

# Norfolk House School Attendance Policy



## Attendance Policy

This policy applies to all pupils at Norfolk House School, including those  
in the Early Years Foundation Stage (EYFS)

Date of last review: July 2025  
Date for next review: July 2026

This policy outlines the shared responsibility between the school, students, parents, and the broader community in promoting regular attendance. The goal is to ensure that every student

reaches their full potential through consistent and punctual attendance, fostering a supportive and collaborative approach to addressing attendance challenges. This policy should be read in line with the attendance section in the Safeguarding Policy. In developing and implementing this policy, the school has considered its obligations under the Equality Act 2010, the UN Convention on the Rights of the Child, and the statutory guidance issued by the DfE, entitled *Working Together to Improve School Attendance* (2024).

The person with overall responsibility for this policy, including the monitoring and promotion of attendance is Deborah Gormley in their role as Designated Safeguarding Lead and Deputy Head Pastoral they can be contacted on [dgormley@norfolkhouseschool.org](mailto:dgormley@norfolkhouseschool.org)

## **Rationale**

Regular attendance is essential for students' academic achievement and social development. This policy promotes a culture of high expectations where attendance is prioritised and supported by the entire school community.

## **Principles**

- **Shared Responsibility:** Attendance improvement requires collaboration between the school, students, parents/guardians, and external partners.
- **Positive School Environment:** The school will provide a welcoming and engaging environment that motivates students to attend regularly.
- **Clear Communication:** Open and transparent communication between the school, parents, and students about attendance expectations and procedures.
- **Early Intervention:** Timely identification and intervention for students at risk of poor attendance to prevent long-term absence.
- **School-home collaboration:** When this policy requires a substantial update/review, the views of parents and pupils will be sought

## **Roles and Responsibilities**

### **School's Responsibilities**

- **Promote Attendance:** The school will actively promote the importance of regular attendance and punctuality through assemblies, newsletters, and meetings with families, this is also outlined in the Parent/Student Handbook.
- **Monitoring:** Attendance will be recorded twice daily, and regular reviews will be conducted to identify patterns of absence.
- **Intervention:** Early intervention strategies will be employed for students with declining attendance. These may include letters home, parent meetings, and individualised support plans.
- **Support for Families:** The school will offer guidance and support to families facing barriers to regular attendance, including pastoral care, counselling, and referral to external agencies if necessary.

- **Recognition of Good Attendance:** Positive reinforcement, such as certificates, awards, and special privileges, will be used to reward excellent and improved attendance.

### Parents'/Guardians' Responsibilities

- **Ensure Regular Attendance:** Parents/guardians are expected to ensure that their child attends school regularly and punctually.
- **Report Absences:** Notify the school on the first day of an absence and provide a reason. For extended absences further information will be needed, including medical information
- **Engagement:** Work collaboratively with the school if attendance issues arise and attend meetings when required.
- **Requesting a leave of absence:** Any planned absence needs to be requested in writing to the Head Teacher who will refer to statutory guidance in advising whether such an absence can or cannot be authorised
- **Avoid Term-Time Holidays:** Family vacations should be scheduled during school holidays. Requests for term-time absences will only be granted in exceptional circumstances.

### Students' Responsibilities

- **Attendance:** Attend school regularly, arrive on time, and be prepared for learning.
- **Engage with Support:** If facing challenges affecting attendance, students should seek support from teachers, Pastoral Lead or DSL.
- **Positive Attitude:** Contribute to a positive school culture that values regular attendance.

### Attendance Procedures

#### Daily Attendance Monitoring

- **Recording:** Teachers will take attendance daily. All absences will be recorded, categorised as either authorised (with a valid reason, such as illness) or unauthorised (without a valid reason). Within this codes for attendance and absence are listed in p76-92 of [Working Together to Improve School Attendance August 2024](#):
  - / \ = present for morning and afternoon sessions
  - **Not classified as absence:**
    - B = an offsite educational activity
    - K = in alternative provision arranged by the LA
    - L = late arrival before the register is closed
    - P = approved sporting activity
    - V = attending an educational visit or trip
    - W = work experience
  - **Authorised Absences:**
    - I = illness
    - M = attending medical/dental appointments
    - C = leave of absence for exceptional circumstances
    - R = religious observance
    - E = suspended or permanently excluded

