Pocklington School Foundation

Attendance Policy and Procedure

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Responsible Governor	**Stephen Burke (Safeguarding Governor)**		
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Key School Contacts

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1 Aim

1.1 This is the attendance policy of Pocklington School Foundation.

1.2 Pocklington School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

1.3 The aims of this policy are as follows:

1.3.1 to develop and maintain a whole school culture that promotes the benefits of good attendance;

1.3.2 to ensure, so far as possible, that every pupil in Pocklington School Foundation is able to benefit from and make their full contribution to the life of Pocklington School Foundation;

1.3.3 to prioritise and where possible improve attendance and punctuality across Pocklington School Foundation, reduce absence and set out Pocklington School Foundation's approach to the management of absence / non-attendance;

1.3.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and

1.3.5 to help to promote a whole school culture of safety, equality and protection.

2 Scope and Application

2.1 This policy applies to the whole School including the Early Years Foundation Stage (EYFS).

2.2 This policy is designed to address the specific statutory obligations on Pocklington School Foundation to record attendance and absence.

3 Regulatory Framework

3.1 This policy has been prepared to meet Pocklington School Foundation's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 *National minimum standards for boarding schools* (Department for Education (DfE), 2026);

3.1.3 EYFS *statutory framework for group and school-based providers* (DfE, 2026);

3.1.4 Education and Skills Act 2008;

3.1.5 Children Act 1989;

3.1.6 Childcare Act 2006;

3.1.7 Sponsorship Duties (UKVI, 2026);

3.1.8 Pocklington School Foundation Attendance (Pupil Registration) (England) Regulations 2024;

3.1.9 Equality Act 2010; and

3.1.10 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

3.2 This policy has regard to the following guidance and advice:

3.2.1 Working together to improve school attendance (DfE, 19 August 2026);

3.2.2 Summary table of responsibilities for school attendance (DfE, 19 August 2024);

3.2.3 Toolkit for schools: communicating with families to support attendance (DfE, 9 July 2026);

3.2.4 Guidance for parents on school attendance (Office of the Children's Commissioner);

3.2.5 Health Protection in Children and Young People Settings, including Education (UK Health Security Agency, 7 September 2026);

3.2.6 Keeping children safe in education (DfE, September 2026);

3.2.7 School behaviour and attendance: parental responsibility measures (DfE, 9 July 2026);

3.2.8 Children missing education (DfE, 8 September 2025);

3.2.9 Supporting pupils with medical conditions at school (DfE, August 2017);

3.2.10 Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

3.2.11 Mental health and behaviour in schools (DfE, November 2018);

3.2.12 Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);

3.2.13 Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);

3.2.14 Remote education guidance (DfE, 19 August 2024); and

3.2.15 SEND Code of practice: 0 to 25 years (DfE and Department of Health, September 2024).

3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 Safeguarding and Child Protection Policy and Procedures;

3.3.2 Missing Child Guidance Policy;

3.3.3 Child Absent from Education Policy;

3.3.4 Prep and Senior School Policies on special educational needs and learning difficulties;

3.3.5 Accessibility Plan;

3.3.6 Behaviour Policy;

3.3.7 School Ethos, Respect Code, Rules and Principles (refer to Handbooks);

3.3.8 Parent Contract; and

3.3.9 Remote Learning Policy.

4 Publication and Availability

4.1 This policy is published on Pocklington School Foundation website.

4.2 This policy is available in hard copy on request.

4.3 A copy of the policy is available for inspection from the Head's PA or the Compliance Manager during the school day.

5 Definitions and Interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.

5.1.2 references to a **Parent** means:

(a) all natural parents, whether they are married or not;

(b) any person who has parental responsibility for a pupil; and

(c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

5.1.3 References to a **pupil** includes anyone who is receiving an education at Pocklington School Foundation except a person who is 19 or over for whom further education is

being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

5.1.4 **SAC** means Pocklington School Foundation's School Attendance Champion

5.1.5 **HOM** means Housemaster or Housemistress

6 Responsibility Statement and Allocation of Tasks

6.1 The Governors have overall responsibility for all matters which are the subject of this policy.

6.2 The Governors recognise that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

6.3 To ensure the efficient discharge of its responsibilities under this policy, the Governors have allocated the following tasks:

Task	Allocated to	When / Frequency of Review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least annually
Monitoring the implementation of the policy	SAC	As required, and at least termly
Formal annual review	Governors	Annually

7 The Importance of Good Attendance

7.1 Pocklington School Foundation recognises the importance of developing good patterns of attendance from the outset. This is an integral part of Pocklington School Foundation's ethos and culture. In building a culture of good school attendance it recognises:

7.1.1 the importance of good attendance, alongside good behaviour, as a central part of Pocklington School Foundation's vision, values, ethos, and day to day life;

7.1.2 the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;

7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and

7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 School Responsibilities

8.1 Pocklington School Foundation acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across Pocklington School Foundation community.

