



POLICY NAME	ATTENDANCE POLICY
POLICY REF:	QEHSP39
EFFECTIVE DATE:	OCTOBER 2026

At Queen Elizabeth's High School, we aim for high standards in all we do.

The school is committed to providing a carefully planned education for all students. We believe that regular school attendance is vitally important in helping all students benefit fully from this education. Accordingly, we will strive to ensure that all students achieve maximum possible attendance, and that any problems which may hinder full attendance are acted upon swiftly. This policy meets the requirements of the Working together to improve school attendance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance.

Parents/guardians responsibility measures are in the Summary table of responsibilities for school attendance, Lincolnshire's Attendance Strategy and Penalty Notice Code of Conduct, fines for parents for taking children out of school.

In pursuit of these goals, it is acknowledged that:

- In the first instance, it is the duty of parents/guardians to ensure that their child receives a suitable full-time education and to ensure attendance at school, as required by law.
- Situations may exist which require students and/or their parent/guardian to be supported by the school, and/or external agencies, to meet their attendance obligations and responsibilities.
- The schools Leadership Team (LT) and Governors are committed to leading a whole school approach towards attendance and actively support the principal that "Attendance is everyone's business" as well as setting targets for attendance benchmarked locally and nationally. The Leadership Team and Governors receive regular updates on attendance and have a dedicated Governor for Attendance.
- The Deputy Headteacher, Mr Neil Allan is the school's Attendance Champion and can be contacted via the school email: office@qehs.lincs.sch.uk

Responsibilities

It is important that **every** member of staff actively support the principal that "Attendance is everyone's business" and builds a culture of prioritising attendance improvements across the school to promote to the students the importance of maximum possible attendance.

Certain individual members of staff have specific responsibilities:

The Governors are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data at the Welfare Committee
- Monitoring attendance practices and figures for the whole school making sure staff receive adequate training on attendance and that attendance practises are implemented
- Holding the Headteacher to account for the implementation of this policy

The Headteacher is responsible for:

- The implementation of this policy at the school
- Ensuring that the importance of school attendance is integral across the school's policies and ethos
- Monitoring school-level absence data and reporting it to the governors



- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies issuing fixed-penalty notices

The Deputy Headteacher, Assistant Headteacher Sixth Form and School's Attendance Champion is responsible for:

- Ensuring that the attendance policy is integrated throughout the school
- Ensuring that all safeguarding policies are implemented with regards to absence and attendance
- Student welfare and will supervise the school's links with the appropriate external agencies
- Leading attendance across the school offering a clear vision for attendance improvement, evaluating and monitoring expectations and processes
- Having an oversight of data analysis, devising specific strategies to address areas of poor attendance identified through data
- Monitor and review students with Persistent Absence and Severe Absence ensuring that all strategies are implemented to raise attendance and meet the educational needs of the students
- Liaising with pastoral leaders and Attendance and Welfare Officer regarding school attendance, absence, meeting with parent/guardian to discuss attendance issues, ensuring that targeted intervention and support to students and families is delivered

The Head of Year (HoY) is responsible for:

- Ensuring the vision and ethos for attendance is embedded throughout their year group and promote positive attendance to school throughout their tutor groups
- Implementing improvement strategies ensuring that all attendance, especially below 97% is monitored
- Review data and devise specific strategies to address poor attendance and implement actions to address areas of concern in line with the school policy
- Liaising with the Attendance Champion, SENDCO and Attendance and Welfare Officer regarding school attendance, meeting with parents/guardians to discuss attendance issues and implementing targeted intervention and support to students and families through PSP, EHA, TAC and the Lincolnshire EBSA Pathway.

The Attendance and Welfare Officer is responsible for:

- Checking daily attendance records and contacting home if a student is absent without reason
- Rigorously monitoring and analysing attendance data and action areas of concern to resolve issues
- Benchmarking attendance data against local and national figures to identify areas of focus for improvement and providing regular attendance reports to HoY and Attendance Champion and raising concerns about attendance
- Working with HoY and Attendance Champion to tackle persistent absence and areas of concern
- Advising and working with the Attendance Champion with regards to fixed-penalty notices
- Work with the HoY, Attendance Champion and SENDCO to support regarding school attendance, absence, meeting with parents/guardians to discuss attendance issues, ensuring that targeted intervention and support to students and families through PSP, EHA, TAC and the Lincolnshire EBSA Pathway.
- Work with students and families to facilitate support to overcome barriers to attendance
- Enforce statutory intervention in line with the National Framework

