



1. Attendance Mission Statement

Attendance is the essential foundation to positive outcomes for all pupils and is therefore seen as everyone's responsibility in school. Uxbridge High School seeks to ensure that all of our students receive an education which maximises their opportunities and enables them to achieve their full academic potential. There is much clear evidence that demonstrates a strong link between good academic attainment and good attendance at school, therefore, good attendance and punctuality are a priority within the ethos of this school.

The school will provide a welcoming and caring environment whereby each member of the school community feels wanted and secure. All staff will work with students and their families to ensure that each student attends school regularly and punctually. The school will establish an effective system to monitor and track attendance and punctuality. It will also implement an effective system of incentives and rewards which acknowledges the efforts of students to improve their levels of attendance and punctuality and recognises consistently high levels of both. The school will challenge the behaviour of both students and their families who give low priority to attendance and punctuality.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Improving school attendance will be a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

2. Purpose

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

To provide a clear and supportive framework of expectations and procedures that encourages and builds good and sustainable habits of regular school attendance and punctuality to school and all lessons.

3. The Principles

Uxbridge High School is committed to supporting all students towards achieving high levels of attendance and punctuality based on the following principles:-

- The legal obligation of parents/carers to ensure that their children attend school regularly and punctually.
- The legal obligation of the school to record, monitor and report back on attendance.
- Educational research which shows that there is a strong link between attendance and attainment.
- The sharing of a positive ethos regarding attendance and punctuality with all students, including those for whom regular attendance is problematic.



- The system for identifying and addressing concerns about attendance and punctuality will be used swiftly and effectively, in co-operation with parents/carers and their children, in an attempt to resolve attendance and punctuality issues.
- To recognise and reward our best attenders.
- Key support staff in the school will work within an ethos of multi-agency cooperation to guide and support students and their parents/carers who are experiencing difficulties relating to attendance and punctuality.
- The school strongly discourages the taking of any leave during term time, except in exceptional circumstances that are agreed by the school – families must apply in advance and permission is not automatic.

Uxbridge High School will consistently promote the benefits of good attendance, set high expectations for every pupil, communicate those expectations clearly and consistently to pupils and parents, systematically analyse our data to identify patterns to target their improvement efforts, and work effectively with the local authority and other local partners to overcome barriers to attendance.

4. Working together at Uxbridge High School to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All members of the school community at Uxbridge High School work together to:

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them

FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Building strong relationships with families, listening to and understanding barriers to attendance and working together to remove them

Uxbridge High School will work closely with all families within its community to build a positive relationship between home and school as this can support and be the foundation of good attendance. In communicating with parents, the school will discuss the link between attendance and attainment and wider wellbeing, and challenge parents' views where they have misconceptions about what 'good' attendance looks like. Where a pattern of absence is at risk of becoming, or becomes, problematic school will draw on these relationships and listen to and understand the barriers to attendance the pupil or family is experiencing. In doing so, the school will take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support rather than reaching immediately for punitive approaches.

5. Absences

Authorised absence is where the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered as satisfactory justification for absence. All other absences must be treated as **unauthorised**. All absences are to be treated as unauthorised unless and until a satisfactory explanation is accepted. All procedures for chasing up explanations and amending registers will be consistently applied. These include phoning and writing to parents. Regular monitoring of 'broken weeks' will also take place and letters sent to parents informing them of the school's concern. A 'broken' week is one with an absence. This monitoring helps the school to see if there are children with frequent absences of 1 of 2 days over a period of a few months.

Persistent non-attendance

Students whose attendance falls below 90% will be categorised as persistent non-attenders (PNA) and this will trigger a range of intervention strategies aimed at improving attendance to the minimum expected of 96%.

Granting leaves of absence

Only exceptional circumstances warrant a leave of absence. The school will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

If a leave of absence is granted, it is for the principal to determine the length of the time the pupil can be away from school.

The principal will only grant leave of absence in exceptional circumstances; therefore, it is unlikely a leave of absence will be granted for the purposes of a family holiday

Children missing from education (CME)

If a child has missed school and there has been no contact from home, the school attendance support officer will:

1. On the first day of absence, send an automated phone call home;



2. On the second day of absence, if there is no response from automated phone call home, then the school attendance support officer will call the parents and see if any contact can be made;
3. Send an email, if there is an email address available;
4. Ensure a welfare check is carried out by the school, if there is no response from phone calls and emails;
5. Ensure a letter is put through the letter box of the home address asking for the parents to contact the school, during the welfare check.