8.2 Pocklington School Foundation will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

8.3 Where there are challenges to attendance, Pocklington School Foundation will work effectively and respectfully with pupils, their families and, where appropriate, the Senior Education Welfare Officer, ERSCP to address them.

8.4 Pocklington School Foundation will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and Pocklington School Foundation's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

Pocklington School Foundation has robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent. This data is updated weekly, half termly, termly, and annually, and reviewed in management meetings for action and support. Any pupil under **90%** will be monitored (including 6th form), anyone under **85%** will usually trigger the Designated Safeguarding Lead (DSL) intervention.

9 Staff Responsibilities

Pocklington School Foundation Attendance Champion (The SAC)

9.1 A member of Pocklington School Foundation's leadership team has been nominated as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

9.1.1 The SAC's responsibilities are:

(a) to set a clear vision for improving attendance in school;

(b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;

(c) to regularly monitor and evaluate progress, including the efficacy of Pocklington School Foundation's strategies and processes;

(d) to have oversight of and analyse attendance data; and

(e) to communicate clear messages on the importance of attendance to pupils and parents.

9.2 **Staff responsibilities for attendance include:**

The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

9.2.1 have a formal routine for registers being taken accurately each morning and afternoon. This also applies to children under the age of 5 years old as a matter of the Foundations best practice. Records are taken to ensure each child's location is known;

9.2.2 seek explanations of absences required from pupils on their return to School;

9.2.3 make enquiries about unexplained absences, including those within Pocklington School Foundation day, and, where appropriate, follow up with pupil to ensure that an explanation has been formally given to Pocklington School Foundation;

9.2.4 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;

9.2.5 deal with lateness to lessons consistently and promptly;

9.2.6 consider appropriate sanctions for pupils who arrive late to a lesson in line with Pocklington School Foundation's behaviour and discipline policies; and

9.2.7 discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 **All staff**

9.4 Pocklington School Foundation ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.

9.5 Pocklington School Foundation provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 School Arrangements

10.1 Pocklington School Foundation will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about Pocklington School Foundation's arrangements can be found in Appendix 1 - Appendix 3.

11 Monitoring Attendance

11.1 Pocklington School Foundation will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across Pocklington School Foundation and develop strategies to address them. Such analysis may include:

11.1.1 Monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;

11.1.2 Using this analysis to provide regular attendance reports to pastoral leads to facilitate discussions with pupils and to leaders (including the special educational needs

coordinator and designated safeguarding lead) as appropriate. In the prep school, this should be provided to the 'prep learning support coordinator'.

11.1.3 Conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;

11.1.4 Analyse attendance data at whole school, year group and cohort level to identify areas of focus for improvement;

11.1.5 Devising specific strategies to address areas of poor attendance identified through data;

11.1.6 Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

11.1.7 Reporting attendance to the governors to support its work through the Pocklington School Children Oversight Committee (PSCOC) sub-committee.

12 Pupil Responsibilities

12.1 School attendance is important to pupil attainment, wellbeing and development. Pocklington School Foundation therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

12.2 Pupils should be aware that:

12.2.1 they are expected to be present in-person for the duration of each School day;

12.2.2 they are expected to arrive on time and attend all timetabled lessons;

12.2.3 they should not leave a lesson or Pocklington School Foundation site without permission or otherwise in accordance with School rules;

12.2.4 they should engage with Pocklington School Foundation's arrangements for recording and managing attendance as set out in this policy;

12.2.5 any unexplained absence will be followed up;

12.2.6 persistent lateness or non-attendance will result in action being taken by Pocklington School Foundation. This may take the form of:

(a) offers of support to seek to identify and address any barriers to attendance;

(b) communication with parents;

(c) reporting to other agencies such as children's social care; and

(d) sanctions against them or their parents in line with Pocklington School Foundation's behaviour policies.

12.2.7 If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although Pocklington School Foundation encourages them to speak to their Form Tutor or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13 Pupils with Additional Needs

13.1 Pocklington School Foundation recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

13.2 Pocklington School Foundation will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

13.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities.