The Sixth Form Pastoral and Progress Officer is responsible for:

- Liaising with the Sixth Form Officer regarding daily and weekly absences and overall attendance
- Promoting the importance of attendance with all students
- Implementing and supporting improvement strategies ensuring that all attendance, especially for those students when below 97%, is monitored to improve progress
- Liaising with the Sixth Form team, Attendance Champion, SENDCO and Attendance and Welfare Officer regarding school attendance.
- Meeting with parents/guardians to discuss attendance issues and implementing targeted intervention and support to students and families through PSP, EHA, TAC and the Lincolnshire EBSA Pathway.



Form Tutors are responsible for:

- Recording attendance on a twice daily basis at form times, using the correct codes, and raising any absence or attendance concerns to the Attendance and Welfare Officer and HoY
- Integrating the whole school approach towards attendance and actively support the principal that "Attendance is everyone's business" to promote attendance with their form group
- First point of contact for all queries and concerns around attendance

School Admin staff are responsible for:

- Ensuring all calls and emails from parents/guardians about absence on a day-to-day basis are recorded on the school system
- Forward messages from parents/guardians to the Attendance and Welfare Officer, Form Tutors and HoY to provide them with more detailed information on attendance as required

Parents/Guardians are expected to:

- Make sure their child attends school on time every day
- Promote to their child the importance of punctual attendance to school and every timetabled lesson
- Call the school and leave a message on the absence answerphone before 08.30am to report their child's absence on the first day of the absence (and each subsequent day of absence), and advise when they are expected to return, share specific reasons for student absence and provide the appropriate medical evidence if needed
- Provide the school with up-to-date contact details and more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day and that holidays are not taken in school time. Where this is not possible, they are expected to complete a Leave of Absence request form which can be found on the school website
- Liaise with their Form Tutor as soon as possible where there are areas of concern which may affect students' attendance

Students are expected to:

- Attend school on time every day – school day 8.50am to 3.30pm
- Attend every timetabled session on time
- Work with school to maximise their attendance

Home-School Links

In view of the above, good relationships between home and school are essential. We work collaboratively with parents/guardians and students to cultivate strong and respectful relationships. Our attendance procedures and information for parents/guardians and students regarding attendance and pastoral support can be found on our website as well as a plan for information to be sent out to them throughout the year to promote mental health and positive attendance. All staff will receive training on attendance at induction and guidance for staff on procedures can be found in the staff handbook.

We expect parents/guardians to ensure that students attend school regularly in accordance with the most recent DfE requirements which also encourages parents/guardians to avoid term time holidays. We also expect students to be punctual and appropriately prepared for the day. It is essential that contact with the school is made, as soon as is reasonably practical, whenever a student is unable to attend, or where there are problems of a confidential nature which may result in the student being kept away from school or where there are issues around a student attending so that school may support.

We expect parents/guardians to fulfil their legal responsibilities under section 7 of the Education Act 1996 and will ensure that when their child is of compulsory school age, they receive suitable full-time education, either through regular attendance at school or otherwise. Regular attendance is a shared responsibility between the school, parents/guardians, students and, where appropriate, the Local Authority and other agencies.



Parents/guardians and students can expect the school to record daily, the punctuality and attendance of all students. Detailed information on 'Marking Registers' is provided in the Staff Handbook. The school will make early contact with home if a student fails to attend school without any reason being received by the school. We will continue to contact the numbers we have on file until a reason is given.

If no reason is received by 12 noon the school will aim to carry out a home visit. To maintain safeguarding where a student is off ill from school for 3 or more days the school will also contact home and arrange to carry out a home visit. In extreme cases where contact has not been able to be made or a student cannot be seen this will be reported to the police and Lincolnshire Safeguarding Team. Where there is a cause for concern or a student's attendance falls below 90% a home visit may be carried out on day 1 of their absence. If a student's whereabouts cannot be established, or where there are concerns about their safety or welfare, the school will follow its safeguarding and children-missing-education procedures and make referrals to the appropriate agencies, including the police or Children's Services, where appropriate.

Attendance Register and Registration

Our expectation is that all students will have 100% attendance and we aim that all students will attend school on every school day and on time.

