



NORWICH SCHOOL

Attendance Policy

This policy is reviewed by the Principal Deputy Head and Designated Safeguarding Lead (DSL) annually. This policy was last reviewed and agreed on Michaelmas 2026. It is due for review in Michaelmas 2027.

Confirmed by:

Nicky Fairweather	Principal Deputy Head / DSL	Michaelmas 2026
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Version Control

Version number	Date issued	Author / key contact	Change(s) summary
1.0	Trinity 2022	Nicky Fairweather	
1.0	Trinity 2023	Nicky Fairweather	No change
1.1	Trinity 2024	Nicky Fairweather	Minor amends throughout to reflect updated processes/roles. 'Using Attendance Data' section amended and simplified to reflect new procedures. 'Reference to Emotionally Based School Avoidance added to 'Support Systems' section.
1.2	Trinity 2025	Nicky Fairweather	Minor amendment - reference to Local Authority Attendance teams
1.2	Trinity 2026	Nicky Fairweather	Policy reviewed. Minor wording changes only.
1.3	Michaelmas 2026	Nicky Fairweather	External document references updated.

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Purpose and Aims

Regular school attendance is essential if pupils are to achieve their full potential – academically, socially and emotionally.

Norwich School believes that regular school attendance is the key to enabling pupils to maximise the opportunities available to them. The school values all pupils and we will work with families where attendance is difficult and try to resolve any difficulties.

Norwich School has a duty to both educate and safeguard every pupil - regular school attendance is required for both duties to be met. Keeping Children Safe in Education highlights the importance of attendance monitoring and due regard is paid to this and relevant annual updates.

General Principles

Parents must ensure that children of compulsory school age receive full-time education suitable to their age, ability and aptitude.

The school utilises DfE statutory guidance 'Working together to improve school attendance' 2026 to guide practice.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age.

The Education (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Attendance and Absence: Categorising Absence

Where pupils are recorded as absent, the register must show whether the absence is authorised or unauthorised.

The Attendance Office runs out of 71a and carries out first day calling where pupils are not marked present at morning registration; this is prioritised for pupils in Lower 4 to Upper 5.

Absence due to illness can be authorised by the Attendance Officer, one of the Health Officers or the Head of Welfare.

Parents must advise the school by telephone or email by 8:30am on the day of absence and provide the school with an expected date of return.

If a pupil has an attendance record which causes concern, it may be necessary for any absence to be followed up with medical evidence from a doctor / dentist etc. This can be in the form of an appointment letter / card or a copy of a prescription.

All other absences can only be authorised by the Principal Deputy Head – authorisation should be sought by completing the 'Absence Request Form' on the 'My Child' tab of My School Portal.

Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. If permission to take leave is not granted and the parent takes their child out of school, the absence will be unauthorised.

As the school's Terms and Conditions make clear, unsatisfactory attendance may lead to a pupil being required to leave the school. Any pattern of unauthorised absence is unsatisfactory and can often point to other underlying problems; the school takes this seriously and investigates appropriately as absence patterns can often flag a safeguarding or welfare concern.

All absences will be treated as unauthorised unless a satisfactory explanation has been received.

Absence will be categorised as follows:

- Illness
- Medical / Dental Appointments – parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day.
- Other Authorised Circumstances – this relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement.
- Excluded – fixed term exclusion from attending school is counted as an authorised absence. The school will arrange for work to be sent home.
- Religious Observance – Norwich School understands that on some occasions, religious festivals may fall outside school holidays or weekends, and this necessitates a consideration of authorised absence.
- Study Leave – study leave is granted for Upper 5 and Upper 6 pupils approaching exams.
- Late Arrival – registration begins at 8.30am and the register will close at 9.00am. Pupils arriving after the close of register will be recorded as late.
- Unauthorised Absence – absence will not be authorised unless a satisfactory explanation is provided. Family holidays during term time cannot be authorised.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2024, pupils can be deleted from the register when one of the following applies and once the Local Authority has been informed:

- Permanent exclusion has occurred, and procedures have been completed.
- Transfer between schools.
- Pupil is withdrawn to be educated outside the school system.
- Pupil has left the school, but it is not known where they have gone after the school has tried to locate the pupil.
- Death of a pupil.

The Admissions Office will carry this out.

Using Attendance Data

Good attendance and punctuality are essential to ensure that pupils make good holistic progress. The Principal Deputy Head reminds families of the importance of good attendance at school on an annual basis.

Attendance statistics will be regularly analysed by the Principal Deputy Head and discussed with members of the pastoral / safeguarding team. Where concerns arise a 'support first' approach is taken. While the circumstances of individual pupils and families will always be considered, the following steps may be taken, using template communications, to draw parental attention to the concerns raised by low attendance to school:

- First communication which highlights attendance below 90% but noting a rising trend.
- First communication which highlights attendance below 90%.
- First communication which highlights attendance below 90% where there is an understandable reason.
- Second communication where attendance remains below 90% but there is a rising trend.
- Second communication of ongoing concern.
- Third communication of ongoing concern and invitation to attendance meeting with key pastoral staff.
- Where attendance continues to be problematic a further attendance meeting will be organised utilising the local authority support meeting process

Pupils with a poor punctuality record can expect to receive appropriate sanctions such as 'earlies' or behaviour detentions, in accordance with the school's Behaviour Support and Intervention Policy.

The School engages with annual / termly support meetings with the local authority attendance team dependent on need.

Support Systems

Norwich School recognises that persistent absence can be an indication of challenges for a pupil. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce / separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

The school will implement a range of strategies to support improved attendance where necessary, particularly where a pattern of Emotionally Based School Avoidance may be developing. Strategies used can include:

- Discussions with parents/guardians and pupils
- Referrals to support agencies and/or the local authority attendance team
- Peer support networks
- Time limited part-time timetables
- Additional learning support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Norwich School will liaise with the Local Authority and may consider the use of legal sanctions.

School Attendance

Every pupil is expected to attend school every weekday during term time 08:25-16:00. They are expected to attend all timetabled lessons including morning registration / assembly / Tutorial.

Where a pupil attends a co-curricular activity or welfare support (wellbeing / medical / counselling) during timetabled lessons this must be recorded in the register.

Attendance is recorded electronically during each 'period' of the day. Attendance statistics are analysed taking account of the daily AM and PM registration. Where attendance concerns arise lesson by lesson data will be analysed.

Where a pupil arrives late to school for any reason they must register at 71a Reception. Where a pupil leaves site for an organised appointment or reason they must sign out at 71a Reception, signing back in again on return to site.

Further details are available in the Norwich School Handbook.

Behaviour and Discipline

Exclusion from school, in accordance with the school's Terms and Conditions, can be a temporary withdrawal for a fixed term or a permanent exclusion.

The school's procedures for dealing with temporary and permanent exclusions are mindful of the guidance Behaviour and Discipline in Schools (DfE, February 2024).

The Head may, at his discretion, require parents to remove a child from the school, if he considers that the child's attendance, academic commitment or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head removal is in the school's, the child's and other children's best interests.

From the Norwich School Terms and Conditions

Non-payment of fees may result in a pupil's attendance being suspended until the matter is resolved. Parents and carers should contact the Bursaries Officer to discuss any concerns over the payment of fees.

Document Control

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Authorised by:	Nicky Fairweather, Principal Deputy Head and DSL
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External documents referenced:	- DfE Behaviour and Discipline in Schools (2024) - Education Act 1996 - Education (Pupil Registration) (England) Regulations 2024 - Working together to improve school attendance, DfE (August 2026) - Keeping Children Safe in Education (KCSIE), updated annually