



North London Grammar School

Attendance Policy

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Reviewed by	Mrs. Dhrona, Deputy Head
Approved by	Mr. Adak, Headteacher
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1. Introduction

North London Grammar School is committed to promoting good attendance and punctuality. The School recognises that central to raising standards in education and to ensure uninterrupted progress, pupils need to attend school regularly. Being absent can have a serious effect on a child's academic and social progress and development on their welfare. Missing out on lessons leaves children vulnerable to falling behind.

2. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Effectively monitoring school attendance
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

3. Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Under the legislation parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.



Holidays during term time are normally refused unless there are exceptional circumstances which will be considered by the Director of Pastoral/Head on a case-by-case basis. Whilst the Director of Pastoral/Head will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

4. Statutory Framework

The legal framework governing school attendance is summarised in School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2016), published by the Department for Education (DfE).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1039223/School_attendance_guidance_for_2021_to_2022_academic_year.pdf

Advice to parents from the Government

<https://www.gov.uk/school-attendance-absence>

The Foundation follow guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Barnet Local Education Authority (LEA), regarding school attendance.

<https://www.barnet.gov.uk/schools-and-education/school-attendance>

5. School Procedures

5.1. Attendance Register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register is taken at the start of the first session of each school day and once during the second session. On each occasion it must be recorded whether every pupil is :

- Present
- Attending an approved off-site Educational Activity
- Absent
- Unable to attend due to exceptional circumstances

The school will follow up any absences to ascertain the reason. Ensure the proper safeguarding action is taken. Identify whether the absence is approved or not; and identify the correct code to use.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment



Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:10 am on each school day.

The register for the first session in the Secondary School will be taken at 8:20am and will be kept open until 8:49am. The register for the second session will be taken at 14:00 and will be kept open until. 14:10.

The register for the first session in the Secondary School will be taken at 8:40am and will be kept open until 8:50am. The register for the second session will be taken at 13:20 during P5.

The National codes will be used to record and monitor attendance and absence as shown below:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site	Present
C	Other Authorised Circumstances	Authorised absence
D	Attending other establishment	Present
E	Excluded but no alternative provision made	Authorised absence
F	Extended family holiday	Agreed
G	Family Holiday (NOT agreed)	Unauthorised absence
H	Family Holiday	Authorised absence
I	Illness (not medical/dental appointments)	Authorised absence
J	Interview	Present
L	Late (before registers closed)	Present
M	Medical or dental appointments	Authorised absence
N	Reason for absence not yet provided	Unauthorised absence
O	Unauthorised absence	Unauthorised absence
P	Approved sporting activity	Present
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Attending music lessons	Authorised absence
U	Late after registration closed	Unauthorised absence
V	Educational visit or trip (including residential)	Present
W	Work experience	Authorised
X	not attending in circumstances relating to coronavirus (COVID-19)	Authorised



Y	Enforced closure	Administrative code
Z	Pupil not on roll	Administrative code
#	School closed to all pupils	Administrative code



Not attending in circumstances relating to coronavirus (COVID-19)

For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'

This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care¹² or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

6. North London Grammar School Expectations

Good attendance and punctuality is essential to ensure that pupils make good academic progress and feel part of school life. Full attendance on every school day is expected. Registration is required by law at the beginning of each morning session and during the afternoon session. The process of registration is combined with Pastoral Form Time, which allows form tutors to spend time with their pupils, and is hence a useful slot for pastoral work, admin and to follow a structured form time schedule. Which encourage a positive start to the day.

6.1. School Expectations for Attendance

Pupils are expected to be punctual and attend school every day school is in session (as long as they are fit and healthy enough to do so.)

Pupils should:

- Attend all lessons every day and all relevant activities when at school
- Be punctual and arrive at lessons on time particularly those which come after a break/lunch
- Be organised with the right equipment and ready to learn
- In the case of sickness pupils should inform their parents/carers who will in turn be expected to contact the school. (If pupils decide to call the school themselves, the absence will not be authorised)
- Pupils are expected to follow the protocols in place for late arrival and can expect sanctions in line with the school's behavioural policy (lateness matrix).
- Pupils may be asked to bring in proof of illness, sickness, or other causes of absence

6.2. What is expected of parents/carers

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. **Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law.**



Parents should:

- Ensure their child attends school daily and on time
- Telephone the school or email the school office by 9 am on the first day of any absence to provide an explanation for the absence
- Parents can report absences by:
 - Σ Leaving a message on the Student Absence Line on 0208 205 0052 option 1
 - Σ Online Absence Report Form - <https://northlondongrammar.com/contact-us-here/report-a-student-absence/>
 - Σ Conversation with the Reception on 0208 205 0052 extension 1001
- Keep the school fully informed on all matters that might affect their child's attendance
- Where the school is unable to make contact by phone a letter will be sent home
- Provide proof of medical appointments or illness (e.g. prescription or appointment card) or a letter confirming the reason for absence when the school requests proof of absence
- Make doctor and dental appointments for their children outside school hours wherever possible
- Plan family holidays outside of term time
- Make a formal application in writing with sufficient notice and evidence to The Director of Pastoral Care/Head for any term time leave of absence prior to proposed dates
- There is an expectation for parents to work with the school to resolve any attendance issues
- Attend a meeting at the school to find ways of improving attendance if attendance becomes a problem
- Work co-operatively with the local authority/ outside agencies, should the school deem it necessary to support/ resolve high levels of absence

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

6.3. Parents of International Boarders

Parents of international boarders must make sure that holidays are not extended either side of the school holidays.

Parents are therefore urged to book flights well ahead of the holidays so that they do not encounter problems with limited availability of flights.



Parents should be mindful of any quarantine requirements in place

7. North London grammar Schools Procedures for Low Attendance

On occasions when lengthy absence is known and understood the school will support families to ensure a continuity of education.

In addition to regular monitoring, attendance statistics are formally checked by The Director of Pastoral Care and, while the particular circumstances of individual pupils and families will always be taken into account, parents and carers can expect the following series of actions to take place:

Procedures for Poor Attendance

	Stage 1
	Pupils with attendance between 97% to 90% for the academic term
Action By Form Teacher	Letter sent home via email from Form Tutor, to advise that the pupil's attendance is becoming a cause for concern and inviting parents to discuss details of targets and expectations. Continue to monitor attendance and share with Head of Year. Shared with Head of Year/Head of Key stage and Director of Pastoral.
Support	Discussion of pupil's circumstances and a logged agreement to improve attendance.



	Stage 2
	Pupils with attendance of 89% to 76% for the academic term
Action By Head of Year/ Head of Keystage	Letter sent home via email from Head of Year/Head of Keystage to advise that the pupil's attendance is becoming a cause for concern and obtaining evidence for absence. inviting parents to a meeting to discuss positive strategies to improve attendance. Head of Year/Head of Keystage to continue to monitor attendance and report to Director of Pastoral
Support	Discussion of pupil's circumstances and a logged agreement to improve attendance. Referral to mentoring after discussion with Director of Pastoral.





	Stage 3
	Pupils with attendance below 75% to 70% for the academic term
Action By Head of Keystage	<p>Second letter sent home via email from Head of Year/Head of Keystage to invite parents to discuss students continued poor attendance, obtaining further evidence of absence, and taking next steps in consultation with Director of Pastoral.</p> <p>Head of Year/Head of Keystage to monitor attendance.</p> <p>Shared with Director of Pastoral. Actions agreed documented.</p>
Support	<p>Monitoring and attendance targets put in place. Additional support applied as necessary.</p> <p>Referral to agency</p>



	Stage 4
	Pupils with attendance below 69% for the academic term
Action By Director of Pastoral	<p>Letter sent home via email from Director of Pastoral to advise them of a formal review with SLT.</p> <p>Meeting with parents/carers to discuss family's circumstances including possible amendments to the curriculum program. Advice from any agencies involved.</p> <p>Review of students place at the school in accordance to the School's Terms and Conditions. Consideration of repeating the academic year.</p> <p>Agreement of a high-priority attendance improvement plan.</p>
Support	<p>Agreement of a high-priority attendance improvement plan to include pastoral support/counselling/GP, agency.</p>



Where a pupil has been through Stages 1 & 2 then improved their attendance only for it to decline again, it is at the discretion of the Senior Leadership Team to decide which stage of the process the pupil should be placed upon, involving pupil and parents accordingly.

Outside agencies, such as the local authority, a GP or a Counsellor may be contacted at any stage in order to support the pupil.

