



## **Ripon Grammar School**

### **Student Attendance Policy**

#### **1. Introduction**

Ripon Grammar School believes that excellent attendance is fundamental to a student's academic achievement, wellbeing, safeguarding, and future life chances. Regular attendance enables students to benefit fully from the educational opportunities available and supports positive relationships, engagement, and personal development.

The school is committed to promoting high levels of attendance for all students through a culture of belonging, support, challenge, and high expectations. We will work collaboratively with students, parents/carers, the local authority, and other partners to identify and remove barriers to attendance and ensure that every student can access their education.

The school recognises that unexplained and persistent absence may be an indicator of wider safeguarding concerns. Attendance concerns will be considered alongside all known safeguarding information and may result in referrals to Children's Social Care, Early Help services or other external agencies where appropriate.

The school will always seek to understand the reasons for absence and work in partnership with students and families. Support will normally be offered before enforcement action is considered, unless there are safeguarding concerns or other exceptional circumstances.

#### **2. Policy**

Ripon Grammar School will:

- Promote a whole-school culture that values excellent attendance.
- Ensure all students attend school regularly and punctually.
- Meet statutory requirements relating to school attendance.
- Identify attendance concerns at the earliest opportunity.
- Work in partnership with families to remove barriers to attendance.
- Provide support for students with additional needs, including SEND and mental health needs.
- Ensure consistent use of attendance procedures across the school.
- Safeguard children through effective attendance monitoring
- Build positive relationships with students and families.
- Celebrate and recognise excellent and improved attendance.
- Deliver attendance messages through assemblies, communications and tutor programmes.
- Monitor attendance trends.
- Intervene early where concerns emerge.

#### **3. Legal Framework**

This policy is based upon:

- The Education Act 1996.

- The Children Act 1989 and 2004.
- Keeping Children Safe in Education.
- Working Together to Improve School Attendance.
- School Attendance (Pupil Registration) (England) Regulations 2024.

## **4. Registration Procedures**

### **4.1 Statutory Registration**

#### **4.1.1 Morning Registration**

- Students should arrive onsite by 08:45 in order to make their way with purpose to their form room for registration at 08:50.
- Register will be taken by tutors at 08:50 and submitted by 08:55 using 3 attendance codes – “/”, “N” or “L”. Where absence is known, registers will be pre-populated with the appropriate code. [See Appendix 1]
- Students who arrive after 08:50 and before 09:10 should go to their form room. [Unless their form is in assembly in which case reception] The form tutor will establish the reason for lateness and amend and resubmit the register using Code L.
- Registers will close at 09:10
- Students who arrive after 09:10 **must** sign in at reception. If a student arrives directly at a lesson and there is no previous register mark, the teacher will send the student to reception to sign in. Code U will be used.

#### **4.1.2 Afternoon Registration**

- Students must arrive at Period 6 by 13:40 on Mondays and 13:50 on Tuesday-Friday . The electronic register will be taken by the teacher by 13:45/13:55.
- Students who arrive after the register has been submitted will marked with Code L.

### **4.2 Lesson by Lesson Registration**

- Electronic registers will be taken within the first 10 minutes for each lesson of the day.
- Students who are absent but marked present for a previous lesson will be reported to reception as soon as possible. [Registers can be updated if a student arrives late or after a music lesson].

### **4.3 Student Authorised Absence**

#### **4.3.1 Reporting Absence**

Parents/carers must notify the school by phone or by email [absence@ripongrammar.com](mailto:absence@ripongrammar.com) before 8:30am wherever possible for each day of absence. Information required includes:

- Student name.
- Tutor group/year group.
- Reason for absence.
- Expected date of return.

Where no explanation is received, the school will make reasonable first-day contact with parents/carers. Unexplained absence will be followed up promptly as part of safeguarding procedures.

- Examples of authorised absence may include [this list is not exhaustive]:
  - Sickness, medical/dental appointments
  - Days of religious observance
  - Study leave
  - Suspension
  - Bereavement
  - Public performance, including representative sport
  - Child rehabilitation
  - Family support
  - Special occasions e.g. weddings

#### **4.3.2 Medical Appointments**

- Routine medical and dental appointments should be arranged outside school hours wherever possible.
- Where appointments occur during school hours, evidence may be requested.
- Students should attend school before and/or after appointments wherever possible, signing in/out at reception.

#### **4.3.3 Leave of Absence During Term Time**

- The Headteacher may only authorise leave of absence during term time where exceptional circumstances apply according to DfE guidance.
- Each application will be considered individually and should be submitted at least three weeks in advance in writing [a form can be downloaded from the website].
- Family holidays during term time will not normally be authorised.
- Parents/carers must submit requests in writing in advance.

#### **4.4 Student Unauthorised Absence**

- Only the school can authorise absence. Failure to provide a satisfactory reason for absence will mean the school records the absence as unauthorised.
- Unauthorised absence may result in a warning letter or penalty notice issued by North Yorkshire County Council.