We will keep an attendance register and all students who attend the school will be put onto this register. We will take our attendance register at the start of the first session of each school day in the morning and in the afternoon. A register is taken at the start of each new lesson. It will be marked using the DfE attendance codes. Reasons for absence will be detailed with the initials of the person making the entry.

The school maintains its admission and attendance registers in accordance with the School Attendance (Student Registration) (England) Regulations 2024 and the Department for Education statutory guidance Working Together to improve school attendance. The attendance register will accurately record whether each student is present, absent or attending an approved educational activity for every session.

The school will use the current statutory DfE attendance and absence codes. Staff must follow the current attendance-code guidance and the school's Staff Handbook when recording or amending attendance.

The following codes are particularly relevant to the school's day-to-day attendance procedures:

- I – unable to attend because of sickness
- M – absent with leave for a medical or dental appointment
- G – absent without leave for the purpose of a holiday
- O – absent for other circumstances where no other statutory code applies
- U – absent for registration because the student arrived after the register closed
- L – absent at the time the register begins but arrives before the register closes
- R – day exclusively set apart for religious observance by the relevant religious body
- C – absent with leave for other circumstances
- C1 – absent with leave for the purpose of participating in a regulated performance
- C2 – absent with leave where a temporary reduced timetable means a compulsory-school-age student is not required to attend
- D – attending another school at which the student is a registered student
- B – attending an approved educational activity
- P – attending an approved sporting activity
- V – attending an approved educational visit or trip
- W – attending approved work experience
- E – authorised absence because the student is excluded and no alternative provision has been made



Rewards

Every term student with 100% attendance will receive 10 merit points on Satchel One and be entered into a draw to win a Love to Shop £10 voucher.

At the end of the academic year students:

- With 100% attendance will receive 40 merits and a Gold Attendance Badge on Satchel One, a certificate and a personal letter from the Headteacher.
- With 97-99% attendance will receive 20 merits and a Silver Attendance Badge on Satchel One and a certificate.

Students at the end of Year 11 and 13 with Perfect Attendance from Year 7–11 and Year 12–13 will:

- 100% attendance overall will receive 50 merits and a Gold Attendance Badge on Satchel One, a certificate and a personal letter from the Headteacher presented in the final assembly.

The school will ensure that attendance recognition does not disadvantage students whose attendance is affected by disability, long-term health conditions, SEND, religious observance or other legitimate authorised absence. The school may also recognise improved attendance, sustained progress and successful engagement with attendance support.

Leave of Absence and Authorised Absence

It is a legal requirement that all parents/guardians send their children to school, and we expect parents/guardians to book medical appointments and absence out of school hours and school days. Where this is not possible, parents/guardians can complete the Leave of Absence form (which can be found in the Attendance section on the school website) detailing justification for removing students from school and providing supporting evidence of the request.

The school will only authorise absence for the following:

- Illness: Where a student is unable to attend because of sickness, the absence will normally be recorded using Code I – unable to attend because of sickness. The school will not routinely request medical evidence. Where there are genuine concerns about health-related absence, the school may request appropriate supporting information and will consider what support may be required.
- Medical or dental appointments that cannot reasonably be arranged outside school hours. Code M will normally be used. Students are expected to attend school before and/or after the appointment where reasonably practicable, and only the time reasonably required for the appointment and necessary travel should normally be recorded as absence.
- Religious observance: Code R will be used where the statutory conditions for religious observance are met. Additional leave will be considered separately under the leave-of-absence provisions.
- Family emergency or other circumstances where leave is authorised by the Headteacher in accordance with the statutory guidance.

Absence will be dealt with on an individual basis in line with the DfE statutory guidance. The Headteacher has discretion to grant or refuse leave of absence where the statutory conditions permit, including determining the length of any leave granted. Medical evidence will not be requested routinely or unnecessarily. Where evidence is appropriate, the school will be flexible about the form of evidence available and may consider appointment information, prescriptions, NHS App information or other appropriate evidence.

Reporting Attendance to Parents/Guardians

Parents/guardians can monitor attendance via Satchel One and attendance will also be recorded on the students' reports. Information letters will be sent to parents/guardians during the year at the end of Term 1, 3 and 5. The school will also communicate with parents/guardians where attendance is causing concern, where a student is at risk of persistent or severe absence, or where formal attendance support or legal intervention is being considered. Communication will seek to understand barriers to attendance and explain the support and expectations available.



