



North London Grammar School

Attendance Policy (incl EYFS)

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Reviewed by	Mrs. Dhrona, Deputy Head
Approved by	Mr. Adak, Headteacher
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Table of Contents

1.	Introduction.....	3
2.	Aims	3
3.	Legislation and Guidance.....	3
4.	Request for Holidays	4
5.	School Procedures.	4
6.	North London Grammar School Expectations.....	6
7.	North London grammar Schools Procedures for Low Attendance	8
8.	Children at Risk of Missing Education	10
9.	Tier 4 Sponsored Pupil's Attendance.....	10
10.	Lateness and Punctuality.....	10
11.	Following Up Absence	11
12.	Reporting to Parents	11
13.	Authorised Absence	12
14.	Unauthorised Absence	12
15.	Preservation and Amendments to the Attendance register.....	15
16.	Strategies For Promoting Attendance	15
17.	Attendance Monitoring.....	16
18.	Roles and Responsibilities	18
19.	Monitoring Arrangements.....	22
20.	Links With Other Policies.....	22
21.	Appendix 1 Lateness Matrix.....	22
22.	Appendix 2 Request for student leave of absence form.....	24

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. Our expectation is that student attendance is 97% and above.

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 is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#); the [Early years foundation stage \(EYFS\) statutory framework for group and school-based providers](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- 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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/uksi/2006/1751/contents> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Early years foundation stage \(EYFS\) Statutory framework 2025](#)



4. Request for Holidays

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

5. School Procedures For Recording

5.1. Attendance Register

We will keep an electronic attendance register, and place all pupils onto this register

The attendance register is taken at the start of each school day during form time and once during form time in the second session. We will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:20am and ends at 4pm for the Senior School.

Senior pupils must arrive in school by 8:15am on each school day.



The register for the first session in the Senior 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 school day starts at 8:40am and ends at 3:20pm for the Junior School.

Junior pupils must arrive in school by 8:35am on each school day.

The register for the first session in the Junior 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
L	Late (before registers closed)	Present
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Educational visit or trip (including residential)	Present
P	Approved sporting activity	Present
W	Work experience	Authorised absence
B	Attending any other approved educational activity	Present
D	Dual Register (attending other establishment)	Present
Absent – leave of absence		
C	Other Exceptional Circumstances	<i>Pupil has been granted a leave of absence due to exceptional circumstances</i>
C1	Participating in a regulated performance or undertaking regulated employment abroad	<i>Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school</i>
M	Medical or dental appointments	Authorised absence
J1	Interview - prospective employer/educational establishment	Present
S	Study leave	Authorised absence
X	Not required to be in school	Authorised absence
C2	Part-time timetable	<i>Pupil is not in school due to having a part-time timetable</i>
Absent – other authorised reasons		
I	Illness (not medical/dental appointments)	Authorised absence
R	Religious observance	Authorised absence
E	Suspended or excluded	Authorised absence
T	Parent travelling for occupational purposes 2("mobile	Authorised absence



	Child)	
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Authorised absence
Y2	Widespread disruption to travel	Authorised absence
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
N	Reason for absence not yet provided	Unauthorised absence
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
U	Arrived in school after registration closed	Unauthorised absence
Administrative codes		
Z	Prospective student not on admission register	Pupil has not joined school yet but has been registered
#	Whole school planned closure	Whole-school closures that are known and planned in advance, including school holidays

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. It is a useful slot for pastoral work, admin and to follow a structured form time schedule. Which encourages a positive start to the day.

6.1. School Expectations for Attendance

Pupils are expected to be punctual and attend school every day that 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 at all times, 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 authorized and the school will contact the parents)
- 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 and each subsequent day of absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school
- Seek support, where necessary, for maintaining good attendance, by contacting Mr Hammond, Deputy Head & Director of Pastoral (DSL) who can be contacted via email on c.hammond@northlondongrammar.com or contacting the school office
- Parents can report absences by:
 - Leaving a message on the Student Absence Line on 0208 205 0052 option 1
 - Online Absence Report Form - <https://northlondongrammar.com/contact-us-here/report-a-student-absence/>
 - 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.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness

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. This could jeopardise their child place at the school.

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

6.4. Pupils

Pupils are expected to:

- EYFS – Attend school every day, on time
- Junior students - Attend school every day, on time
- Senior school - Attend every timetabled session, on time
- UFP (parents) - Call the school to report their absence before 9am on the day of the absence and each subsequent day of absence

6.5 Early years foundation stage (EYFS)

From September 2025, The Department of Education, in line with the Early Years Foundation Stage (EYFS) Framework, require an Attendance Policy to be shared with parents and/or carers, which must include expectations for reporting child absences and the actions providers will take if a child is absent without notification or for a prolonged period of time.