#### **4.5 Absence from lessons during the school day**

- Some students may be allowed to leave a lesson if they have an exit card for which separate procedures apply.
- Where students are registered for the previous lesson but are absent for the subsequent lesson, without a code being pre-populated, the member of staff will contact reception. Missing student protocols will be operated if required.
- Where a student is found not to have attended a lesson without a valid reason the absence will be unauthorised and recorded as truancy. This will be dealt with under the Positive Relationship and Behaviour Policy.

#### **4.6 Lunchtime arrangements for Sixth Form**

- Sixth form may leave the school site at lunchtime. They must sign in/out at reception and be back on school site at 13:45 for Afternoon Registration at 13:50 [or 13:40 on Mondays]
- Upper Sixth may go home at 13:30 if they have no lessons. They must first be registered at Afternoon Registration and then sign out at reception. [Boarders are permitted to return to their boarding house where they should sign in.]

## **5. Monitoring and Supporting Attendance**

### **5.1 Monitoring**

The school expects all students to achieve attendance of at least 96%.

- Attendance below 95% will be monitored.
- Attendance below 90% is classified as persistent absence.
- Attendance at or below 50% is classified as severe absence.

Attendance will be monitored daily to identify:

- Individual students requiring support.
- Groups whose attendance is causing concern.
- Emerging patterns of absence.
- Persistent absence.
- Severe absence
- Any unexplained absence from school, either at morning or afternoon registration, will be followed up with a text/phone call from reception to ascertain the reason for absence from parents/carers.
- Heads of Year will monitor attendance and lateness on a weekly basis and discuss specific cases of absence with the Deputy Head [Pastoral]
- The Deputy Head [Pastoral] will provide an update on attendance at each fortnightly SLT meeting as well as a half termly update to allow trends to be monitored.
- A termly update on attendance will be provided to the governors Pastoral Committee and will be included in the Headmaster's report to Full Governors each time they meet [4 times per year] including:
  - Whole-school attendance.
  - Persistent absence.
  - Severe absence.
  - Disadvantaged students.
  - Students with SEND.
  - Vulnerable groups.
  - Year group trends

### **5.2 Supporting Attendance**

The school recognises that poor attendance is often linked to barriers beyond a student's control. Support strategies may include:

- Attendance support meetings.
- Mentoring.
- Pastoral support.
- SEND review meetings.
- Early Help referrals.
- Mental health support plans.
- Reintegration plans.
- Adjustments to support engagement in education

**For all categories the school will work jointly with families to identify and address barriers to attendance before consideration of formal legal intervention using the following framework:**

### **Stage 1**

Attendance falls below 95%

- Attendance Officer and Tutor monitoring
- Parent contact

### **Stage 2**

Attendance falls below 92%

- Parent Contact or meeting if required
- Target setting

### **Stage 3**

Attendance below 90%

- Attendance Meeting
- Formal monitoring

### **Stage 4**

Failure to improve

- Local authority involvement
- Consideration of legal interventions where appropriate

## **5.3 Students with SEND and Medical Needs**

The school recognises that students with:

- Special Educational Needs and Disabilities (SEND)
- Mental health needs
- Long-term medical conditions
- Neurodiverse profiles

may face additional barriers to attendance. Where attendance is affected, the school will work collaboratively with families and professionals to identify reasonable adjustments and provide appropriate support such as

- reasonable adjustments
- reintegration plans
- SEND reviews
- Early Help involvement

## **5.4 Persistent Absence**

This is defined as less than 90% attendance accumulated since the start of the academic year.

- The school will follow the NYCC School Attendance Pathway [School Attendance | CYPInfo \(northyorks.gov.uk\)](https://www.northyorks.gov.uk/school-attendance) to support attendance.
  - Identify concerns at an early stage.
  - Meet with families.
  - Develop attendance improvement plans.
  - Monitor progress regularly.

- Offer targeted support.
- Early intervention to support attendance will include letters home [usually after the autumn term and every half term after that] to parents from Heads of Year, home visits, meetings etc. as well as possible support from Family Help.

## **5.5 Severe Absence**

A student is considered severely absent when attendance falls to 50% or below. Students in this category will receive:

- Enhanced monitoring.
- Senior leader oversight.
- Multi-agency involvement where appropriate.
- Individual support planning.

## **5.6 Children Requiring Additional Safeguarding Support**

Particular attention will be given to the monitoring of attendance of:

- Children with a social worker.
- Children subject to Child Protection Plans.
- Children in Need.
- Young carers.
- Students known to youth justice services.
- Looked-after and previously looked-after children.

## **5.7 Part-Time Timetables**

The school does not regard part-time timetables as a long-term solution. Where a part-time timetable is necessary:

- It will be time-limited.
- Parents/carers will be consulted.
- A review schedule will be established.
- The aim will be reintegration to full-time education as quickly as possible.