Lateness and Punctuality

Students are expected to be in form for registration ready for 08.50am. A student who arrives late will arrive after all the gates have been closed therefore must enter via the school reception door and must sign in at reception. Students who arrive after this time and before 09.20am are marked as L. If a student is not present and the form tutor does not know the reason for the absence, they will record this as N. After 09.20am the student's absence will be marked as unauthorised, U. The register for the second session will be taken at 1.40pm. The school will keep the morning, and afternoon registers open for the period specified in the school's registration procedures and in accordance with statutory requirements. The register will not remain open for longer than the statutory maximum period. Arrival after the register has closed will normally be recorded as Code U unless another statutory attendance code applies.

Where a student is late because of a school bus arriving late at school they will be signed in via the school office and will be coded as authorised with a comment to explain the reason for the amendment by the school office. Where late arrival is due to medical/dental treatment, an agreed reduced timetable, transport failure or another circumstance covered by a statutory code, the appropriate statutory code will be used rather than automatically recording Code U.

Reporting Absence

Parents/guardians are expected to call the school and leave a message on the absence answerphone or email the school office before 8.30am to report their child's absence on the first day of the absence (and each subsequent day of absence), and advise when they are expected to return, share specific reasons for the absence and provide the appropriate medical evidence if needed.

We will record absence due to illness using Code I where the student is unable to attend because of sickness. The school may ask questions to understand the nature of the illness and, where there is genuine concern, may request appropriate supporting information. We will not ask for medical evidence unnecessarily. A lack of written medical evidence will not, by itself, prevent appropriate support from being considered.

The school will consider the circumstances of illness-related absence on an individual basis. Where there are concerns about a pattern of absence, the school will work with the student and family to understand the barriers to attendance and consider appropriate support.

Unauthorised Absence (including a request for holiday)

The Headteacher and Deputy Headteacher (acting on behalf of the Headteacher) can only grant a leave of absence during term time if they consider there to be exceptional circumstances. A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent.

The school will only grant leave of absence during term time where there are exceptional circumstances. Exceptional circumstances are rare, significant, unavoidable and short. Each application will be considered individually, taking account of the specific facts, circumstances and relevant context behind the request.

A holiday or other leisure activity during term time will not normally constitute exceptional circumstances and leave of absence for a family holiday will not normally be granted.

Requests should be submitted as soon as the need for leave is known and, wherever possible, sufficiently in advance to allow the Headteacher to consider the request before the proposed absence. The school may require evidence relevant to the circumstances of the request.

Where the school believes that a student is absent from school due to a holiday which has not been authorised, the absence will normally be recorded using Code G. Where the national penalty-notice threshold is met, the school



will consider requesting a penalty notice in accordance with the national framework and Lincolnshire County Council's current Code of Conduct.

Where the absence is unauthorised due to a holiday request, the parent/guardian will be informed, and any penalty notice process will be managed by the Local Authority in accordance with the applicable legislation and Code of Conduct.

Where illness or medical absence coincides before or after a holiday, home visits may be carried out or evidence of travel requested. Where this is not possible or evidence did not produce a penalty notice will be issued. Where a student's absence is suspected of being on holiday the school is within its right to raise a penalty notice. It is then the parent/guardian's responsibility to provide evidence to LCC to prove that this is not the case.

For all unauthorised absence, including Code U lateness after the register has closed, the national threshold for considering a penalty notice is 10 sessions of unauthorised absence within any rolling 10-school-week period. The sessions do not need to be consecutive and may comprise different types of unauthorised absence.

National Penalty Notice Framework – current from 19 August 2024. The school will not operate a blanket policy of issuing or not issuing penalty notices. Individual cases will be considered in accordance with the DfE support-first approach, the national framework and Lincolnshire County Council's current Code of Conduct. Where appropriate, support and/or a Notice to Improve may be used before a penalty notice is issued.

First offence – £160 per parent/guardian per child if paid within 28 days, reduced to £80 if paid within 21 days.
Second offence within 3 years – £160 per parent/guardian per child, payable within 28 days.

A third or subsequent penalty-notice-eligible offence within the relevant three-year period will not result in a further penalty notice to the same parent for the same child.

The Local Authority will consider alternative legal intervention, which may include prosecution, in accordance with the current national framework and Lincolnshire's Code of Conduct.