If we are unable to establish where the child is, the school attendance support officer will inform the DSL and a CME form will be completed and emailed to the participation team at the local authority. The DSL will consider further actions/support should it be required. Only once the local authority advise that a student can be off rolled, will they be removed from our school roll.

6. Roles and Responsibilities

Improved attendance and punctuality are the responsibility of the whole school. It can be achieved by all members of the school community being made aware of its importance and the need to work together to achieve our attendance and punctuality targets.

Trustees

The trustees of Uxbridge high school have a responsibility to monitor the use and effectiveness of this attendance policy, which is both beneficial and specific to the needs of the school. This can be done through:-

- Consultations with the SLT lead on Attendance; the Education Welfare Officer and the Heads of Learning
- Regular reporting to the governing body to ensure that all governors are aware of the attendance targets, strategies put into place to meet them and the effectiveness of these strategies
- Making attendance a fixed agenda item at the Trustees meetings with relevant attendance data included in the Principal's report for each meeting.

Teaching Staff

Form Tutors

- Establish a positive ethos within their tutor group regarding attendance and punctuality.
- Take the official morning register at the beginning of Form time at the beginning of the school day.
- Be responsible for taking the register using SIMS in the form room or in the assembly hall during form time. To take a paper register if the SIMS system is not working and send it to the Attendance Office within 15 minutes of the start of the form time.
- Familiarise themselves with the guidelines for using SIMS, together with the register codes, their meanings and appropriate uses that are distributed at the start of the year. Report any problems with the SIMS system immediately to the Attendance Officer.
- Enquire of students/parents/carers, about any reasons for absence. To remind students to bring in notes signed by their parents if an absence has not been covered by a phone call from them already and to enter the appropriate code into the SIMS system. If the reason is medical or dental, then evidence must be provided in the form of appointment



slips or doctors notes. It is important that **all** notes from parents or medical evidence must be given to the Attendance Officer immediately in all circumstances – no notes are to remain with the tutor.

- Ensure that no 'N' codes remain on any students register for longer than a maximum of 2 weeks.
- The decision to authorise an absence is, in the first instance, the decision of the principal

Class teacher

- Establish a positive ethos within the class regarding attendance and punctuality.
- Ensure that the register, which is a legal document, is completed promptly and accurately.
- Be responsible for taking the register using SIMS during every lesson, noting the exact minutes of lateness for any students and ensuring that this is returned within **15 minutes** of the start of the lesson.
- Take a paper register if the SIMS system is not working and send it to the Attendance Office by the end of the lesson.

Head of Learning

- Highlight and establish a positive ethos within the year group regarding attendance and punctuality, through assemblies and the implementation of the rewards system.
- Monitor attendance and punctuality for the students in the year group to all lessons, especially lessons 1 and 5.
- Monitor and update the attendance tracker on a weekly basis, adhering to the procedural steps associated with the tracker.
- Analyse the attendance and punctuality data sent to them on a daily and weekly by the Attendance Officer and identify students giving cause for concern.
- Follow up with the student's tutor initial concerns relating to a student's attendance and punctuality.
- Work with Home School Link workers to make contact with parents regarding a student's non-attendance.
- Refer to attendance within assemblies on a weekly basis.
- Meet regularly with the school Education Welfare Officer and Attendance Officer to discuss identified students with recurring issues of poor attendance or punctuality and to consider a positive course of action to assist these students
- Discuss and refer students to the ASO when appropriate.
- Inform the Assessment Hub of students referred to the school ASO.
- Call a strategy meeting when appropriate to consider support strategies to effect a positive change in the student's pattern of attendance.
- Refer to and liaise with other support agencies working with students with poor levels of attendance and/or punctuality to school.

SLT Lead for Attendance

- Have an overview of attendance data and issues relating to attendance and punctuality.
- Set realistic annual attendance targets and work with the Head of Learning and the school's attendance team to carry out agreed strategies in order to achieve these targets.
- Liaise with the data team to ensure accurate recording of attendance data and effective use by all staff of the SIMS Electronic Registering System.
- Monitor attendance data and identify areas of concern.
- Attend Head of Learning meetings at which attendance is a regular agenda item.



