Pathways School

School Attendance Policy

Policy Monitoring

Date policy last reviewed: April 2026

Signed by:

Neil Jones	Headteacher	Date:	April 2026
Saima Ali	Chair of governors	Date:	April 2026

Date of next review: April 2027

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

1. Introduction

Pathways School is committed to providing an education of the highest quality for all its students and promoting regular attendance by providing an ethos and environment where students feel safe and motivated. To this end, the school will encourage parents and carers to ensure that the students in their care achieve maximum attendance and that any problems that prevent full attendance are identified and acted on promptly. We expect all school staff members to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all students are eager to learn, feel valued and enjoy coming to school.

Ultimately, school attendance is the responsibility of all.

2. Links to other school policies and practices.

- Behaviour Principles Written Statement
- Positive Behaviour Support Policy
- Safeguarding and Child Protection Policy
- SEN Policy

3. Aims

• To create a culture in which good attendance is accepted as the norm.

• To demonstrate that good attendance and punctuality is valued by our school.

• To ensure the safeguarding of students by establishing the whereabouts of all absent students by contacting parents if the school has not been informed of their student's absence.

• To maintain and develop effective communication regarding attendance between home and school.

4. Policy

Teaching staff have a responsibility for identifying concerns and trends in attendance, punctuality, and report this to the Headteacher.

The school considers and gives allowances for religious beliefs and individual family circumstances. Also, many of our students may travel long distances in shared or individual transport provided by transport companies. Where the reason for lateness and absence is due to traffic conditions or issues with transport company operations, we reserve the right to authorise these instances of lateness and absences

The school monitors attendance data through daily registration (a.m. & p.m.) and follows up any unexplained absences with parents/carers or emergency contacts in a timely manner.

Start of Day: 9.00am

Registration Starts: 9.05am

Registration Ends: 9.15am

Afternoon Registration: 1.00pm

End of Day: 3.00pm

Parents/Carers are asked to contact the school office to report any planned or unplanned absence or lateness as soon as possible, preferably on the day before or at least by 7.30am on the day.

The school office contact details are:

Telephone: 0208 054 4540

Email: office@pbslpathways.org.uk

We work closely with parents/carers to address any concerns for attendance and /or punctuality. We exercise our legal duty to inform the relevant local authority when a student fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more.

The school holds up to date contact details for parents/carers to assist in following up absences. When parents/carers are not available to contact, the school will phone the emergency contact named by the parent/carer. It is the parents'/carers' responsibility to inform the school of any changes to their own or the named emergency contact details.

5. Responsibilities

5.1 The Governors:

- delegate powers and responsibilities to the Headteacher to ensure all school staff are aware of and comply with this policy and related procedures.
- ensure that the attendance policy is carried out.
- can questions about trends compared with national data and what is being done to prevent persistent poor attenders.
- ensure that the school complies with all equality legislation and statutory student registration regulations.
- ensure funding is in place to support this policy.
- ensure this policy and all policies are maintained and updated regularly.
- ensure all policies are made available to parents.
- make effective use of relevant research and information to improve this policy.
- oversee the effective implementation, monitoring and evaluation of this policy.

5.2 The Headteacher:

- ensures all school staff, students and parents are aware of and comply with this policy and related procedures.
- ensures that there is an appropriate and effective registration system in place.
- monitors trends by using school and national data effectively to help strategic planning.
- monitors and reviews school and individual student attendance data each half term.
- targets intervention and support to those students whose attendance is a concern.
- has a system in place for parents to report a student's absence.
- reports to the governors attendance figures each term.
- reports individual student attendance figures as part of each student's Annual Review.
- reminds parents of their commitment to this policy, if needed.
- makes initial enquiries of parents/carers of students who are not attending regularly, express their concern and clarify the school's and the local authorities' expectations concerning school attendance.

- refers irregular or unjustified patterns of non-attendance to the Local Authority / Education Welfare Service.
- organises home programmes for students with long term illness or other unavoidable long-term absence provided they are well enough to undertake the work.
- organises training for school staff on the use and understanding of attendance codes and authorised and unauthorised attendance.
- strengthens links with external agencies who engage with and support families.
- provides leadership and vision in respect of equality.
- annually reports to the governors on the success and update of this policy.

5.3 The School Administrator:

- implements the policy and related procedures.
- completes registration at the start of morning sessions and at the beginning of afternoon sessions.
- keeps manual and electronic registers up to date daily.
- monitors individual and class attendance daily.
- keeps the Headteacher informed of absent students daily.
- listens to absence calls and messages and checks school attendance e-mail each morning.
- responds to attendance calls, messages, and e-mails.
- sends written confirmation of requests for term time holiday.
- compiles attendance data reports to Local Authorities.
- provides individual student attendance reports to parents/carers each term and as part of Annual Review documentation.
- contacts parents/carers of absent students when the reason for absence is not known by 9.30am.
- continues to contact the parents/carers and/or emergency contacts throughout the school day until contact is made.
- sends a letter/e-mail to parents or carers if no contact is made within 48hrs.
- follows-up all unexplained absences to obtain notes authorising the absence.
- keeps contact details for parents/carers and emergency contacts up to date.

