PIMS.

Threshold 3: If attendance falls in the range 80-85% the Assistant Head Pastoral will contact parents/carers to discuss reasons for low attendance and offer support and discuss next steps. This is also added to our internal safeguarding database.

Threshold 4: If attendance falls below 80% the Pastoral Leadership Team (PLT) will decide what intervention, support or external guidance is needed, dependent on pupil and context/reason for absences and working with each identified pupil and their parents/carers and HsM to understand and address the reasons for absence, including any in-school barriers to attendance. Where out of school barriers are identified, the PLT will signpost and support access to any required services in the first instance. If the issue persists, the PLT will take an active part in the multi-agency effort with the local authority and other partners and act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, the PLT will continue to work with the local authority and partners.

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The Headmaster may determine that the pattern of absence is incompatible with the attendance expectations of the school and require the pupil to leave the school.

These steps may be adapted as individual circumstances dictate and serve only as a guide.

8. Monitoring Pupil Absence and Safeguarding Responsibilities

The Assistant Head Pastoral, Housemasters/Housemistresses and matrons are at the forefront of monitoring any trends in absence and attendance. We acknowledge that sometimes a pupil's attendance may not reach one of the thresholds above, yet still be a concern.

Should there be any cause for concern, this should be discussed with a member of the Pastoral Support Committee and appropriate action taken, involving external agencies when necessary.

Causes of concern may be:

- Absence for which explanations appear to be improbable or inaccurate.
- Long periods of absence (even with credible explanation) which may affect a pupil's ability to enjoy a successful school/ academic career.
- Regular absences from lessons and activities.
- An unexpected pattern of absence from what is considered a 'vulnerable group'. The Department for Education's Children missing in education statutory guidance suggests certain groups of children who may be at particular risk. These include pupils at risk of harm/ neglect, children of gypsy, Roma, traveller families, missing children/runaways, etc. In Uppingham's particular context, pupils might also be considered 'vulnerable' if:
 - They are currently or previously involved in a safeguarding/ child protection case.
 - There is a good reason to believe they may be a victim of crime.
 - They are, or ever have been, 'looked after' children.
 - They have known mental health concerns.
 - They are known to have a poor relationship with their families/ carers.
 - Parents/ family are known to have a history of domestic violence, mental health concerns or substance abuse.
 - There is a past concern about the child associating with significantly older people or pupils.
 - There are significant incidents which have occurred prior to the child's absence.
 - They might be the victim of bullying.
 - There are religious or cultural reasons which might suggest they are at risk from forced marriage or female genital mutilation.

Reporting absence to the Local Authority

- After three days of absence without contact from parent/guardian giving an authorised reason why the pupil is missing school, the House team should inform the Assistant Head Pastoral who would seek advice from the Inclusion Team at Rutland County Council.
- If a pupil, whether day or boarding, is regularly absent from school or has missed ten school days or more without permission, then the Housemaster/ Housemistress or matron must inform the Assistant Head Pastoral and the Designated Safeguarding Lead who will contact Children's Social Care in Rutland and the Local Authority in

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which the pupil resides. Where the pupil is resident overseas, Rutland Children's Social Care will be contacted for advice.

- Pupils will also be referred to the Inclusion Team at Rutland County Council if they have 15 days absence related to sickness, or are likely to reach this level.

9. Punctuality to school

This section mainly concerns day-in-boarding and day pupils. In exceptional circumstances it may be relevant to adapt this guidance for boarders who return late after holidays/leave outs.

Morning registration for day pupils is taken at 8.15am on a school day. If a pupil is not in registration they will be marked as N (no reason yet provided for absence) in the register.

Pupils that miss registration but arrive at school later in the day must be marked as late in the register.

Lates should not be given if the parent/carer has given a reasonable reason and informed the tutor/house team.

If there are adverse weather conditions or transport issues that are causing widespread delays, then the Assistant Head Pastoral will advise tutors not to mark lateness for that particular morning.