- Meet regularly with the school ASO to receive an update on cases held and to discuss any students/families giving rise to particular concerns relating to attendance and punctuality.
- Liaise with Head of Learning, ASO and Attendance Officer to draw up a list of students eligible for attendance rewards.
- Line manage the Attendance Officer.
- Lead whole school assemblies with a focus on Attendance.
- Contribute to the Head teacher's termly attendance report to the trustees.
- Discuss exceptional Leave requests during term time with the principal.

Support Staff

Attendance Support Officer

The core role of the ASO is to help parents and the school to meet their statutory obligations on attendance (Education Act 1996 Section 444 part 1 and 1A).

- Liaise closely with the Attendance Officer and Data Manager in order to ensure that attendance data is accurately recorded.
- Monitor and analyse attendance data, action taken by the school to improve attendance and strategies drawn up to enable the school to meet its attendance targets.
- Liaise with each Head of Learning to discuss, possible new referrals and long term cases. To agree actions to take cases forward.
- Carry out direct intervention with students falling below target levels developing a range of strategies and action plans for improvement.
- Carry out direct work with parents whose children are poor attenders.
- Meet regularly with the SLT leader for attendance to provide feedback on referrals and work undertaken with families and their children.
- Attend the Head of Learning meetings when requested.
- Attend 'transition induction day' sessions with parents to outline the importance of attendance and punctuality.
- Work with the support for learning team to devise and carry out programmes with a focus on attendance for students who are of concern.
- Issue Penalty Notice warnings in line with the school absence procedures.
- Provide the necessary evidence to the LA Courts Officer to prosecute, or issue penalty notices in cases where parents are clearly failing to fulfil their legal obligations to ensure that their child is attending school each day and on time.
- Work with other supporting agencies as regards the welfare of students and attend multi-agency meetings as required.
- Follow intervention procedures if parents take unauthorised Exceptional Leave during term time
- Provide data on students who have been referred to external agencies working with the student and family in order to improve attendance.
- Implement attendance panel meetings.
- In partnership with the Attendance Officer, coordinate Attendance and Punctuality initiatives and attend Parents Evenings as required.

Attendance Officer

- Maintain a data system which effectively records attendance and punctuality both to school and to lessons and can be readily available to all key staff.
- Monitor the use of this data system by tutors, co-tutors and subject teachers to record attendance and lateness. Inform the Head of Learning and Learning of members of staff who are not fulfilling their duty as regards inputting attendance data into the SIMS system.



- Monitor the attendance tracker and update on a weekly basis.
- Monitor registers not taken by staff members.
- Provide attendance data throughout the school year as specified in the attendance data calendar.
- Take telephone calls from parents/carers regarding reasons for non-attendance at school and to record this information onto the system.
- Meet regularly with the ASO and each Heads of Learning to discuss students whose attendance gives cause for concern; to provide the data needed for this meeting and record concerns and proposed interventions on a database, which can be accessible to tutors, school ASO and SLT lead.
- On the advice of the Head of Learning monitor the attendance of identified students.
- Monitor the attendance and punctuality of Looked After Children and Children on the Child Protection Register and if they are not on a Welfare Call system, to report any concerns to the Every Child Matters support worker. .
- Operate the school text/calling system to inform parent/carers when their child is absent from school or late for AM or PM registration/lessons.
- Produce a daily and weekly attendance report.
- Weekly meetings with the Heads of Year regarding attendance.
- Maintain an Attendance display board in the corridor by the Attendance Office.
- Monitor accuracy of registers during Attendance and Punctuality initiatives and to attend Parents Evenings as required.

Guidance Leaders

- Monitor attendance concerns
- Implement interventions: Attendance reports, Parent meetings, Attend Panel meetings, Plus others as appropriate from attendance policy
- Liaise with Head of Learning
- Communicate concerns with parents
- Liaise with and communicate to Inclusion Manager about concern over students with less than 90% attendance

Parents and Carers

Research shows that parents have the greatest influence on their child's life and attitudes to learning and achievement as lifelong students. At induction meetings, with new students and their families, great emphasis is made of the strong correlation between educational achievement and levels of attendance.

