LEICESTER GRAMMAR JUNIOR SCHOOL

ATTENDANCE POLICY AND PROCEDURES

This is one of the policies concerned with pastoral care.

This policy has regard to the DfE document Working together to improve attendance (July 2026)' and applies to all pupils of compulsory school age and, where applicable, to children in the EYFS.

This policy will be published on the school's website. It will be sent to new pupils when they join, and all parents will be reminded of the policy at the beginning of each academic year.

1.Statement of Policy

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation. Further information can be found on www.gov.uk and searching 'Keeping Children Safe In Education' (KCSIE).

Our school has a responsibility to maintain accurate and regular registers to allow the efficient identification of pupils who are absent. In accordance with "The Education (Pupil Registration) (England) Regulations 2024", the School takes a register twice daily with absences being followed up at the earliest opportunity. Registers are kept for six years. Every effort is made to support and encourage those pupils who for any reason avoid school, but persistent unauthorised absences will be reported to the Local Authority.

In developing this policy, the school has considered its obligations under the Equality Act (2010) and the UN Convention on the Rights of the Child.

Aims

- Set out the attendance and punctuality expectations of the school
- Set out the responsibilities of the parents
- Maintain daily attendance registers
- Monitor levels of attendance and punctuality, spot patterns, listen and understand reasons for absence

- Provide support, advice and guidance to families
- Work with the Local Authority to help families improve attendance

Responsibilities of the Trustees

- Recognise and promote the importance of school attendance and punctuality
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance and punctuality data, discussing and challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it the most
- Ensure school staff receive adequate training on attendance
- Share effective practice on the management and improvement of attendance and punctuality across schools.

Expectations of the School

- Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have.
- Leicester Grammar Junior School expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
- Fulfil their legal responsibility in the completion of pupil registers
- Ensure good level of attendance across the year (95%)
- Ensure good level of punctuality (95%+)
  Note that 95% is a school expectation, not a statutory thresholds.
- Monitor attendance within the school, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high quality education.

  At LGJS attendance is monitored by the deputy head pastoral (strongr@leicestergrammar.org.uk) who is also the school's senior attendance champion.

Responsibility of Parents

- Parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. This starts at the beginning of the term after that in which the child becomes five.
- Ensure good level of attendance. Good attendance across the year is expected to be 95% or above
- Ensure good level of punctuality (95%+)
- Contact the school on the first day of any absence to explain the reason for the absence. Parents should understand that in law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence.
- Parents must record on MSP (My School Portal) or write/email to the school offering a reason for any absence and provide medical evidence where possible.
- Parents must NOT expect any leave of absence to be granted for the purpose of a holiday.
- Parents need to see themselves as partners with the school in the education of their children.

- Parents should ensure that their children arrive at school on time.
- Parents should ensure that their children are in the correct, clean uniform.
- Parents should ensure that their children are in a condition to learn, i.e., had enough sleep, regular meals, clean etc.
- Parents should ensure that their children have a respect for education and for those who deliver it.
- Parents should ensure that their children observe the school's rules and codes of conduct.

2. Morning registration

For all day pupils of compulsory school age, the attendance register must be completed twice daily, at the start of each morning session and during the afternoon registration period.

An electronic registration system is used at Leicester Grammar Junior School

- It is important that all pupils are punctual.
- All pupils in KS1 and KS2 should be present in their classroom by 08.30. The register will be open from 08.30 to 08.40. If a pupil arrives after 08:30, but before 08.40am they will be marked as L (arrived after the register has started but before it has closed). KS1 and KS2 pupils will be marked as U (late arrival after registration has closed) if they arrive after 8.40 am.
- For EYFS pupils the morning register will be open from 8.45 am until 9.00 am to support a happy arrival in school. EYFS pupils will be marked as U (late arrival after registration has closed) if they arrive after 09.00 am. EYFS pupils should arrive through their classroom door until registration closes at 09.00am. After this time, parents must take their child to the school office to be registered.
- The class teacher will call the register and enter marks on the School Management Information System /Edulink.
- All codes are listed on the School Management Information System /Edulink.
- The class teacher will complete the register by 08.40am (KS1 and KS2), 09.00am (EYFS).
- Registration is recorded by means of an e-register on the School Management Information System. In the event of the computer system not working a paper register will be taken on a form list and passed to the school office.
- If a pupil is absent without known cause, the school office will telephone parents using emergency contact numbers to ascertain the reason.
- The school office will print off a paper copy of absences after each registration period (am & pm) and place it in the fire evacuation bag.
- If a pupil is absent from school without prior permission, the absence is noted and the parents are contacted. Their register will then be marked as N (reason not yet established) until a reason is ascertained for their absence.
- If a pupil is late on several occasions the Deputy Head Pastoral will be informed and next steps agreed.
- The register codes are set out in Appendix 1 together with explanatory notes.