The school does not itself determine the outcome of a penalty-notice request or any subsequent prosecution. Such action is undertaken by the Local Authority or other authorised officer in accordance with the relevant legislation.

Attendance Contracts and Notice to Improve

Where a student's absence is a cause for concern, the school will aim to work with the family to overcome the barriers to attendance by implementing an Attendance Contract or Notice to Improve. An Attendance Contract or Notice to Improve is a formal written agreement between the student, parent/guardian and the school to promote regular attendance.

Parents/guardians cannot be compelled to enter an attendance contract or Notice to Improve, and they cannot be agreed in the parents'/guardians absence. The school has no obligation to offer an attendance contract or Notice to Improve. An Attendance Contract or Notice to Improve is not a legally enforceable order. It should set out clear expectations, support, actions, review arrangements and timescales.

An Attendance Contract or Notice to Improve should include:

- Details and statements of the requirements that the parent/guardian and student are expected to comply with
- Support provided to help the parent/guardian and student to satisfy the requirements
- Duration and targets of the contract
- Review arrangements, including how progress will be measured and what further action may be considered if attendance does not improve.



Failure to engage with agreed attendance support can lead to further legal action where the statutory conditions are met.

Further Legal Intervention and Education Supervision Orders

Where attendance remains unsatisfactory despite appropriate support, the Local Authority may consider further legal intervention. This may include an Education Supervision Order under section 447 of the Education Act 1996, prosecution under the relevant provisions of the Education Act 1996, or other action available under the Local Authority's attendance procedures. Any legal intervention will be progressed by the Local Authority in accordance with the relevant legislation and local procedures.

The school will cooperate with the Local Authority and provide relevant attendance information, records of support and evidence of interventions where requested.

The detailed former description of Family Court, section 47 and prosecution procedures is not retained in this school policy because the Local Authority is responsible for progressing those legal processes under the applicable legislation and procedures.

Attendance Support Arrangements

We aim that with regular monitoring and early intervention we will be able to work with students, parents/guardians to remove the barriers which prevent students from attending school through our pastoral support plan process. We appreciate that each situation will be different and will be treated on its own merits and we will make reasonable adjustments to meet the individual needs of each student.

Where support arrangements need to be made for students with additional needs, such as SEND, to attend school, each case will be reviewed and actions agreed to meet the individual circumstances surrounding the student's situation alongside the Department for Education's statutory guidance Supporting students at school with medical conditions and the school's SEND and Supporting students with Medical Conditions policies. Internal support can be in the form of reduced timetables, phased returns, learning support, pastoral support or counselling.

For compulsory-age students, where required we will follow the Lincolnshire EBSA pathway and support offered can be in the form of a pastoral support plan, tailored to the individual student's needs and managed by the Head of Year and Attendance and Welfare Officer. Other agencies will be involved if required such as the school's Healthy Minds Liaison and EBSA Support Officer.

The school recognises that some students may face greater barriers to attendance than their peers, including students with SEND or disabilities, long-term health conditions, mental health needs, bullying concerns, safeguarding concerns, young guardians and other individual or family circumstances. The school will seek to understand and address barriers to attendance and will consider reasonable adjustments where required.

Where attendance difficulties arise in relation to disability, SEND or a medical condition, the school will consider reasonable adjustments and appropriate support in line with the Equality Act 2010, any EHCP and/or Individual Healthcare Plan and relevant statutory guidance.

Where a student with an EHCP experiences significant attendance difficulties, the school will work with the student, parents/guardians and, where appropriate, the Local Authority and other agencies to review barriers and the support being provided.



Where a temporary reduced timetable is necessary to meet a student's individual needs, it will be exceptional, agreed with parents/guardians, time-limited, formally recorded, regularly reviewed and designed to return the student to full-time education as soon as reasonably practicable. It will not be used simply as a means of managing poor attendance.

Supporting Students Following an Extended Absence

Where a student has been absent from school for five or more consecutive school days they will be expected to spend their first day back in school working in the Room for Improvement (R4i) to catch up on missed work and address any gaps in their learning. This time will provide students with an opportunity to access and complete outstanding work, consolidate missed learning, prepare for their return to their normal timetable and reduce any overwhelm.

