Loughborough
High School

Attendance Policy

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Policy Author:	Rebecca Connick
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Introduction

Loughborough High School is committed to promoting excellent attendance through a culture of belonging, support and high expectations. The school recognises that attendance is everyone's responsibility and will work together with pupils, families and external partners to identify and remove barriers to attendance. Our approach is rooted in safeguarding, inclusion and early intervention, ensuring every pupil can access the full benefits of education.

1. Attendance as a safeguarding and wellbeing priority

Excellent attendance is essential for educational achievement, wellbeing, safeguarding and future life chances. The school recognises that barriers to attendance can be complex and is committed to working in partnership with pupils, parents, carers and external agencies to remove those barriers.

The school will always seek to understand and address barriers to attendance through supportive, relationship-based approaches before considering formal attendance interventions, unless safeguarding concerns require immediate action.

2. The law on attendance and right to a full-time education

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. When parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study).

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.

3. Expectations of Schools

All schools have a continuing responsibility to proactively manage and improve attendance across their school community. Attendance is the essential foundation to

positive outcomes for all pupils and should therefore be seen as everyone's responsibility in school. The most effective schools consistently promote the benefits of good attendance at school, set high expectations for every pupil, communicate those expectations clearly and consistently to pupils and parents, systematically analyse their data to identify patterns to target their improvement efforts, and work effectively with the local authority and other local partners to overcome barriers to attendance. They also recognise that attendance cannot be seen in isolation and that the foundation to good attendance is a calm, orderly, safe and supportive environment in which all pupils want to attend and can learn and thrive.

The guidance expects schools to:

- Understand the underlying reasons for absence.
- Work collaboratively with families.
- Offer support before considering formal escalation where appropriate.
- Use a graduated response based on need.

Staff at Loughborough High School receive training on attendance through the annual safeguarding training, regular reminders in the safeguarding snippet and weekly staff briefing.

Good attendance is incentivized at Loughborough High School by striving to make the environment a place where everyone can feel they belong.

4. LHS Attendance Protocol

4.1. Registers

The admissions register is held with the Data Team on the MIS and is downloaded on to a data stick monthly, the attendance register is recorded in the electronic Management Information System, ISAMS (from April 2023, previously Sims).

4.2. Taking the register

- Registers are taken in ISAMS.
- Registers will be taken every morning at 08.40 by tutors and again at 14:20 at pm registration.
- Registers will be taken for every academic session, e.g. if there is a double lesson, once.
- A present mark will only be allocated in the instance that the student has been seen by the tutor taking the register (/).
- If the student has not been seen by the tutor an absence mark (N) will be used.
- If a student is late and the register has been submitted, they must be registered as late.

- The LHS Receptionist then recodes the N entries to reflect the absence type.
- Absence codes are used in line with the government document Working together to Improve School Attendance 2024 and are summarised in Appendix 2.

4.3. Cover lessons

- It is expected that the cover teacher will take the register in ISAMS.

4.4. Monitoring the register

- Registers are monitored by the LHS Receptionist.
- A text message is sent to the parents of students not marked in morning registration. The text message is sent by 10am at the latest.
- The Senior Attendance Champion, Rebecca Connick, sends out a fortnightly reminder to Heads of Year, to monitor attendance.
- Heads of Year can access attendance data via the attendance dashboard on iSams and the fortnightly email from the Attendance Champion.
- Heads of Year act on those students who have less than 95% attendance.

4.5. When to act on student attendance

- 95% attendance raises an internal alert from the Head of Year to the tutor. Tutor is to check in with the student.
- 90% attendance raises a standard letter (at the discretion of the Head of Year) home from the office with Head of Year signature on. Example letters can be found in Appendix 1.
- 80% attendance parents may be invited in.
- 50% attendance an attendance contract and/or a referral to inclusion services could be considered.
- the local authority should be provided with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

5. Punctuality

Add Punctuality is essential to maximise learning and develop positive behaviours which are transferable to higher education or the workplace. Pupils are expected to be punctual in all lessons and morning and afternoon registration. Persistent lateness to school will be addressed by intervention from the Form Tutor and then Head of Year.

Punctuality shows respect for others and we therefore expect pupils to be punctual to lessons and school appointments. Teachers should track punctuality to lessons through iSams registers. Pupils who arrive late to a lesson will be asked for a reason and warned that this is unacceptable. Persistent lateness will trigger a sanction from the teacher or Head of Department. Punctuality issues will be managed by the form tutor in the first instance with support from the Head of Year.