Rationale



At NLGS, it is important that our records of children's attendance are accurately kept and regularly monitored to make sure that we identify any potential problems and look for patterns. All staff are alert to signs that children who are missing from nursery might be at risk of abuse or neglect. We are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns. The aim of the policy is to keep all concerned (child and parents) safe. The policy also encourages attendance so that children can maximise their learning experience in order to reach their full potential.

Procedures

- Children's attendance is recorded and monitored by daily registers (iSams)
- Parents must inform NLGS by phone or email if their child will not be attending for any reason by 08:00 am that morning and by 08:00 any subsequent days.
- If we have no explanation of absence, we will endeavour to contact you at 09:00.
- If no contact is made with parents within 48hrs, an email will be sent to both parents and Emergency Contacts will be contacted.
- Failure to make contact with you within 48 hours by phone or email may result in NLGS contacting Barnet Safeguarding Children Partnership (this is in accordance with the Children's Act 2004).

Responsibility, management, and coordination

- Staff raise any concerns with the Manager/DSL (Designated Safeguarding Lead) who take appropriate action when an absence is a concern and contact the parents/carers to discuss attendance issues.
- The Manager/DSL has overall responsibility for the implementation of this policy.

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 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	Letter sent home via email from Head of Year 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 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 Year	Second letter sent home via email from Head of Year to invite parents to discuss students continued poor attendance, obtaining further evidence of absence, and taking next steps in consultation with Director of Pastoral. Head of Year to monitor attendance. Shared with Director of Pastoral. Actions agreed documented.
Support	Monitoring and attendance targets put in place. Additional support applied as necessary. Referral to agency



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



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.

11.1 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may ask other pupils if they know anything about the pupil. If deemed necessary the school will contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with. The Headteacher will refer to the school contract and give the family notice that the pupil can no longer attend North London Grammar School.

12. Reporting to Parents

Parent can access the full student profile with attendance, behaviour and academic reports on imams. 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

The Headteacher will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
 - 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).
 - If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
 - Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
 - Attending another school at which the pupil is also registered (dual registration)
 - Attending provision arranged by the local authority
 - Attending work experience
 - If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

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.

Mental Health

School staff are not expected to diagnose mental health conditions or perform mental health interventions, but they are expected to work to ensure regular attendance for every child, as per the Working together to improve school attendance.

At North London Grammar School we thrive to ensure that the school is a calm, safe, and supportive environment where all pupils want to be and are keen and ready to learn, which is the foundation of securing good attendance.

School staff will recognise that there can be attendance challenges where a child has a social, emotional or mental health issue, particularly a severe issue for which the child is receiving clinical treatment

Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, exams or variable moods. It is important to note that these pupils are still expected to attend school regularly.

The Director of Pastoral and Head of Year will work quickly to communicate this expectation to parents/carers, and work together with them to ensure that such circumstances do not act as a barrier to regular attendance. Any associated anxiety about attending will be mitigated as much as possible by creating a plan to implement reasonable adjustments to alleviate specific barriers to attendance. These adjustments should be agreed by and regularly reviewed with all parties, including parents/carers. As mentioned above, in this guidance any actions taken to support attendance are referred to as “reasonable adjustments”.

As part of any plan to support the child to attend well, we will facilitate relevant pastoral support. This is done with the clear aim of improving attendance as much as possible while supporting the underlying mental health issue.

This will involve having sensitive conversations with pupils and with parents/carers as swiftly as possible after having been made aware of the issue, and making reasonable adjustments in order to overcome specific barriers to attendance.

Reasonable Adjustments could include:

- A trusted adult periodically checking how the pupil is feeling
- Enabling the pupil to access a quiet space at break times



- Access to additional educational support and tutoring
- Pastoral support at school
- One to one personalized mentoring service
- Cross agency support
- Exit pass from lessons to allow the pupil some time in the student services room if they are feeling anxious or need some time out
- A bespoke approach to break down the barriers to attendance
- Smaller examination/test rooms

Building Confidence

- Access to a range of extra-curricular clubs
- Pupils can be offered a “meet and greet” at the school gate to support transition back into school after period of absence.
- Pupils are made aware that they can speak with anyone they have confidence in, and staff know that, where they need help, they should contact a member of the trained mental health team.
- Pupils can be paired up with buddies/peer mentors from upper years who have received specific training to support,
- Pupils are encouraged to take part in after-school clubs, to help to build confidence about attending.
- Pupils can be offered 1-1 coach support to “catch-up” on core content in their subjects.
- Pupils are offered 1-1 or group sessions with student services, which include yoga and breathing techniques which help them to escape from the pressures of school life and help the pupil with any feelings of anxiousness they are experiencing