The school recognises that individual circumstances may vary and will consider any relevant medical, pastoral or other exceptional needs when determining the appropriateness of this arrangement. In particular, consideration will be given to students returning following significant medical conditions, hospitalisation or other circumstances where a full day in R4i may not be appropriate or where an alternative venue is more suitable. Where necessary, alternative arrangements or additional support will be put in place to help the student reintegrate successfully back into school and catch up with their missed learning.

SEMH, Pastoral and Attendance Guidance

SEMH, Pastoral and attendance guidance can be found via the school website under the following sections:

- Parent/Guardian Attendance
- Student, Pastoral
- Student, Mental Health

Where the school has concerns that a student's non-attendance may be related to mental health issues, parents/guardians will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health or safeguarding concern, they will inform the Designated Safeguarding Lead and the Child Protection and Safeguarding Policy will be followed.

The school will not treat anxiety, EBSA or other mental-health-related barriers as simply a disciplinary issue. The school will seek to understand the underlying barriers and agree proportionate support and reintegration arrangements while maintaining high expectations for attendance.

Students Unable to Attend Because of Health

If a student is unable to attend school for long periods of time due to health the school will:

- Inform the local authority if a student is likely to be away from school for more than 15 days
- Where the statutory sickness-return conditions are met, provide the required sickness return to the Local Authority. This applies where there are reasonable grounds to believe the student will be unable to attend because of sickness for at least 15 consecutive school days or will reach the applicable cumulative sickness threshold under the 2024 Regulations.
- Carry out safeguarding and welfare checks, remaining in contact
- Make sure the student is kept informed about school events and clubs
- Support the student's reintegration to school when they return

Where a student is unable to attend school because of health needs, the school will work with the Local Authority to ensure that appropriate education and support arrangements are considered in accordance with the Local Authority's duties under section 19 of the Education Act 1996.



Children Missing Education (CME) and students Not Attending Regularly

The school follows the Lincolnshire safeguarding procedures concerning children missing education or students not attending school regularly. We will make reasonable enquiries into the location of students with continuous unauthorised absence or for those who fail to return from leave of absence granted during term time, this may involve visits to home by school staff and providing Lincolnshire County Council with information regarding the absences.

A student who is persistently or severely absent but remains registered at the school is not automatically a Child Missing Education. CME applies where a child of compulsory school age is not registered at a school and is not receiving suitable education otherwise than at school. The school will follow the current statutory CME guidance and admission-register requirements when a student's circumstances may meet the CME definition.

The school will comply with the School Attendance (student Registration) (England) Regulations 2024 concerning adding and deleting names from the admission register and notifying the Local Authority where required.

Monitoring Attendance

Attendance is monitored weekly via our Attendance Diamond. Attendance statistics benchmarked against local and national are included each week in the school bulletin to all staff. The school has an attendance target of a minimum 97% with each year group having an individual target.

The school's 97% attendance target is an internal school aspiration and is not a statutory threshold. Attendance will always be considered alongside individual circumstances, including health, disability, SEND, safeguarding, religious observance and reasonable adjustments.

We will monitor attendance and absence data half-termly, termly and yearly across the school and identify individual students and whether there are groups of children whose absences may be a cause for concern or to find patterns and trends of persistent and severe absence. We use this analysis to provide targeted support for these students and their families who are a cause for concern and to facilitate discussions with students and families. The school uses data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies.

Additionally, we look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns and to improve attendance. Cause for concern is where a student misses 5% or more of school, persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school. The school's 5% threshold is an internal early-warning indicator and is not a statutory definition. Persistent absence is where a student misses 10% or more of possible sessions, and severe absence is where a student misses 50% or more of possible sessions.

The school will use attendance data and hold meetings with the parent/guardian of students who the school (and/or local authority) considers to be vulnerable or are persistently or severely absent or where their attendance is a cause for concern.

Attendance analysis will consider relevant student groups and identify attendance gaps, patterns and emerging concerns, including where appropriate students with SEND or disabilities, disadvantaged students, students with social care involvement, young guardians and other groups identified through school or Local Authority intelligence. This analysis will be used to target support and evaluate its impact.

The school has a responsibility to provide attendance information to Lincolnshire County Council and other statutory bodies in accordance with the relevant regulations and agreed reporting arrangements.

Governors' reports are produced for Welfare meetings throughout the year, and we benchmark the data against local and national figures.