3. Afternoon registration

- Pupils must be in their classrooms by 13:00 (EYFS and KS1) and 13:30 (KS2).
- The afternoon register will be open from 13.40 to 14.10.

- A member of the office staff checks all registers have been completed and will then follow up any cases of “missing” pupils.
- As well as being a legal requirement and a necessary safety procedure in case of fire, it is essential that pupils attend registration so that they receive letters, notices, information and messages.

The afternoon registration window is 1.40pm - 2.10pm. Arrangements across the two schools are as follows:

- EYFS and KS1: Electronic registration is completed between 1.40pm and 1.50pm.
- KS2: Electronic registration is completed between 1.40pm and 1.50pm.
- Senior School (Years 6-13): Electronic registration is completed between 2.05pm and 2.10pm.

These arrangements reflect the differing timetables and operational requirements of each phase of the school. All pupils are registered once during the afternoon session in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, and attendance is recorded electronically.

4. Reporting absences

Parents need to notify the school office of their child’s absence either in writing (if the absence is planned), using MSP (My School Portal), or by telephone on **0116 259 1950** at the beginning of the first day of absence. The school should be informed of the reason for the absence and, if possible, the expected date of the child’s return to school. The school will always contact the parent on the first day of an unexplained absence in order to obtain a reason for a child’s absence.

The school has more than one emergency contact number for each pupil. If no contact can be made, the school will then attempt to contact the child’s parents using the other contact numbers provided for the child. If the child is known to any other service such as Children’s Social Care or Family Support, then the school will contact them for relevant information. The school will ascertain the reason for the absence; ensure that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it on to the school’s electronic register.

The school always sends parents the term dates over a year in advance in order that holidays can be arranged in school holidays without disrupting the children’s education (see website: https://www.lgs-junior.org.uk/term-dates). Please note that the school policy is not usually to allow holiday to be taken during term.

5.Unexplained absence

If a pupil is present in the morning but absent at afternoon registration without prior knowledge, the absence is noted, and the case is followed up as quickly as possible. However, if a pupil is absent all day, without notification from parents, parents will be contacted to ascertain a reason for the absence. Parents are asked to contact the school as soon as possible if their child is absent. In individual cases, contact will be made with parents at an earlier time if there is any cause for concern.

6. Notification for absence

For all absence requests (short absences (one day or less) and multiple-day absence) prior permission must be requested from the Headteacher (via MSP) and will only be authorised in exceptional circumstances. **It is expected that family holidays will not be arranged in termtime.** In such cases, the Headteacher is unable to authorise holidays during term-time as detailed in 'Working Together to improve Attendance (July 2026) and below. Permission for absence will be communicated to parents in writing by the school office.

7. Authorised absence

Authorised absence is where the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Headteacher is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off site, i.e. interviews, school trips, sporting events, music examinations, work experience etc.
- The child is unable to attend through exceptional circumstances (unavailability of transport provided by school or local authority, where the home is not within walking distance).
- The child is observing a religious festival.
- The child has an agreed medical appointment, and the school has been notified in advance.
- The child is too ill to come to school and parents have given specific symptoms.
- There are specific circumstances, usually agreed in advance by the Headteacher, where a child is unable to attend the school, i.e. parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Headteacher has the discretion to authorise a day's travel either side).
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, and where both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. Any part-time timetable will be regularly reviewed and will include a reintegration plan.
- Leave for exceptional circumstances can be granted at the discretion of the Headteacher. Each application will be considered individually considering the specific facts and circumstances and relevant background context behind the request. If granted, the Headteacher will determine the length of time the pupil can be away from school.

8. Unauthorised absence

All other absences must be treated as unauthorised and referred to the Headteacher. The appropriate code will be used in the register.

9. Music lessons

Although lessons are timetabled on a rotating system, if an instrumental teacher only attends school for half a day, the pupil may miss a particular lesson with regularity.

If the frequency of music lessons is giving concern the appropriate music teacher, Head of Music, Deputy Head Academic should all be consulted to consider alternatives. The pupil should never be put under stress because of the problems caused by the clash of music lessons and academic lessons.

Pupils are expected to catch up on any work missed and complete homework. In the case of a test or assessment, lessons can often be rearranged.

10. Games fixtures

School matches are sometimes arranged during school hours and are coded on the register as P (*Sporting activity with prior agreement from school*). A paper register will be completed by the teacher leading the fixture and given to the school office prior to the pupils leaving site.

Fixtures will usually be listed on the school web-based calendar and made known by the PE staff to parents via SOCs. The only exception to this will be for County and National Cup playing dates, which are provided externally at much shorter notice.