Repeated lateness in a half-term will usually be responded to as follows:

- | | |
|-----------------------|---|
| 1st | Restorative conversation (tutor) |
| 2nd | Restorative conversation (HsM) and email home |
| 3rd | School Detention |
| 4th | HsM communication with parent/carer |
| 5th | Punctuality workshop |
| 6th | Assistant Head Pastoral communication with Parent/carer |
- Further lateness will then result in triggering the more severe sanction process (gating, rustication, etc.)

This process may be adapted according to individual circumstances.

10. Parental and Carer Responsibility

Parents/carers have a legal duty to ensure that their child attends school regularly. This means that their child must attend every day that the school 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 the school.

Parents and carers must:

- Ensure their child attends every day the school is open except when a statutory reason applies
- Notify the school as soon as possible when their child has to be unexpectedly absent or late (contact HsM and Matron in House).
- Only request leave of absence in exceptional circumstances and do so in advance by emailing the HsM.
- Book any medical appointments around the school day where possible.
- Ensure their child is punctual each day.

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Leave of absence in term-time (including late arrivals and early departures)

All pupils are expected to be in school during term time, and we would not expect to receive any requests for absence, in particular due to holiday or late arrival/early departure.

Uppingham believes that it is detrimental to a pupil to miss any schooling at this crucial point in their education. There is no substitute for being taught in the classroom and absence can lead to pupils being disadvantaged in external examinations.

Any requests for leave of absence should be addressed to the relevant HsM who will consult with the Assistant Head Pastoral and/or the Senior Deputy Head. Lesson attendance, previous absences and academic performance will be considered when assessing if permission is to be granted. If this would bring attendance below 95% in an academic year, permission will not usually be granted.

We expect parents to make appropriate travel arrangements, using guardians where necessary, to ensure that pupils do not miss school at the beginning or end of term.

Working together with pupils, parents and carers

As part of the attendance escalation process described in this policy, parents/carers will be informed of concerns over attendance at an early stage and the school will work with parents/carers to support the pupil in improving attendance.

This may involve interventions including, but not limited to:

- Pupil buddy/mentor
- Work report
- Adapted timetable
- Adapted start/end times to the day
- Academic support
- Regular attendance meetings
- Referral to children's social care (early help)

We will work with parents to help ensure that their child attends school and will listen and provide support wherever possible; however, persistent or severe absence will not be tolerated.

Any queries over a pupil's attendance should be addressed to the HsM in the first instance. Any further concerns should be addressed to the Assistant Head Pastoral.

11. Support for pupils with barriers to learning, including those with medical conditions

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. As a school we will maintain the same ambition for attendance, as well as punctuality, and work with pupils and parents/carers to maximise attendance and punctuality where and when applicable. Regular monitoring of data for such groups will occur. That said, in working with their parents/carers to improve attendance, we are mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education.

Communication between the pastoral, learning support team and parents/carers will be key to ensuring transparent and open dialogue. Additional support and adjustments will be considered, discussed and implemented. Additional support from wider services and external partners will be considered (where applicable).

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This could include:

- Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual plan where needed; considering whether additional support from external partners would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
- Establishing strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Ensuring joined up pastoral care is in place where needed and considering whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance.
- Ensuring data is regularly monitored for these groups at Pastoral and Safeguarding meetings.
- Pupils with long-term illnesses or other health needs may need additional support to continue their education. In all cases, the school should be sensitive and avoid stigmatising pupils and parents/carers. They should talk to pupils and parents/carers and understand how they feel and what they think would help improve their attendance to develop individual approaches that meet an individual pupil's specific needs.

12. Child Missing from Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of underachieving, being victims of abuse, and becoming NEET (not in education, employment or training) later in life. A child going missing from education is a potential indicator of abuse or neglect and therefore the school takes its responsibilities seriously in this matter.