13.4 Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

13.5 Where barriers are outside of Pocklington School Foundation's control, Pocklington School Foundation will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

13.6 If a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days, Pocklington School Foundation will follow the ERSCP Education Welfare Team Procedures as detailed in section 15: Information Sharing.

14 Parent / Guardian Responsibilities

14.1 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.

14.2 This means pupils must attend every day that Pocklington School Foundation 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 Pocklington School Foundation.

14.3 Pocklington School Foundation will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance.

14.4 Expectations Pocklington School Foundation places on parents can be found in Appendix 1 of this policy

14.5 Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with Pocklington School Foundation about it could amount to a breach of contract or a finding that the parent is treating Pocklington School Foundation unreasonably.

15 Information Sharing

15.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

15.2 Pocklington School Foundation, local authorities and other local partners will work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

15.3 Where appropriate Pocklington School Foundation will attend regular targeting support meetings.

15.4 Pocklington School Foundation is legally required to share information from the registers with the local authority, ERSCP. As a minimum this includes:

15.4.1 New pupil and deletion returns;

15.4.2 Attendance returns in accordance with **ERSCP Education Welfare Team** as stated below;

15.4.3 Sickness returns.

15.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of Pocklington School Foundation's registers.

15.6 Pocklington School Foundation must provide specific pupil information on request to the Secretary of State. Pocklington School Foundation meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE[1]. Pocklington School Foundation also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

15.7 Where appropriate, Pocklington School Foundation is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

ERSCP Education Welfare Team Procedures

A pupil fails to start at Pocklington School Foundation when expected:

When a pupil is expected to join the school either at a standard transition time of starting (e.g. Nursery, Reception or Year 7) or a non-standard transition time and they do not arrive, Pocklington School Foundation will try to make contact with the parents/guardians by phone and/or letter. Notes will be taken to record all attempts at communication.

If after one week no contact has been made, Pocklington School Foundation will contact the East Riding Admissions Team to find out if the child has been registered elsewhere. After the second week Pocklington School Foundation will complete a referral to ERSCP Education Welfare Officer via e-mail (education.welfare@eastriding.gov.uk) who will follow the procedures for missing pupils.

Prolonged absence and child missing in education:

[1] The DfE has stated that the easiest way to meet the requirement to share the data i85s to have an electronic management information system containing the required information that can be accessed by the DfE. Once Pocklington School Foundation has granted permission the flow of data is completely automated and does not place any further burden on schools or local authorities.

If a pupil is absent for a prolonged period or fails to return from a holiday or fixed term exclusion Pocklington School Foundation will follow the normal procedures for investigating pupil absence (i.e. contact with the parents/guardians via telephone, e-mails, letters, invitations to meetings at the school etc). Notes will be taken to record all attempts at communication.

Where Pocklington School Foundation has concern regarding a pupil not attending school, and where attempts to contact the parents/guardians have been unsuccessful, the pupil will be recorded as a Child Missing in Education (CME). Referral to the ERSCP Education Welfare Officer using the **CME1a referral form** (email to **education.welfare@eastriding.gov.uk**) will be made at the point of **5 days absence**. The pupil will remain on roll whilst the Education Welfare Officer assigned to the case completes their enquiries. The absence will be marked using the O code to reflect no reason has been provided for the absence. Details can be found on the ERSCP website and forms and referrals made here.

Pocklington School Foundation will inform the ERSCP Education Welfare Team via e-mail with subject heading '**Expected Long-Term Absence**' if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days. On receipt of the information, the Senior Education Welfare Officer will consider whether involvement of the Education Welfare Team or the East Riding Tuition Service is appropriate.

Boarders are always the responsibility of an identified member of staff who is suitably qualified and experienced. Boarding houses have a clear policy for signing out when boarders leave the house or school campus and signing in on return. Should a boarder go missing during school hours then the foundation will follow the procedures as laid out in The Safeguarding Children Policy: The Framework including the Child Protection Policy, Child Missing Guidance Policy, and Critical Incident Management Policy and Plan. If a boarder goes missing after school hours, then the boarder will be contacted by their mobile phone and police informed as necessary. The UKVI Compliance Office and ERSCP will be informed should a boarder miss **ten consecutive contact points, or 10 consecutive days or more**.

16 Record Keeping and Confidentiality

16.1 All records created in accordance with this policy are managed in accordance with Pocklington School Foundation's policies that apply to the retention and destruction of records.

16.2 The information created in connection with this policy may contain personal data. Pocklington School Foundation's use of this personal data will be in accordance with data protection law. Pocklington School Foundation has published privacy notices on its website which explain how Pocklington School Foundation will use personal data.