14.1 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Notices to improve

A notice to improve will be issued to parents to give them a final chance to engage with the support and attendance targets that the school has set. These will include:

- Details of the pupil’s attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn’t improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period



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:

- Offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, pupils and families.
- Make sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expect good attendance and punctuality from all members of the school community and make sure that pupils understand its importance.
- Convey clear messages about how absence affects attainment, wellbeing and wider outcomes. Empower staff to take responsibility for attendance
- Recognise attendance as an important area of school improvement.
- Director of Pastoral and Heads of Year clearly assigned responsibilities which are identified within the attendance policy
- Staff receive professional development and support to deploy attendance systems effectively
- Governors have an accurate view of school attendance and engage in escalation procedures where appropriate
- Liaise with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable
- Communicate openly and honestly with staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.

16.1 Celebrating Attendance

- 100% attendance pupils receive a recognition certificate, and an item of school merchandise together with 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 imams, 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 data manager prepares a weekly report highlighting low attendance and sends it to the Director of Pastoral and Heads of Year.
- Heads of Year 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
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Parents are expected to call the school in the morning by 9am 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.
- The reception team will call home each consecutive day of absence and obtain an update.
- If after contacting parents we are not satisfied with the response and the pupil's absence continues to rise, we will consider involving external agencies including the police.

17.1 Using Data to improve attendance

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 17.2 below)
- Provide regular attendance reports to form teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs coordinators, heads of year and designated safeguarding leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies



- Share information and work collaboratively with other agencies where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

17.2 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 20% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary
- Use imams which is our school information system where staff, students and parents have attendance access on an app and online portal
- Heads of Year 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 where needed to share support provisions and also identify any further steps to be taken.

18. Roles and Responsibilities

18.1. The Governing Board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents



- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

18.2. The Headteacher

The headteacher is responsible for:

- The 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
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers



- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

18.3. Deputy Headteacher/ Director of Pastoral

The deputy headteacher/ Director of Pastoral is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mr Hammond and can be contacted via email at c.hammond@northlondongrammar.com or by calling 0208 205 0052.

18.4. Head of Year

- Regularly liaises with Form Tutors and **Director of Pastoral/Deputy Head** 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
- › Set attendance targets
- › Examines the curriculum in order to develop ways of improving the quality of the classroom experience
- › Develop 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;
- › Take a key role in co-ordinating and monitoring all aspects of attendance related matters
- › Ensure that registers are properly maintained and that absences are appropriately followed up
- › Identify whether there are particular groups of children whose absences may be a cause for concern
- › Monitor and supervises the work of Form Tutors in promoting attendance
- › Effectively liaises with **Director of Pastoral** on attendance related matters
- › Communicate with and meets parents of children experiencing attendance difficulties

18.5. 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
- › Is alert to absence being condoned for illegitimate reasons
- › Is alert to emerging patterns of absence and lateness
- › Contact their 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.



18.6. 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

18.7. The Data Manager

- › Provides regular attendance reports to Deputy Head and Heads of Year

18.8. The Receptionist

The school reception is responsible for:

- › Taking calls from parents/carers about absence on a day-to-day basis and record it on the school system
- › Logs any attendance concerns/patterns on CPOMS
- › Accurately completes electronic registers and responds to parental notes and unexplained absences by updating absence codes;

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
- › Safeguarding

Appendix 1



Number of Lates	<u>NLGS LATENESS MATRIX</u>			
	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	SMS – Text to parent/guardian by Admin HOY to enter on iSAMS - C3	Admin & Form Tutor HOY	Discussion with HOY 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 to enter on iSAMS – C4	Admin & Form Tutor HOY	Mentor intervention Parental Meeting with Head of Year
6	Stage 4 detention: 2 hours with Senior Deputy Head Yellow report at discretion of SLT	SMS – Text to parent/guardian by Admin HOY to enter on iSAMS – C5	Admin & Form Tutor HOY	Mentor intervention Targets set for report by HOY Parental Meeting with Head of Year
7&8	Red Report	SMS – Text to parent/guardian by Admin HOY to enter on iSAMS – C6	Admin & Form Tutor HOY SLT	Tutor and Mentor Intervention Targets set for report by HOY 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 SLT	Tutor and Mentor Intervention Targets set for report by HOY Parental Meeting with Headteacher
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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)		



Tutor group:	:	
Date of absence	From	To:
Reason for request of leave:		
(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	YES	NO
Comments		
Head Teacher/Senior Leadership Team Signature: Date:		
Parent/Carer notified of decision (date and by whom)		