According to “Children missing education: statutory guidance for local authorities and schools”

CME are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

CME includes children who:

- are in the process of applying for a school place
- have been offered a school place for a future date but have not yet started
- are receiving elective home education (EHE) that has been assessed as unsuitable
- have been recorded as CME for an extended period, for example where their whereabouts is unclear or unknown

CME are not children who:

- are receiving suitable education otherwise than at a school (for example, pupils who are electively home educated or attending alternative provision) which is suitable to the child's age, ability, aptitude and any special educational needs they may have
- are EHE but the local authority has not had an opportunity to assess whether the education being provided is suitable

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- are registered at a school, even if they are persistently or severely absent from that school

Uppingham School is required to inform the Local Authority of any pupil who is going to be deleted from their admission register where the child:

- Has been taken out of school by parents and is being educated outside the school system, e.g. home educated
- Has ceased to attend school and no longer live within reasonable travelling distance
- Has a medical condition certified by the school medical officer/school nurse that the child is unlikely to be in a fit state of health to attend school
- Has been permanently excluded

Uppingham School is required to inform the Local Authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more.

Procedure To Follow If A Child Is Missing From Education

- The House team will alert the Assistant Head Pastoral if a pupil has been unexpectedly absent for 3 consecutive days. The House team will make a courtesy call home to enquire of the pupil's wellbeing.
- The outcome of this call will be communicated to the Assistant Head: Pastoral and recorded on PIMS
- If telephone contact cannot be made, the Assistant Head Pastoral will email or write to the parents to enquire about the pupil's whereabouts.
- The Inclusion Team at Rutland County Council will be informed
- The incident will be logged on Myconcern.
- If the child has been absent for longer than ten days, the Assistant Head Pastoral will inform the Local Authority.

13. The Admission Register (the 'School roll')

The school maintains the Admission Register electronically on PASS and the names of all pupils (both compulsory and non-compulsory school age) are entered on the Admission Register.

Pupils joining the school

It is important that the school records accurate information for all new pupils joining the school.

Expected first day of attendance

The school enters pupils' names on the admissions register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day

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Pupil information

The school records the personal details of every pupil at the school in the admission register.

The register includes the following information for every pupil:

- Full name
- Name the pupil uses at school
- Gender
- Address
- The full name and address of each of the pupil's parents
- Which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. The DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil
- Day, month and year of birth
- Day, month and year of the pupil's starting day at the school
- Name and address of the last school the pupil attended, if any.

In accordance with regulation 13(1) to (3) of the School Attendance (Pupil Registration) (England) Regulations 2024, a starter return, with all the information in the admission register, is made to the Local Authority to inform them that a pupil has joined the school. This is made within 5 days of the pupil joining the school.

A full report of all starters into all year groups (including our lowest year group) is made to the Local Authority at the start of the school year.

Maintaining the Admission Register

It is vital that the admission register is kept up to date. The school encourages parents to inform them of any changes whenever they occur and ensures the admission register is amended as soon as possible.

Deletion of names from the Admissions Register

A pupil's name can only be deleted from the admissions 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. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will make a return to the local authority when a pupil's name is deleted from the admissions register (a Deletion Return).

This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave the school at the end of Year 11), unless the local authority has requested such information.

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Where a school notifies the local authority that a pupil's name is deleted from the admissions register, as set out in regulation 13(4) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will provide the local authority with the following information about the pupil from the admissions register:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- If applicable, 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 will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason set out in regulation 9(1) or (3) of the School Attendance (Pupil Registration) (England) Regulations 2024, under which the pupil's name has been deleted from the admissions register.

A school will not retrospectively delete a pupil's name from the admissions register or attendance register. The admissions register and attendance register is an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance is recorded up until the date that the pupil's name is deleted from the admissions register. Detailed reasons for deleting the name of a pupil of compulsory school age are available in The DfE's 'Working Together to Improve Attendance (August 2024)'.

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Appendix A

School Guidance for Granting Leave of Absence for Pupils

1. Introduction

This guidance outlines the procedures and guidelines for granting leave of absence to pupils. The school recognises the importance of regular attendance but understands that exceptional circumstances may require pupils to be absent.