- T = parents travelling for occupational purposes
- S = study leave
- C1 = participating in a regulated performance or undertaking regulated employment abroad
- J1 = attending an interview for employment or admission to another educational institution
- C2 = pupil is absent from school for part of the week (e.g because they are on a part-time timetable) - then also use the code for the reason why absent

**Unauthorised Absences:**

- G = holiday not granted by the school
- N = reason for absence not yet established
- O = absent in other or unknown circumstances
- U = arrived in school after the register closed

**Defined as Not a Possible Attendance:**

- D - dual registration; attending another school at which the pupil is also registered
- X - pupils of non-compulsory school age absent when they are not timetabled to attend (e.g Pre-Nursery/Nursery)
- Q - lack of access arrangements by LA
- Y1 - transport normally provided not available
- Y2 - widespread disruption to travel
- Y3 - part of school premises closed
- Y4 - whole school site unexpectedly closed
- Y5 - pupil in criminal justice detention
- Y6 - public health guidance or law not to attend
- Y7 - any other unavoidable cause (including absence due to non-payment of fees)

**Not collected for statistical purposes:**

- Z - prospective pupil not on admission register
- # - planned whole school closure (school holiday)

- The school day is between 8:40 and 15:15 (Rec/Y1)/15:20(Y2/3)/16:00 (Y4-6), in the morning the register closing time is 8:45. The register is open for a period of 15 minutes, during which time the pupil is registered as late, and after which, even if they arrive, they are counted as absent for statistical purposes.
- **Late Arrival:** Students arriving after the official start time will be marked late and required to sign in at reception.
- Admission and attendance registers are taken electronically and all entries will be preserved for 6 years
- A data analysis of attendance will be undertaken regularly, focussing on individuals and cohorts with attendance problems, in order to target improvement for those pupils who need it most

## **Reporting Absences**

- Parents/guardians must report their child's absence on the first day by phone or email, explaining the reason for the absence. If the school is not notified, the absence will be followed up promptly by the school.
- Parents/guardians should contact the school office on 02088834584 or via [office@norfolkhouseschool.org](mailto:office@norfolkhouseschool.org) for day to day matters
- If Parents/guardians have wider concerns about attendance they should contact
  - The form tutor
  - The Head of Department
  - Deborah Gormley as the person with overall responsibility for attendance ('Senior Attendance Champion' as defined in *Working Together to Improve School Attendance*)

### **Authorised and Unauthorised Absences**

- **Authorised Absences:** Illness, medical appointments, family emergencies.
- **Unauthorised Absences:** Holidays during term time, unexplained absences, or absences for reasons not accepted by the school.

### **Addressing Attendance**

A 10% absence rate means the equivalent of one day or more per fortnight across a full school year.

### **Early Intervention**

**95%-90% Attendance:** When a student's attendance falls between 95%-90%, parents will be advised of attendance issues, either by email or invited in for a meeting.

### **Persistent Absence**

If a student's attendance drops to or below 90%, they will be classified as a "persistent absentee." The school will initiate a formal process, which may include:

### **Escalation**

In cases where attendance does not improve despite intervention, the school may consider further action, including a targeted support plan and the involvement of external agencies. This may include formal arrangements with the Local Authority where attendance issues are severe and impacting on the pupils welfare and education needs.

### **Rewards and Recognition**

The school will promote the importance of high levels of attendance amongst its community. This may include awards for 100% attendance and other incentives where appropriate.

### **Working with External Agencies**

The school will collaborate with external agencies, including educational welfare, healthcare, and social services, to address the underlying issues that may affect a student's attendance.

The school acknowledges that the local authority (Haringey) have the right to examine and take extracts of the attendance records from the school.

The school ensures that those pupils taking absence for to mental or physical ill health, or those with SEND needs, will be given extra support.

The school will alert the local authority (Haringey) about any pupil who misses 15 consecutive days due to illness and 10 consecutive days of unauthorised absence.