Parents/carers are informed that they can support good attendance and punctuality in the following ways:-

- Meeting their legal obligation by ensuring that their child/ren attends school regularly and punctually.
- Download the ClassCharts App and monitor their child's attendance via the app.
- Phoning the school on their child's first day of absence with a justifiable reason as to why their child is not at school – e.g. has a high temperature and sending a note explaining the absence when the child returns to school. This note can be in the form of a written and signed entry directly into the student's planner, which must then be shown to the Attendance Officer.
- If the reason absence is medical or dental, then documentary evidence must be provided in the form of appointment slips or doctors notes. It is important that **all** notes from



parents or medical evidence must be shown or given to the Attendance Officer immediately in all circumstances.

- Making any appointments e.g. optician, dentist, GP, out of school hours and during school holidays and informing the school in advance of any hospital appointments in school time.
- Not booking any tickets for travel abroad or applying for time off during term time, unless it is for exceptional circumstances that cannot be accommodated during normal school holiday times - **see section on Exceptional Term Time Leave.**
- Advising their child's tutor of any concerns or changes in circumstances which may affect their child's progress, attendance or punctuality.
- Co-operating fully with the school and any other relevant agencies as recommended by them, to resolve any problems that cause poor attendance and/or punctuality.

At Parents' Evenings and Progress Review Meetings parents are given an up to date record of their child's attendance and punctuality to school by the Attendance Team and can discuss any issues with their child's tutors or Head of Learning at these meetings.

Students

All students are expected to take full responsibility for their own attendance and punctuality. They will be helped in doing this by:

- Self monitoring of attendance and asking their tutor weekly for regular updates on their total attendance levels to date
- Not staying off school for 'headaches' or other minor ailments that are not acceptable, unless supported by medical evidence stating their need to stay off school for it.
- Regular reminders from tutors and subject teachers about the need for good attendance and punctuality.
- Reminding their parents that the school's Attendance Officer should be contacted by phone on their first day of absence from school and then on each day of their child's absence, to confirm that they are still unfit to return to school.
- Showing on their return to school after a period of absence, their tutor the note, medical documentation or entry in their personal planners that their parents have written explaining the absence.
- Working towards and accepting, incentive rewards for good and improved attendance or punctuality

7. Absence Procedures

- Parents are expected to ring the school on the first day of their child's absence and explain to the Attendance Officer why their child is absent and when he/she is likely to return to school.
- Parents are then expected to ring the school on each day of their child's absence to confirm that they are still unfit to return to school.
- The Attendance Officer will enter the appropriate absence code in the SIMS register.
- If the period of absence is extended beyond that first anticipated, then parents should provide medical or other documentary evidence to explain to the Attendance Officer why this is so.
- The Attendance Officer will then inform the Head of Learning.
- When the student returns to school, the parents must provide a note or written entry in their child's planner, explaining the reasons for absence.



8. The school attendance panel procedure

The school attendance panel procedure involves an initial attendance panel meeting with the student and their parents:

Appointments are made and parents are requested to attend. If the parents do not attend, the attendance panel will meet in their absence;

Parents are informed by the Head of Learning or member of staff leading the panel of the issues involved, the support on offer and the expectation that the attendance of the student involved must improve by a certain review date.

During the review period any absence must be supported by medical evidence for the attendance officer to authorise the period of absence.

If the review period is successful, no further action will be taken. If no improvement during the review period, then a referral will be made to the Participation team at the London Borough of Hillingdon for further action.

9. Exceptional Term Time Leave and Religious Observance

Exceptional leave may be requested by parents by completing and returning an exceptional leave form at least 10 school days before the leave is requested. Exceptional leave may only be granted by the principal. It will normally only be granted once in a student's compulsory period of schooling and for a maximum period of 5 school days and then only if the attendance for the academic year in which it is requested will not fall below 96% as a result of the leave. Before granting leave, consideration will also be given to any examination periods or other important calendared events that will be missed if the leave were to be granted. Exceptional leave requests will not be granted for holiday absence.