Punctuality concerns, updates and actions should be logged on CPOMS.

6. Roles and responsibilities

Senior Attendance Champion is responsible for Strategic oversight of attendance, monitoring attendance data, coordinating support and intervention, reporting to senior leaders and governors.
Form tutors will be responsible for completing an accurate attendance register twice a day, building positive attendance habits and identifying emerging concerns.

Heads of Year are responsible for building positive attendance habits, identifying emerging concerns and following up on the weekly attendance data.

The school receptionist is responsible for following up on daily attendance with communication to parents and maintaining accurate attendance records.

Parents and carers are responsible for ensuring regular attendance, reporting absence promptly, and engaging with school support.

Pupils are responsible for attending regularly and punctually and engaging with support offered.

7. Absence

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, this attendance policy accounts for the specific needs of certain pupils and pupil cohorts at LHS. This policy should be applied fairly and consistently but in doing so LHS will always consider the individual needs of pupils and their families who have specific barriers to attendance.

- Unplanned absence, parents are to inform the school office as early as possible on each day of absence using a phone call to reception (01509 212348), a phone call to the absence line (01509 638989) or an email or an email to high.office@lsf.org.

- Planned absence and appointments during the school day, such as doctor or dentist are to be notified in the same way as unplanned absences. Parents are also asked to inform the Form Tutor or Head of Year.
- Any absence from school for up to one day can be authorised by the relevant Head of Year (or the Head if more appropriate).
- Any absence from school for more than one day is to be authorised by the Head.
- Holidays that are requested during term time will be given an absence code G and are categorised as unauthorised absence.
- If an absence request is received by a staff member from a parent this is to be forwarded to the relevant form tutor, Head of Year or to the Head's PA for authorisation, and to ensure that we remain fully aware of all absences.
- When authorising any absence of a day or more from school, please bcc. the relevant form tutor, reception and music (Eloise Hipwell) so that music lessons can be cancelled/rearranged.

7.1. Internal truanting

- Is the action of staying away from lessons while being present in school without good reason.
- Is not accepted and will be dealt with as part of the Low-Level Student Concerns process within the Behaviour Policy.

7.2. Truanting

- Is the action of staying away from school without good reason.
- Truancy is not accepted and will be dealt with as part of the Serious Student Concerns process within the Behaviour Policy.

7.3. Missing student

- From the point a student is reported missing to the DSL we will look for the student for a duration of two hours in school.
- If the student has not been found after two hours has passed, we will contact parents.
- Dependent on what information is acquired from the parents we will consider contacting the police.

7.4. Sixth Form

- Sixth form students are expected to be in school for the full school day.
- Sixth form students may leave the site during lunchtime.
- Any sixth Form student leaving site or going to LGS or FFD must sign out at reception.

7.5. Non-planned absence

- Parents and carers are expected to ring reception or send an email to reception on a day where there is a non-planned absence e.g. illness.
- Reception will ring parents of any students that are not accounted for either by a present mark in the register or by a phone call or email to reception by 10am.

7.6. Lateness

- Will be indicated on iSams
- Will be dealt with as part of the low-level student concerns within the behaviour policy

8. Expectations of attendance

In line with the Foundation terms and conditions, there is an expectation that parents will support pupils to take a full part in the activities of the school, to attend each school day and to be punctual. In cases where a pupil finds it difficult to attend school, parents are expected to engage with the school to work towards full attendance. If this cannot happen, a review of the pupils' school place may be undertaken.

9. Children Missing from Education

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.

To identify prolonged absence at Loughborough High School, the Form Tutor will alert the Head of Year when a student has been absent for 3 consecutive days, the Head of Year will consider whether communication is needed with parents/carers.

Weekly analysis of attendance data will include analysis of daily attendance of students with 90% attendance or less to identify repeated or patterned absence.

The school will work collaboratively with health professionals, local authority services, safeguarding agencies and other appropriate partners where attendance barriers require coordinated support.

There are occasions when students struggle to come into school, at LHS we would endeavour to work with the student and their family to encourage school attendance, this may include moving to a part timetable which could allow students late starts or early finishes. Where prolonged absence is unavoidable due to illness, mental health or other extenuating circumstances, the school will strive to keep in touch with students via a combination of Teams video calls and home visits for a finite time period.