2. Expectations

Pupils are expected to arrive back to school on time at the start of each term or after each leave out weekend. This may mean arranging time with a guardian to ensure a prompt return. Likewise, we expect all pupils to attend school until the end of term or start of a leave out weekend. This will ensure that valuable lesson time is not missed and help pupils fully participate in end of term activities and events.

3. Acceptable Reasons for Leave of Absence

Leave of absence will only be granted for legitimate reasons, including but not limited to:

- Illness or medical appointments, considering NHS guidance around illness and school attendance: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>
- Bereavement of a close family member
- Religious observances
- Exceptional family circumstances (e.g. weddings of immediate family members)
- Participation in sporting or artistic events at a regional/national level
- Educational activities approved by the school
- Attendance at a limited number of university open days

4. Requesting Leave of Absence

- Parents/guardians must submit a formal written request at least two weeks in advance where possible, except in cases of emergencies.
- Requests should be addressed to the relevant HsM and include the reason for absence, dates requested, and any supporting documentation.
- Medical absences longer than three consecutive days require a doctor's note.

5. Approval Process

- Absence requests that are noted above in section 3 will be approved by the HsM and confirmation sent to parents that the absence has been approved within 5 school days.
- If the request is not mentioned in section 3 above, the HsM will share the request with the Senior Deputy Head and Assistant Head Pastoral with any comments/context that is necessary.
- The Senior Deputy Head and Assistant Head Pastoral will review each request on a case-by-case basis and consider factors such as attendance record, academic performance, and the impact of absence on learning.
- Leave requests exceeding ten school days will require further consideration by ELT.
- Parents/guardians will be informed of the decision in writing within five school days of the request being submitted.

6. Unauthorised Absences

- Leave taken without prior approval will be recorded as unauthorised and may lead to intervention from the Assistant Head Pastoral.

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- Repeated unauthorised absences may result in referral to the local authority (Rutland County Council).
- As stated in the attendance policy, the Headmaster may determine that the pattern of absence is incompatible with the attendance expectations of the school and require the pupil to leave the school.

7. Responsibilities

- Parents/guardians are responsible for ensuring their child attends school regularly and for making timely requests for leave.
- Pupils granted leave must catch up on any missed work as agreed with their teachers.
- The school will support pupils in reintegrating after extended absences.

8. Exceptional Circumstances

The school acknowledges that unforeseen circumstances may arise. In such cases, parents/guardians should contact the school at the earliest opportunity to discuss possible arrangements.

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Appendix B

Guidance for granting absence requests

1. Review the Request

- Ensure the request is in writing from the parent/guardian.
- Check if it includes dates, reasons, and supporting documents (if applicable).

2. Assess the Validity of the Request

- Determine if the reason falls under acceptable circumstances as outlined in the granting leave of absence guidance (e.g., illness, bereavement, religious observance, special family events, educational activities).
- Consider whether the absence is necessary or if it could be scheduled outside school time.

3. Check Attendance and Academic/ Co-curricular Impact

- Review the pupil's attendance record to ensure they have a good attendance history.
- Consider whether the pupil is struggling academically and if the absence would affect their progress.
- Consider whether the pupil would miss vital co-curricular activities (eg an important rehearsal, performance or match)

4. Consult School Policies and Regulations

- Ensure compliance with school policy and local authority attendance regulations.
- If absence exceeds a certain number of days (e.g., 10+ days), discuss with ELT and the Headmaster as appropriate.

5. Consider Alternative Solutions

- If possible, propose an alternative (e.g., partial attendance, or a different date).
- Ensure arrangements for catching up on missed work are in place.

6. Communicate the Decision

- Approve or decline the request in writing, stating the reasons clearly.
- If declined, suggest alternative options where appropriate.

7. Monitor & Follow Up

- Ensure the pupil returns on the agreed date.
- If absence is taken or extended without approval, follow school procedures for unauthorised absences.