5.4 Leadership and Staff Team:

- comply with and implement this policy and procedures.
- are aware of all other linked policies.
- set an example of punctuality and good attendance.
- are responsible for identifying trends in attendance and punctuality by monitoring class and individual student attendance patterns.
- inform the school administrator of absent students and the Headteacher of any concerns regarding attendance.
- emphasise the importance of punctuality and good attendance to students and parents.
- provide a welcoming atmosphere and safe learning environment for students.

5.5 Parents:

- comply with this policy and the related procedures.

- ensure that the student arrives at school punctually, prepared for the school day and any extra-curricular activities.
- contact the school, by e-mail or alternatively by telephone, on the first day of the student's absence and send a written note on their return to school.
- complete and returning Student Absence Requests promptly.
- keep the school informed in the case of prolonged absence.
- contact the school promptly whenever any problem occurs that may keep their student away from school.
- collect the student or arrange for the student to be collected promptly at the end of the school day or agreed time if attending an extra-curricular activity.
- avoid taking holiday in term time.
- make every attempt to arrange dental and medical appointments out of school hours.
- inform the school of any changes to their contact details
- take part in periodic surveys conducted by the school

6. Categories of Absence

Absences will be treated as unauthorised unless a satisfactory explanation for the student's absence is given to the school. Parents cannot authorise absences. Where staff have concerns regarding absences, they should report this to the Headteacher.

The code for the majority of reasons for authorised or unauthorised absence using the key below.

B Educated off site (not Dual registration)

C Other Authorised Circumstances (not covered by another appropriate code/description)

D Dual registration (i.e., pupil attending another establishment)

G Family holiday (not agreed)

I Illness (not medical or dental etc appointments)

L Late (before registers close - morning session at 10.00 and afternoon session at 13.30)

M Medical/dental appointments

O Unauthorised absence

R Religious observance

U Late (after registers closed) after 10.00 or after 13.30

V Educational visit or trip

X Untimetabled sessions for non-compulsory school-age pupils

Y Enforced closure

Other codes may be used which can be found on the School's MIS, Arbor.

7. Illness

Most cases of absence due to illness are short term. Absences of 5 or more consecutive days must be supported by evidence

Examples of evidence:

- medical appointment card confirming attendance
- medical appointment letter
- copy of prescription showing name and date
- prescribed medication with pharmacist label showing name and date
- hospital discharge letter

8. Medical or dental appointments

Students are permitted reasonable leave of absence to attend medical, dental, and other such appointments, although parents should aim to arrange these outside of school hours wherever possible. Where it cannot be avoided, students should attend school for as much of that day as possible.

9. Family holidays and extended leave

Taking holidays in term time will affect a student's schooling as much as any other absence. We expect parents and carers to assist us by not taking students on holiday during school time. To support parents with planning holidays, the school's term dates are published a year in advance and made available on the school's website. In exceptional circumstances, if a family holiday during term time is unavoidable, parents should e-mail the Headteacher at least 2 weeks prior to the holiday. The Headteacher will decide whether to authorise the absence. All requests for a holiday or extended leave will be responded to in writing and will outline the details of when the student is expected to return to school.

Headteacher Email: headteacher@pbslpathways.org.uk

10. Exclusion

Exclusion is treated as an authorised absence. The Headteacher will arrange for appropriate work to be sent home.

11. Religious observance

The school recognises that there may be times where students of different faiths observe religious festivals that fall outside of school holidays and weekends and will allow authorised absence for these times. Parents will be aware of these dates and should give the school written notification via e-mail in advance (2 days' notice). A maximum of 3 days will be authorised in any one school year.

12. Long Term Absence

In the event of unavoidable prolonged absence for medical or other reasons, the school will take all reasonable measures to ensure that the disruption to the student's education is minimised as far as possible.

13. Students on Roll but not Attending

Where a student remains on roll but is not attending school, the school will treat this as both an attendance and safeguarding concern. Leaders will make prompt contact with parents/carers to establish the reason for absence, record the absence accurately using the

appropriate attendance code, and consider whether any reasonable adjustments, therapeutic support, reintegration planning, medical advice or multi-agency input are required to support the student's return to education. Where non-attendance is prolonged, unexplained, or indicates that the student may not be receiving suitable education, the school will work with the placing local authority, the home local authority, parents/carers and relevant professionals to agree a clear plan, including timescales, responsibilities and review points. The student will not be removed from roll unless the legal criteria for deletion from the admission register are met, and any concerns about the student's safety, whereabouts or access to education will be escalated in line with safeguarding procedures.

14. Lateness

The School Administrator and Headteacher regularly monitor and review lateness. There is a concern for punctuality when a student arrives late after 9.30am repeatedly.

To address punctuality the following steps will be taken:

Parents/carers will be contacted by the Headteacher to discuss concerns regarding punctuality, the reasons for lateness and any support the family/student may require to improve punctuality. A plan will be agreed, and review date set as part of the meeting.

The Headteacher will continue to monitor and review lateness, and effectiveness of the agreed plan. If punctuality remains a concern, the Headteacher will invite parents/carers to a formal meeting to discuss the student's attendance and punctuality and any other concerns that may arise as a result. The Headteacher will inform the governors and the relevant Local Authority of the concerns.