## **5.8 Legal Intervention**

Where attendance support has not secured improvement, or where unauthorised absence continues without reasonable justification, the school may request local authority consideration of penalty notices, prosecution, education supervision orders or other statutory interventions in accordance with current legislation and local protocols.

- Formal attendance contracts.
- Attendance prosecution.

- Penalty notices.
- Other legal interventions available under current legislation.

These decisions will be taken in partnership with the local authority and in accordance with current local procedures.

## **5.9 Children Missing Education**

- The school will follow local authority procedures where a student fails to attend regularly, cannot be located, or appears to have left education.
- The school will make reasonable enquiries before removal from roll and will comply with all statutory reporting requirements.
- The school will notify the local authority where required by the School Attendance (Pupil Registration) (England) Regulations 2024.

## **6. Responsibilities**

### **6.1 The Governing Body**

- Promote the importance of good attendance.
- Ensure statutory responsibilities are fulfilled.
- Monitor attendance data and trends.
- Hold school leaders to account for attendance performance.
- Review the effectiveness of attendance strategies and interventions

### **6.2 The Headteacher**

- Lead attendance improvement across the school.
- Ensure implementation of this policy.
- Ensure accurate attendance records are maintained.
- Report attendance information to governors.
- Ensure appropriate support and intervention is provided.

### **6.3 Attendance Lead [Deputy Head Pastoral]**

- Monitor attendance alongside Attendance and Welfare Officer Head of Year and coordinate interventions as appropriate
- Update SLT fortnightly and governors termly on attendance data, trends, concerns etc.

### **6.4 Reception**

- Will monitor Morning and Afternoon attendance daily and follow up absence to secure parent notification of the reason for absence to ensure attendance registers are correctly coded.
- Will follow up on unexplained absence as a safeguarding precaution and pass on any concerns to Heads of Year.

### **6.5 Heads of Year**

- Monitor attendance weekly.

- Analyse attendance data regularly.
- Identify students at risk of persistent or severe absence.
- Coordinate intervention and support.
- Liaise with parents, external agencies and the local authority.
- Will promote good attendance and punctuality through Year Group assemblies and having a presence around school.

#### **6.6 Form Tutors and Teachers**

- Will ensure registers are taken in a timely and accurate fashion- either for statutory or lesson by lesson purposes.
- Will report unexplained absence lesson by lesson to reception, having due regard especially for students who are known to be vulnerable.
- Ensure exit card procedures are followed.
- Will pick up on lateness to lessons, and ensure general punctuality by their presence around school.
- Will communicate any further attendance concerns to the Head of Year

#### **6.7 Parents/Carers**

- Ensure their child attends regularly and punctually.
- Notify the school of absence on the first day and each subsequent day unless otherwise agreed.
- Work collaboratively with the school to address attendance issues.
- Avoid requesting leave during term time except in exceptional circumstances.

#### **6.8 Students**

- Ensure good punctuality to registration and lessons at all time.
- Attend every timetabled session.
- Engage positively with support offered to improve attendance.
- Follow school procedures regarding attendance and punctuality.

**Policy reviewed: September 2026**

## Appendix 1: Attendance Codes

**The school will use attendance and absence codes in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 including the current national codes:**

### Code Meaning

|    |                                                         |
|----|---------------------------------------------------------|
| /  | Present — morning                                       |
| \  | Present — afternoon                                     |
| L  | Late, but arrived before the register closed            |
| B  | Attending another approved educational activity         |
| C  | Authorised absence — other circumstances                |
| C1 | Authorised absence — regulated performance              |
| C2 | Authorised absence — temporary reduced timetable        |
| D  | Attending another school where the pupil is registered  |
| E  | Excluded, with no alternative provision                 |
| G  | Unauthorised holiday                                    |
| I  | Illness                                                 |
| J1 | Approved educational activity — interview               |
| K  | Educational provision arranged by the local authority   |
| M  | Medical or dental appointment                           |
| N  | Reason for absence not yet established                  |
| O  | Unauthorised absence — no reason provided/other         |
| P  | Approved sporting activity                              |
| Q  | Unable to attend because of lack of access arrangements |
| R  | Religious observance                                    |
| S  | Study leave                                             |
| T  | Traveller absence                                       |
| U  | Arrived after the register closed                       |
| V  | Educational visit/trip                                  |

## **Code Meaning**

- W** Work experience
- X** Non-compulsory school-age pupil not required to attend
  
- Y1** Transport normally provided unavailable
- Y2** Widespread disruption to travel
- Y3** Part of school premises closed
- Y4** Whole school site unexpectedly closed
- Y5** Criminal justice detention
- Y6** Public health guidance or law
- Y7** Other unavoidable cause
- Z** Prospective pupil not yet admitted