Pupils with a poor punctuality record can expect to receive appropriate sanctions, in accordance with the School's Behaviour Policy.(Lateness Matrix)

8. Children at Risk of Missing Education

The School will report to the Local Authority if it has a serious concern over a child's attendance or the child has been absent without the school's permission for a continuous period of 10 days or more.

Also, the school will, after making appropriate checks, report all Children Missing from Education after a period of 10 consecutive days to the Local Authority, Education Welfare Service. This Service has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

This is in line with North London Grammar Schools Policy to **Safeguard and Promote the Welfare of Children who are Pupils North London Grammar School** which can be found on the policies page of the School website

9. Tier 4 Sponsored Pupil's Attendance

The School will monitor the attendance of any pupil who is attending the School under a North London Grammar sponsored CAS in line with the provisions of this Policy. The School will notify the Home Office if the attendance rate of any such pupil falls below 90%. A meeting with parents/carers, and a formal review with the Head, which will include a review of the pupil's place in the School in accordance with the School's Terms and Conditions.



The School will report the absence of a pupil who is attending the School under a North London Grammar sponsored CAS in accordance with the requirement of UKVI which means that the School will notify the Home Office if any such pupils has 10 consecutive days of unauthorised absences.

10. Lateness and Punctuality

Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. Every opportunity will be used for staff to convey to pupils and their parents or carers the importance of punctuality and attendance. For our pupils to take full advantage of the educational opportunities offered it is vital every child is at school, on time, every day the school is open and for individual lessons unless the reason for the lateness is unavoidable. The habits young people develop around punctuality across North London Grammar School are the same as the expectations of any higher education or future employer in the world of work. Good punctuality is essential to maximise learning and develop positive behaviours that are transferable to higher education or in the workplace.

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Sanctions for punctuality can be seen on the Lateness Matrix (appendix 1).

11. Following Up Absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

12. Reporting to Parents

Parent can access the full student profile with attendance, behaviour and academic reports on isams. The online system is a live system so records are accurate and current to the date and time of access.

The school reports on 5 occurrences of the reporting cycle which also includes attendance figures.

13. Authorised Absence

13.1. Granting Approval For Term-Time Absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.



Exceptional circumstances include sickness, hospital appointments that require emergency treatment during school hours.

One day religious leave may also be granted, provided that it is featured on the Interfaith Calendar. However, advance notice is required to the school by completion of the Request for Student Leave of absence During Term Time Form (appendix 2).

Parents are asked to limit their children's absences to cases of real illness to minimise learning time.

Medical appointments should be arranged outside of the school day, where possible. Where this is not possible, we would expect students to miss only a small part of the day as possible.

Where a student is absent immediately before or after school holiday medical evidence is required to authorise the absence.

14. Unauthorised Absence

Any absence requested for an unacceptable reason will be coded as unauthorised. This includes and is not exhaustive:

- Attending an appointment that could be arranged at another time
- Taking a holiday during term time
- Visiting relatives or staying at home because a parent, carer or sibling is unwell
- Shopping
- To celebrate birthdays
- General trips
- Graduation of siblings

Family Holidays

Parents do not have the right to take their child out of school for a holiday. Family holidays taken during term time will not be authorised. Parents who need to take their child out of school during term time, due to exceptional circumstances, are required to apply in advance for permission from the school. The request will need to be submitted in writing in advance at least 10 days in advance for consideration by the Director of Pastoral and Headteacher.

The Request for Student Leave of absence During Term Time Form (appendix 2). must be completed and submitted to the school reception.

- The circumstances will be considered and parents/carers will receive a written response within 5 school days of receipt of the request.



In considering whether to grant a term-time leave, the school will consider:

- The circumstances involved
- The time and length of the proposed leave
- The student's record of attendance
- Any previous requests for leave of absence
- If it is close to examinations or tests

Extenuating family circumstance

We acknowledge that there may be special circumstances where a parent feels that their child needs to be taken out of school. In these circumstances, parents should write to the Headteacher requesting absence clearly stating the reasons for the proposed absence (Appendix 2). The circumstances will be considered and parents will receive a written response within 5 school days of receipt of the request.

Family bereavements

The school recognises that the death of a family member can be a particularly traumatic event and the school has the discretion to authorise such absences, however evidence will need to be provided.