Data on PME will be shared with the local authority on a termly basis.

10. International Boarders and Sponsored Students

It is expected that sponsored students' attendance will not drop below 80% or miss 10 consecutive days (AM and PM, is equal to one contact point) of unauthorised absence. If any of the above occurs, the school will assess the reasons behind this, and if necessary, the school will report this on the Sponsor Management System as per the sponsor guidance.

11. Persistent and severe absence definitions

Persistent absence
A pupil missing 10% or more of possible sessions.

Severe Absence (SA)
A pupil missing 50% or more of possible sessions.

12. Documents referred to in the writing of the LHS Attendance Policy

Working together to improve school attendance: July 2026

Keeping children safe in education 2026: September 2026

13. Publication and Availability

This policy is made available via the Foundation and Loughborough High School websites. A hard copy is available upon request

14. Review of Policy

This policy will be reviewed every two years or earlier if significant updates are required.

Appendix 1: Templates for parent letters

Letter for a parent of a student in Years 7 to 11

Dear (name of parent/carer)

Your daughter's attendance so far for this academic year has been reported at XX.

90% attendance means that your child is absent from lessons for the equivalent of **one-half day every week**. Over five years this is the equivalent of about one half of a school year. This is a considerable time of absence and can affect your daughter's learning and enjoyment of school. To encourage a sense of belonging to Loughborough High School, we would encourage your daughter to be in school for as many days as possible so that she can access all we have to offer, have maximum contact time with our expert teaching staff and enjoy socialising with peers.

The table below indicates the number of missed school days for given percentage attendances.

Percentage Attendance (based on 166 school days in a year)	Number of missed school days over 1 year	Number of missed school days over 5 years
95%	8	40
90%	17	85
80%	33	165

If there are extenuating circumstances for your daughter's absence, please contact the form tutor in the first instance at: first intial.surname.lsf.org. We are here to help and support you and your daughter enjoy school, and if we can do anything to help achieve this, please contact us.

Thank you for working with us on this.

Best wishes

Head of Year

Letter for a Sixth Form parent

Dear (name of parent/carer)

Your daughter's attendance so far for this academic year has been reported at XX.

90% attendance means that your child is absent from lessons for the equivalent of **one-half day every week**. Over the whole of the Sixth Form Course this is the equivalent of about one fifth of the teaching time. This is a considerable time of absence and can affect your daughter's learning and enjoyment of school. To encourage a sense of belonging to Loughborough High School, we would encourage your daughter to be in school for as many days as possible so that she can access all we have to offer, have maximum contact time with our expert teaching staff and enjoy socialising with peers.

The table below gives an indication of the number of missed school days for given percentage attendances.

Percentage Attendance (based on 166 school days in a year)	Number of missed school days over 1 year	Number of missed school days over 2 years
95%	8	16
90%	17	34
80%	33	66

If there are extenuating circumstances for your daughter's absence, please contact the form tutor in the first instance at: first intial.surname.lsf.org. We are here to help and support you and your daughter in their enjoyment of school and if there is anything we can do to help achieve this, please do not hesitate to contact us.

Thank you for working with us on this.

Best wishes

Head of Year

Appendix 2: Attendance Codes from September 2024

Code	Description
N	No reason yet provided for absence
B	Any other approved educational activity
C	Leave of absence for exceptional circumstances
C1	Regulated employment
C2	Part-time timetable
D	Dual registration at another school
E	Suspended or permanently excluded
G	Holiday not granted by the school
I	Illness
J1	Interview for employment or other educational institution
K	Educational provision arranged by LA
L	Late before the register is closed
M	Medical/Dental Appointment
O	Unauthorised absence
P	Approved sporting activity
Q	Lack of access arrangements
R	Religious observance
S	Study leave public examinations
T	Parent travelling for occupational purposes
U	Arrived in school after registration closed
V	Educational visit or trip
W	Work Experience
X	Non-compulsory school age pupil not required to attend school
Y1	Transport not available
Y2	Widespread disruption to travel
Y3	Part of school premises closed
Y4	Unexpected closure of whole school site
Y5	Pupil in criminal justice detention
Y6	Public health guidance or law
Y7	Any other unavoidable cause
Z	Prospective pupil not on admissions register
#	Planned whole school closure