11. Co-curricular clubs, homework club and bus register

KS2 teachers take a daily co-curricular register during morning registration. These co-curricular registers are returned to the school office and information is collated daily. This includes the bus and homework club registers which are stored in folders in the office and are collected daily by the duty staff.

If a pupil fails to arrive at their club or for their bus, their whereabouts is investigated. The first point of contact is the teacher who dismissed the class. If whereabouts can still not be established, emergency contact numbers will be used to contact parents.

Additional information is available in the pupil supervision policy.

For KS1 pupils, parents register their children for co-curricular clubs and are expected to notify the class teacher about their child's attendance. The member of staff leading the club will also circulate a list of pupils attending each club and is responsible for keeping a register of pupils attending. A central register is available on SOCS.

12. Illness

If a pupil feels ill during a lesson, they should go to the school office or the school nurse. If possible, they should be accompanied by a member of staff (for EYFS and KS1 pupils this should always be the case). If a pupil does not arrive at a lesson because they are with the school nurse, information should be sought from the first aid room or office. The teacher should check this with the school nurse or notify the school office at the earliest opportunity.

Pupils should never be on their own if they are unwell. They should not be allowed to go to the cloakroom (unless necessary) or to sit in the school playground.

If a pupil is too ill to remain at school, the school nurse should advise the office staff as necessary, and the parent/guardian will be contacted to arrange collection.

The First Aid Policy is relevant to illness and accidents.

13. Entitlement to Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation.

Leicester Grammar Junior School is required to inform the Local Authority of any pupil who is going to be deleted from their admission register where the child:

- Has been taken out of school by parents and is being educated outside the school system, e.g. home educated
- Has ceased to attend school and no longer lives within reasonable travelling distance
- Has a medical condition certified by the school medical officer/school nurse that the child is unlikely to be in a fit state of health to attend school
- Has been permanently excluded

Leicester Grammar Junior School is required to inform the Local Authority of any pupil who 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 must also alert the Local Authority when a pupil misses 15 consecutive or cumulative days in an academic year due to illness, as these pupils may need additional support.

Refer to Child Absent/Missing From Education Policy for the procedure to be followed if a child is missing from education.

14. Staff with key responsibilities

The Deputy Head Pastoral, Mrs Rachel Strong strongr@leicestergrammar.org.uk has responsibility for monitoring and championing attendance and works closely with the headteacher and school office staff.

The shared responsibilities are as follow:

- To ensure the AM/PM registers are complete
- To contact parents regarding absences
- To promote good attendance and punctuality
- To report to the Headteacher any emerging patterns of absence, when a pupil is absent without a good reason and if a pupil's attendance or punctuality falls below 90% (persistent absence) or below 50% (severely absent).
- To work with the parents of the pupil and discuss the reasons or barriers for their low attendance or low punctuality and how their attendance or punctuality can improve, with support from the school if necessary.
- To liaise with the Local Authority to support families and pupils whose attendance does not improve after the steps above or continues to remain below 90% and below 50%.

15. Identifying pupils at risk of poor attendance

Attendance data will be reviewed to support pupils with increasing levels of absence, with persistently late arrival, or families taking leave in term-time without permission before it becomes a regular pattern.

This review includes SEND pupils, pupils with medical needs, Looked After Children, Previously Looked After Children, and children with social workers.

The school will ensure that pupils with poor attendance, including absence due to mental or physical health, are given extra support, by considering their individual needs, for example by adjusting arrival arrangements or developing a reduced timetable. Particular attention will be paid to the attendance of pupils subject to a safeguarding/child protection plan. The school recognises that pupil absence may indicate a need for additional support rather than automatic enforcement.

16. Early intervention for pupils with poor attendance and punctuality

There will be early intervention for pupils with poor attendance and punctuality. This will include agreeing actions for pupils and families with high levels of absence and/or poor levels of punctuality, and those demonstrating growing disengagement with the school.

For persistently or severely absent pupils, school will work with families and partners and agree a joint approach with the Local Authority.

Attendance	School Response
96% - 100%	Universal attendance promotion
90% - 95%	Monitoring and discussion with parents
Below 90%	Attendance support plan
Below 50%	Intensive multi-agency support

17. Legal intervention to improve Attendance and Punctuality

The school will prioritise providing support first before attendance legal intervention. As absence is so often a symptom of wider issues a family is facing, the school will always work together with families, partners and local authorities to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis.

The school will work closely with the Local Authority regarding the use of penalty notices in line with national and local codes of conduct, A penalty notice may be issued where a pupil has accrued 10 sessions of unauthorised absence within a rolling 10-school-week period or where other statutory criteria are met.