Pupils Moving to a New Address and or School

Pupils Moving to a New Address and or School where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address. Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

15. Preservation and Amendments to the Attendance register

Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made. Every amendment made to the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

16. Strategies For Promoting Attendance

At North London Grammar School, we celebrate 100% attendance with a recognition certificate and praise at the end of each term at the awards assembly. Students with 100% attendance for the whole academic year have the chance to win a Prize... We also celebrate attendance by



promoting it in our newsletters, school websites, welcome evenings, parents' evenings, home visits etc.

We support parents to maintain attendance by monitoring attendance on isams, make use of the strong Pastoral System to establish reasons of absences and the next steps to resolve them and initiate action plans where needed to support the pupil and parent.

17. Attendance Monitoring

The reception team/attendance officer sends a weekly report highlighting low attendance to Deputy Head and Head of Year & Keystage. The Head of Year/Keystage will flag these concerns to the Deputy Head.

- Heads of Year/Keystage will analyse attendance and absence data weekly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Parents are expected to call the school in the morning if their child is going to be absent due to ill health

Parents are expected to call the school each day a child is ill, this should be via the school online student absence form, telephone recording system or direct to a member of staff at the reception via phone.

If a pupil's absence is not reported by the parent/carer a message will be sent to parents/carers from the reception team requesting the reason.

On the second day the reception team will call home to obtain a reason.

If after contacting parents we are not satisfied with the response and the pupil's absence continues to rise, we will consider involving an education welfare officer.

A student is classified as a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for whatever reason. An individual is deemed to be a PA if their absence is less than 90% regardless of whether the absences have been authorised. Absence at this level is doing considerable damage to any student's educational attainment and we need parents' full support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this .

PA pupils are tracked and monitored carefully through our stages in this document with the Pastoral Systems. Referral to the local authority will be made where necessary.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence



data is published alongside the national statistics.

We compare our attendance data to the national average, and share this with governors.

We use isams which is our school information system where staff, students and parents have access on an app and online portal with certain permissions. Our Head of Year/Head of Keystage



may request meetings or may conduct home visits to establish reasons and support for consistent absences. A formal action plan will be agreed upon with the parents, pupil and school. This action plan will be used as evidence to the Local Authority where needed to share support provisions and also identify any further steps to be taken in accordance with the Local Authority persistent absences parameters.

18. Roles and Responsibilities

18.1. The Governing Board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

18.2. The Headteacher & Senior Deputy Head

The headteacher/Senior deputy Head is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

Issuing fixed-penalty notices, where necessary

18.3. Deputy Headteacher

The deputy headteacher is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

18.4. The attendance officer

The school attendance officer is responsible for:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement



- Providing regular attendance reports to school staff and reporting concerns about attendance to the Deputy Head and Headteacher

18.5. Head of Keystage/ Head of Year

- Regularly liaises with Form Tutors and Heads of Year/Heads of Keystage on attendance related matters.
- Analyse attendance and absence data weekly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Send a stage 2 letter for absences between 89% to 76%
- Send a stage 3 letter for absences between 75% to 70%
- Obtaining evidence for absence.
- Inviting parents to a meeting to discuss positive strategies to improve attendance
- Examines the curriculum in order to develop ways of improving the quality of the classroom experience;
- Develops sensitive and effective departmental re-entry strategies which welcome children back from a period of absence and offers support in the organisation of missed work;
- Takes a key role in co-ordinating and monitoring all aspects of attendance related matters;
- Ensures that registers are properly maintained and that absences are appropriately followed up;
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
 - Monitors and supervises the work of Form Tutors in promoting attendance;
 - Effectively liaises with senior staff on attendance related matters;
 - Ensures that up-to-date attendance data is regularly available;
 - When necessary, communicates with and meets parents of children experiencing attendance difficulties;
 - Discusses attendance concerns with the Deputy Head in fortnightly meetings



18.7. Form Tutors

- Take the AM register between 8.20am and 8.50am. Reception staff will follow up attendance between these times till 9.30am
- Take the PM register between 2:00pm and 2:10pm. Reception staff will follow up attendance between these times till 2:30pm.
- Responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.
- Promotes habits of regular attendance and punctuality both with individuals and with the form group;
- Accurately completes electronic registers and responds to parental notes and unexplained absences by updating absence codes;
- Is alert to absence being condoned for illegitimate reasons;
 - Is alert to emerging patterns of absence and lateness;
- Contact the tutee on the 3rd day of absence for a well-being call
- Is aware of and consistent in applying school systems for monitoring and promoting attendance.
- Requests the support/intervention of the Year Head when appropriate.