The local authority can issue penalty notices for any unauthorised 'exceptional leave' to each parent/carer concerned. Please note that it will be per parent per child. Payment within 21 days of receipt of notice is £60 and £120 if paid after this period, but within 28 days. If the penalty notice remains unpaid, each parent will receive a summons to Uxbridge magistrates court. The summons will be for the original offence of failing to ensure that your child attends school regularly. If unauthorised leave is repeated the local authority may summons each parent to court without a penalty notice being issued.

10. Punctuality to Lessons

Creating and encouraging the habit of good punctuality to both lessons and to school reduces disruption to learning and leads to higher levels of achievement. An added benefit for students is that it develops a habit that is one of the key requirements for employers when they recruit new staff.

Uxbridge High School promotes the proud values by ensuring that students transition to lessons in an efficient manner. Procedure is to provide parents, students and school staff with clear guidelines to support and promote both higher personal expectations and higher levels of achievement.



There will be a 'Zero Tolerance' approach to poor punctuality in most circumstances.

Students who are late on a daily basis will be required to sit a lunch time detention.

Students who are late twice in a week will be expected to sit an after school Head of Learning detention.

11. Expectations

Punctuality to School

- All students must be in school on time.

Year Group	Arrival	Entrance
7	8.15am	Gate 4
8	8.15am	Gate 4
9	8.25am	Gate 7
10	8.25am	Gate 1
11	8.20am	Gate 1
Sixth Form	8.20am	Gate 4

- Morning registration - Any student who arrives after the start of school will be marked as late.
- Afternoon Registration is the register taken for Lesson 5 at 1:40pm.
- Any student who arrives after 1:40pm will be marked as late.
- If a student arrives after their lesson starting time with a genuine reason, they must bring a note from home to confirm this.

2. Sanctions for lateness to school

- Years 7-11: A same day late lunch detention will be issued to any student who arrives to school late.
- They will receive a same day lunchtime detention in line with the amount of time they were late and if it was above ten minutes. This will be taken either from the register or from the attendance officer's log at the school gates. The detention will happen on the same day as the lateness occurred.
- Any student that has been late twice during the week will be automatically placed into the midweek whole school late detention.
- Failure to attend late detention will result in a Head of Learning detention or an SLT detention
- Persistent failure to attend late detentions may result in an internal exclusion

Late after registration closes

Students arriving to school more than 30 minutes after registration closes at 8:45 (e.g. arriving after 9.15am) will receive an unauthorised late mark, unless they can produce medical evidence (e.g. dental appointment card) that explains their lateness



Penalty notice proceedings for unauthorised lateness (code U)

If there are 10 incidents of late arrival in a term, after the registers have closed at 8.45am, the Head of Learning or the leadership team member with responsibility for attendance may make a referral to the local authority, which may attract a fine.

3. Monitoring the system

Tutors

- Monitor lateness to school of students in their tutor group.
- Use the spreadsheet shared by the HOL team to track students who have attendance concerns and those who are at risk of becoming PNAs.
- Use the scripts for success to engage parents in meaningful conversations about their child's attendance
- Report any barriers to attendance to the AHOL/HOL in the first instance

Class Teachers

- Keep accurate class attendance and punctuality registers.
- Monitor and tackle persistent lateness to their lessons.

Heads of Learning

- Monitor and support teachers/tutors are recording punctuality accurately within their Year Group.
- Monitor the punctuality to school and lessons of individual students causing concern.
- Complete actions as indicated via the attendance tracker.

Attendance Officer

- Produce data as required for the Punctuality Systems to operate efficiently
- Update the attendance tracker on a weekly basis
- Provide termly data for the line management lead.
- Inform the ASO of students with persistently poor punctuality to school.
- Report any recurring concerns about the marking of registers or the failure to carry out this policy by any member of staff to SLT for Attendance.

SLT for Attendance

- Review attendance data on a half termly basis.
- Recommend changes to the attendance policy as necessary.
- Update and monitor the attendance tracker.
- Direct HOLs as required in regard to attendance matters
- Attend parental meetings where required.