Additional Non-Compulsory Student Guidance for Sixth Form

Legislation

Providers of education or training for 16- and 17-year-olds are under two duties in relation to the Raising the Participation Age (RPA) legislation, as detailed by the Department for Education:

- Promote good attendance of 16- and 17-year-olds (Section 11 Education and Skills Act 2008).
- Inform Local Authority support services if a young person (aged 16 or 17) has dropped out of learning (Section 13 Education and Skills Act 2008). This is so the young person can be contacted swiftly and offered support to help them re-engage.

The guidance issued around attendance via *Working Together to Improve School Attendance* identifies that if a student and parent/guardian agree to attend Sixth Form provision at a maintained school then they have chosen to work within the institution's procedures and expectations for attendance, in line with the national guidance.

Expectations

What the school expects of students

- To attend all AM form times, timetabled lessons, supervised study periods, guest speaker assemblies and leadership and enrichment periods with punctuality similarly an expectation.
- Complete an absence request form if they need to leave early, arrive late or will be absent from school for any reason during the school day.
- If students are late for school, they should sign in at the Sixth Form Reception desk giving the reason to the Sixth Form Officer along with documentary evidence where appropriate.
- Students should be aware that persistent lateness or leaving early without permission will be treated as unauthorised absence and may result in intervention, parental meetings and Sixth Form sanctions.
- Students must remain on the school site when expected to attend unless permission has been granted by the Sixth Form Team. Students must not assume that they can leave the site because a lesson appears to be cancelled as alternative learning, supervised study or cover may be in place.
- To continue to fulfil all the above once a student has turned 18 years of age whilst remaining a student of Queen Elizabeth's High School.

Additional acceptable reasons for absence

Acceptable reasons for being absent from school, set by the Department for Education are:

- Interviews for courses/employment that will begin after the end of their time in Sixth Form. Students should not miss lessons to attend interviews, shifts and inductions for part-time work.
- University and Employer Open Days – students may attend no more than three of these events in an academic year during the school day.
- Work Experience – requests for term-time leave for essential Work Experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance.

Please note that leave of absence will not be given to enable a student to undertake employment during school hours.

Non-compulsory attendance

Where a Sixth Form students' timetable does not require them to be on site for every form, lesson or session of the week, a school maintained by a local authority may give leave of absence whereby the student is not expected to attend and may leave the school site.



The school will maintain an agreed individual timetable for every Sixth Form student. This timetable identifies the sessions during which the student is expected to attend school and those sessions during which they are not required to be on site. In addition, where a session, lesson or form has been cancelled and students have been given permission to leave the site, students will be made aware. It is the student's responsibility to ensure that parents/guardians are informed of these arrangements and amendments.

A contract relating to agreed individual timetables will be completed at the start of each year and will be signed by the student and their parents/guardians. Student and parents/guardians will be given access to the student's Satchel One system to see their timetable and attendance.

X Code and Unauthorised Absence Timetable Clarification

The X code will only be used where the school has determined in advance that a student is not expected to attend a registration session or lesson or where a lesson or session that has been cancelled by the school and permission has been given for the student to leave the site. There may be other occasions where the Sixth Form Team has formally agreed that attendance is not required and students will be made aware of this.

Where a student does not attend school or lessons, with or without parent/guardians' permission according to their agreed timetable or chooses to leave the school site without permission this absence will be coded as unauthorised. Missing a timetabled lesson, missing tutor time or supervised study, leaving the school site without permission, failing to attend a compulsory assembly, enrichment or leadership and or not attending because a student believes they have a "free" period when this has not been agreed by the school will all be classified as being unauthorised absence.

Unauthorised absence will be monitored and may necessitate in parental contact, attendance meetings, Sixth Form sanctions and, where attendance continues to cause concern, a review of the student's place in the Sixth Form.

Procedures

Signing In and Out

It is a legal requirement that we know who is on site. Students in Year 12 and 13 are required to fob in and out electronically whenever arriving at or leaving the school site.

Students who fail to sign in or out correctly, leave the site during timetabled sessions without permission or deliberately misuse the electronic signing system may be regarded as absent without authorisation and subject to Sixth Form sanctions.

Where students forget their fob they must sign in and out at the main reception. If a student loses their fob they will be expected to purchase a replacement. It is a school expectation that Sixth Form lanyards must be worn at all times when on site.