18.8. Subject Teacher

- Keeps an accurate electronic register of attendance for each lesson
- Updates the electronic register with students who are late to lessons and deals with lateness to lessons consistently and promptly referring to the behaviour ladder
- Recognises that difficulties with learning can be an important factor in poor attendance;

- Explores methods of making specific provision for children who are frequent or long-term absentees;
- Welcomes and values the presence of all children in their lessons.

18.9. Reception Staff

Reception staff is expected to take calls from parents about absence and record it on the school system.

Reception staff to send weekly attendance report to SLT highlighting the stage of concern and liaising with Director of Pastoral.

19. Monitoring Arrangements

This policy will be reviewed on an annual basis by the Headteacher. At every review, the policy will be shared with the governing board.

20. Links With Other Policies

- Behaviour
- Curriculum

Appendix 1

Number of Lates	NLGS LATENESS MATRIX			
	Sanction	Form of Communication Action	Responsible Person	Possible intervention with pupil
1 & 2	Verbal warning and message sent home	SMS – Text to parent/guardian by Admin Form Tutor to enter on iSAMS - C1	Admin & Form Tutor	Discussion with form tutor
3	Stage 1 detention: 20 minute lunch detention	SMS – Text to parent/guardian by Admin Form Tutor to enter on iSAMS - C2	Admin & Form Tutor	Discussion with form tutor Referral to mentoring
4	Stage 2 detention: 40 minutes afterschool with HOY/HOK	SMS – Text to parent/guardian by Admin HOY/HOK to enter on iSAMS - C3	Admin & Form Tutor HOY/HOK	Discussion with HOY/ HOK Mentor intervention Parental Meeting with Form Tutor
5	Stage 3 detention: 1 hour afterschool with Deputy Head	SMS – Text to parent/guardian by Admin HOY/HOK to enter on iSAMS – C4	Admin & Form Tutor HOY/HOK	Mentor intervention Parental Meeting with Head of Year/ Head of Key Stage
6		SMS – Text to parent/guardian by Admin HOY/HOK to enter on iSAMS – C5	Admin & Form Tutor HOY/HOK	Mentor intervention

	Stage 4 detention: 2 hours with Senior Deputy Head Yellow report at discretion of SLT			Targets set for report by HOY/HOK Parental Meeting with Head of Year/ Head of Key Stage
7&8 	Red Report	SMS – Text to parent/guardian by Admin HOY/HOK to enter on iSAMS ➡ C6	Admin & Form Tutor HOY/HOK SLT	Tutor and Mentor Intervention Targets set for report by HOY/HOK Parental Meeting with SLT
9&10 	1-5 days exclusion followed by Red Report	SMS – Text to parent/guardian by Admin SLT to enter on iSAMS ➡ C7	Admin & Form Tutor HOY/HOK SLT	Tutor and Mentor Intervention Targets set for report by HOY/HOK Parental Meeting with Headteacher



Appendix 2

Request for Student leave of Absence in Term Time
To be submitted at least five school days before the requested date of absence

Notes for Parents and carers completing the form:

- The request must be completed for any absence from North London Grammar School other than medical appointments.
- Please refer to the schools attendance policy on the schools website for guidance.
- For known medical appointments, an appointment letter or card together with a note from parents/carers stating what time the student is leaving is required.
- Any absence which is taken without the completion of this form will be treated as unauthorised.
- North London Grammar School will not authorise any holidays applied for during term time. All such absences will be treated as unauthorised and a fixed penalty issued.
- Parents should be mindful of not booking holidays either side of the School holidays
- This form should be completed along with evidence to support your application e.g. Medical evidence, Legal appointments, Death certificate, Invitation of Celebration, flight tickets and handed to the reception who will notify you of the decision for your request within 5 working days.

Section 1 –to be completed by Parent/Carer

Name of Student (PRINT)		
Year group:	Tutor Group/Class :	
Date of absence	From:	To:
Time(s) of absence	From:	To:
Reason for absence:		
(Attach letter if necessary)		
Parent/Carer Signature:		
Date :		
Section 2 – to be completed by North London Grammar School		
Attendance for current academic year :	Previous Year :	
Absence approved/Not approved		
Comments		
Head Teacher/Senior Leadership Team		
signature		
Date:		
Parent/Carer notified of decision (date		
and by whom)		