However, the school and Local Authority will work together and make use of the full range of legal interventions rather than relying solely on penalty notices or prosecution. The school and Local Authority will decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Education supervision orders, which are made though a Family or High Court, giving the Local Authority a more formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education;
- Attendance Prosecution, if all other voluntary or formal support has failed or support is deemed inappropriate in the individual circumstances of the case, as a last resort the Local Authority can prosecute the parent(s) in the Magistrates Court, which could lead to a fine or prison sentence.
- Parenting orders, which can be imposed by the Court following conviction for nonattendance, which can include a requirement for parent(s) to attend counselling or guidance sessions for up to 3 months.

Further details can be found in 'Working Together to improve Attendance (July 2026)'. If any of the above are used the Headteacher and Local Authority will make it clear that it is the most appropriate intervention to change parental behaviour and in making the decision to use an intervention, will have regard to their safeguarding duties as set out in 'Keeping Children Safe in Education'. Further information can be found on www.gov.uk and searching 'Keeping Children Safe In Education' (KCSIE)

18.The Admissions Register (the 'School roll')

The school maintains the Admissions Register electronically on the School Management Information System and the names of all pupils (both compulsory and non-compulsory school age) are entered on the Admissions Register.

19. Expected first day of attendance

The school enters pupils' names on the admissions register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.

20. Pupil information

The school records the personal details of every pupil at the school in the admissions register. The register includes the following information for every pupil:

- Full name
- Name the pupil uses at school
- Gender
- Address
- The full name and address of the pupil's parents.
- Which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. *The*

DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil

- Day, month and year of birth
- Day, month and year of the pupil's starting day at the school
- Name and address of the last school the pupil attended, if any.

21. Pupils with a new address and/or school

Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school ensures that the admission register contains:

- The address
- The full name of each parent the pupil will normally live with
- The date when the pupil will start normally living there.

Where a person with control of a pupil's attendance has told the school that the pupil is or will be attending another school, the school ensures that the admissions register contains:

- The name of the other school
- The date when the pupil began or will begin attending that school.

This also applies where the school itself is requiring the pupil to attend another school, for example to receive education intended to improve their behaviour (off site direction).

22. Maintaining the Admissions Register

It is vital that the admissions register is kept up to date. The school encourages parents to inform them of any changes whenever they occur and ensures the admissions register is amended as soon as possible.

23. Deletion of names from the Admissions Register

A pupil's name can only be deleted from the admissions register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will make a return to the local authority when a pupil's name is deleted from the admissions register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave the school at the end of Year 6), unless the local authority has requested such information.

Where a school notifies the local authority that a pupil's name is deleted from the admissions register, as set out in regulation 13(4) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will provide the local authority with the following information about the pupil from the admissions register:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason set out in regulation 9(1) or (3) of the School Attendance (Pupil Registration) (England) Regulations 2024, under which the pupil's name has been deleted from the admissions register.

A school will not retrospectively delete a pupil's name from the admissions register or attendance register. The admissions register and attendance register is an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance is recorded up until the date that the pupil's name is deleted from the admissions register.

Detailed reasons for deleting the name of a pupil of compulsory school age are available in The DfE's 'Working Together to Improve Attendance (August 2024)'.

24. Maintaining and amending registers

The school uses the School Management Information System to keep the attendance and admissions registers to improve accuracy, speed up the process of sharing and analysing information, and make returns to the Local Authority and DfE easier.

The school will preserve every entry in the attendance or admissions register for 6 years from the date the data was entered. Where amendments are made, all schools must ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

Reviewed on: November 2026

Review date: June 2027

Headteacher: Mrs Sophia Ashworth Jones

Chair of Trustees: Michael Holley

This policy is reviewed annually by Deputy Head Pastoral and the views of parents and pupils are sought.

Appendix 1: School Attendance Codes

Present Codes	
/ \	Present during registration
B	Attending any other approved educational activity
K	attending education provision arranged by the local authority
L	Late arrival before the register is closed
P	Participating in a sporting activity
1	School bus arrived late
V	Attending and educational visit or trip
W	Attending work experience
Absent Codes	
Authorised Absences	
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school
E	Suspended or permanently excluded
I	Illness (not medical or dental appointments)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
M	Leave of absence for the purpose of attending a medical or dental appointment
Q	Unable to attend because of a lack of access arrangements (LA transport only)
R	Religious observance (only 1 day allowed)
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport provided not being available
Y2	Unable to attend due to widespread transport disruption
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to whole school closure

Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	
G	Holiday not granted by the school
N	Reason for absence not yet established (must be corrected within 5 days)
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Z	Prospective pupil not yet on register
#	Planned whole school closure (e.g., holidays, insets and polling station days)