In-school procedures

We are keen to identify attendance concerns at the earliest opportunity to give parents/guardians, students and the school the ability to intervene promptly to prevent further decline. Attendance is monitored daily, weekly and termly and includes the tracking of overall attendance and attendance to individual lessons. Students and their parents/guardians will be called into Sixth Form meetings to discuss appropriate support and action, where and when issues of attendance concerns will arise.



Unexplained absence and cause for concern process

If a student is absent from school, and we have received no communication from either the student or a parent/guardian, a message will be sent to the nominated contact on the morning of the student's absence requesting a reason for the absence. Where we have been unable to make contact by 12 noon in the Sixth Form team, a home visit will be made. The absence will be recorded as unauthorised and the student will be invited to a meeting to discuss their absence and the school protocol; this will be recorded on their file as a cause for concern and future action may be taken.

Safeguarding escalation for unexplained absence

If no contact has been received from a parent/guardian by 8.30 am on the first day of absence, this will be treated as a potential safeguarding concern.

A series of welfare steps will be initiated, including:

- 1) Phone calls by the Sixth Form Officer to all emergency contacts to establish the student's welfare.
- 2) Escalation to the safeguarding team if no contact is made.
- 3) A home visit may be undertaken if there continues to be no response or confirmation of the student's safety.
- 4) The incident will be logged as a safeguarding concern, and further referrals may be made to external agencies if necessary.
- 5) Where a student has attendance under 95%, is a cause for concern or has been absent from school for 3 or more days the school will conduct a home visit. Home visits may be made on day one where the student has attendance under 90% and they are a cause for concern.

These procedures are in place to ensure the safety and wellbeing of all students.

Attendance Below Expectations

Attendance and punctuality will be reviewed throughout the academic year. We believe it is important to keep parents/guardian's informed of their child's attendance.

Students whose attendance falls below the school's expected standard of 97% will be monitored and may be invited to an attendance meeting with a member of the Sixth Form Team.

Where attendance falls below 95%, or where there is persistent poor punctuality or poor attendance to individual lessons, parents/guardians will receive a warning letter, and the student will receive regular review meetings with a member of the Sixth Form Team. Additionally, an attendance action plan will be implemented.

Where attendance falls below 90%, or where there has been little or no improvement despite support and intervention, the student and parent/guardian will receive a further warning letter and will be invited to attend a formal review meeting with the Assistant Headteacher (Sixth Form) and members of the Sixth Form Team to consider actions and the support required to whether the student will be able to continue their programme of study at QEHS.

The school reserves the right to withdraw a Sixth Form place where a student fails to engage with their programme of study, has persistently poor attendance or punctuality, or where continued absence significantly affects the student's ability to successfully complete their courses.

Attendance or Attendance to Lessons below 85%

Any student whose attendance or attendance to lessons drops below 85% will be invited to an immediate meeting with the Headteacher and Assistant Headteacher (Sixth Form). The parent/guardian will also be expected to attend the meeting. Should there be no genuine reason or circumstances to explain this level of absence, the school reserves the right to withdraw the Sixth Form place permanently.



Funding regulations dictate that a student **MUST** be withdrawn from their course of study if they are absent for **20 consecutive school days**. The Education and Skills Funding Agency do not distinguish between authorised and unauthorised absence for this purpose.

Related Legislation, Statutory Guidance and Local Procedures

This policy should be read alongside the following legislation and guidance:

- Working together to improve school attendance from the Department for Education (DfE) July 2026
- Lincolnshire County Council School Attendance Strategy
- Lincolnshire EBSA Pathway
- Lincolnshire Penalty Notice Code of Conduct
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- Keeping Children Safe in Education (KCISE) July 2026
- Children Missing Education 2016
- The Education Act 1996 including relevant provisions relating to parental responsibility, attendance, education otherwise than at school and legal intervention
- Education Act 2002
- Education and Inspections Act 2006, where relevant
- SEND Code of Practice 0 - 25 years
- Equality Act 2010
- The Education (Student Registration) (England) Regulations 2006 (and amendments) School Attendance (student Registration) (England) Regulations 2024.
- Education and Skills Act 2008
- Arranging Alternative Provision – Department for Education (February 2025)
- Working Together to Safeguard Children

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Supporting Students with Medical needs inc. those who cannot attend school
- SEND

Approved by:	Governing Board (Welfare committee)
Date:	October 2026
Responsible Person:	NMA/EJW/RME
Review frequency:	Annually