Intervention strategies for students with irregular attendance and truancy

- Where a student's attendance is a cause for concern, a range of intervention and support strategies will be put in place to help improve their attendance. Some examples below:
- Parents will be contacted on any day an identified student is absent, without explanation, using the automated attendance checking system;



- Letters will be sent by the school attendance support officer to highlight concerns to parents. These letters will emphasise the legal requirements of parents and identify the levels of intervention that will be put in place if improvements are not observed. This includes an outline of the school attendance panel procedure;
- Students causing concern will be reported by the school attendance support officer to the appropriate Head of Learning;
- The local authority will be informed at an early stage of students whose attendance is poor;
- Parents may receive an informal warning about the possible implementation of the school attendance panel procedure;
- In liaison with the local authority, the school attendance support officer will monitor patterns of unauthorised absence and, under direction from the Head of Learning or the leadership team member with responsibility for attendance, will act upon it with parents; If a problem persists with an individual student, the school attendance panel procedure may be implemented;
- The Head of Learning or the leadership team member with responsibility for attendance will work with the local authority, police and other community groups to support truancy initiatives such as the Hillingdon truancy watch scheme;
- Students with persistent or very poor attendance will be supported further by the pastoral team in line with the needs of each student.

Last Reviewed: October 2023

Next Review date: July 2024



APPENDIX 1 Absence and attendance codes

Present at school

Students must not be marked present if they were not in school during registration. If a student were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival before the register has closed

Code B: Off-site educational activity

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Students can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded. Attendance codes for when students are present at approved off-site educational activity are as follows:

Code D: Dual registered - at another educational establishment

This code is not counted as a possible attendance in the school census. The law allows for dual registration of students at more than one school. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

Code J: At an interview with prospective employers, or another educational establishment

This code is used to record time spent in interviews with prospective employers or another educational establishment. Uxbridge High School will be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code is used to record the sessions when a student is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code is used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for students in the final two years of compulsory education. Uxbridge High School will ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual students. Any absence will be recorded using the relevant code.

Authorised absence from school

Authorised absence means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence. Absence codes when students are not present in school are as follows:



Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. The leadership team member will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a student to continue their education whilst they are excluded, but still on the admission register, they will be marked absent in the attendance register using Code E. Alternative provision will be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they will be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

The principal will not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the principal must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case, which warrant the leave. Where a leave of absence is granted, the principal will determine the number of days a student can be away from school. A leave of absence is granted entirely at the principal's discretion (see Page 4). A maximum of 5 days only can be granted.

Code I: Illness (not medical or dental appointments)

Uxbridge High School will advise parents to notify them on the first day the child is unable to attend due to illness. Uxbridge High School will authorise absences due to illness, unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, Uxbridge High School will request parents to provide medical evidence to support illness. Where medical evidence has been requested from a parent, this must be provided within 5 school days and failure to provide this information within this time limit will result in the child's absence being unauthorised, which may lead to a fine or legal action. Where illness occurs immediately before or after a school break, medical evidence must be provided within 5 days of the return to school. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc., rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Uxbridge High School will, however, encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Uxbridge High School will treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, Uxbridge High School will seek advice from the parents' religious body about whether it has set the day apart for religious observance. A maximum of 3 days in one academic year may be authorised.

Code S: Study leave

Uxbridge High School will record study leave as authorised absence. Study leave will be used sparingly and only granted to Year 11 students during public examinations. Provision will still be made available for those students who want to continue to come into school to revise.



Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code will be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school, but it is not known whether the student is attending educational provision. It will not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child will attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised absence from school

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code N: Reason for absence not yet provided

Uxbridge High School will follow up all unexplained and unexpected absences in a timely manner. Every effort will be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register will be amended. This code will not be left on a student's attendance record indefinitely; if a reason for absence is not provided after a reasonable amount of time, the code N will be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they will record it as unauthorised.

Code U: Arrived in school after registration closed

Uxbridge High School will actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative codes

The following codes are not counted as a possible attendance in the school census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a student is unable to attend because:

- the school site, or part of it, is closed due to an unavoidable cause; or
- the transport provided by the school or a local authority is not available and where the student's home is not within walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.

This code can also be used where a student is unable to attend because:

- the student is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the student is attending educational activities, then they



can record those sessions as code B (present at approved educational activity). This code is collected in the school census for statistical purposes.

Code Z: Student not on admission register

This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put students on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

Code #: Planned whole or partial school closure

This code will be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

This code can also be used when schools and local authorities agree to set different term dates for different year groups – e.g. for ‘staggered starts’ or ‘induction days’. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those students not attending on that day are still offered a full education over the school year.