17 Revisions

Date of adoption of this policy	August 2024
Date of last review of this policy	May 2026
Date for next review of this policy	May 2027
Policy owner (SMT)	Martin Davies (Deputy Head, Pastoral)
Policy owner (Governors)	Stephen Burke (Safeguarding Governor)

Appendix 1 School Arrangements

1 **Managing attendance**

1.1 Pocklington School Foundation monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers[2] as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by Pocklington School Foundation for the relevant time period as stated by law.

1.2 Pocklington School Foundation expects all pupils to be present at School for the whole of Pocklington School Foundation day, usually from registration at 8:30 am to close at 3:50 pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

2 **The role of parents / carers**

Pocklington School Foundation expects all Parents to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity;

2.1.2 notify Pocklington School Foundation of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and

2.1.3 cooperate with Pocklington School Foundation to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2 Parents of day pupils should ensure their child attends School in good time to ensure they are present for morning registration which is at 8.30 am;

2.3 Parents of boarding pupils should ensure their child returns to their boarding accommodation as per communication from the Head of Boarding.

3 **Registration and attendance checks**

3.1 Morning registration is at 8:30am. The registers will remain open for 25 minutes after the start of morning registration.

3.2 Afternoon registration will be 1.25 pm to 1:45 pm for the Prep School, and 2:00 pm for the Senior School.

3.3 Pocklington School Foundation uses iSAMS Attendance Management Systems.

4 **Reporting absence**

4.1 If a pupil is to be absent from School for any reason, the parent / guardian should contact the following below by email / telephone by 8:30am on first morning of absence:

[2] Boarding schools without day pupils are not required to keep an attendance register. Schools with a mixture of day pupils and boarders must keep an attendance register for the day pupils.

4.1.1 Senior School Reception – mainoffice@pocklingtonschool.com or 01759 321200, or

4.1.2 Senior School Form Tutor – email address as appropriate or 01759 321200

4.1.3 Prep School Reception – prep@pocklingtonschool.com or 01759 321228

4.2 Where a pupil is ill, Pocklington School Foundation should be notified of the nature of the illness.

5 Arrangements for reporting subsequent absence

5.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

6 Managing absence

6.1 Daily Procedures Morning:

6.1.1 Office/ Reception staff will ensure registers are being completed and inform the Deputy Head Pastoral in the Senior School or Head of Prep School, as appropriate, where there are concerns.

6.1.2 Should a pupil not have registered or signed in at their respective receptions by 8:55 am, and no contact from a parent has been made with the school, the pupil will be marked as 'N' – no reason provided, which will trigger the Office/ Reception staff to establish if the pupil is present in lesson during P1.

6.1.3 If the pupil is not present in lesson, the Office/ Reception staff will either make a telephone call or send an automated text message to the contact numbers provided to the school to request an explanation of absence.

6.1.4 If by 10:00am no response has been received, the Office/ Reception staff will send the daily attendance register to teaching, boarding, catering staff. Tutors/ HOMs will be responsible for establishing reason of non-attendance at this time via contacting parents or, in Sixth Form, messaging students via Teams.

6.2 Daily Procedures Afternoon:

6.2.1 Senior School Office/ Reception staff will ensure registers are being completed and inform the Deputy Head Pastoral in the Senior School or Head of Prep School, as appropriate, where there are concerns.

(a) Should a pupil not have registered or signed out at their respective receptions or Medical Centre by 2:30pm, and no contact from a parent has been made with the school, the pupil will be marked as 'N' – no reason provided, which will trigger Office/ Reception staff to establish if the pupil is present in lesson during P5.

(b) If the pupil is not present in lesson, the Office/ Reception staff with either make a telephone call or send an automated text message to the contact numbers provided to the school to request an explanation of absence.

(c) If by 3:15pm no response has been received, the Office/ Reception staff will send the afternoon 'N' Report to Tutors/ HOMs who will be responsible for establishing reason of non-attendance at this time via contacting parents or, in Sixth Form, messaging students via Teams.

6.2.2 **Prep School initiate their Missing Child Policy at 1:45 pm if a pupil is missing from lesson and has not signed out or is not at the Medical Centre.**

6.3 Educational Visits:

6.3.1 Registers must be taken prior to departure and a copy sent to Reception.

6.4 Signing Out of School:

6.4.1 Any pupil who leaves the school premises during the day must sign out at their respective Receptions.

6.4.2 Prep School, Lower School, and Middle School pupils should have parental/ official verification of the reason for leaving the site and should be collected by their parent/guardian from the respective Reception areas.

6.4.3 Sixth Form students must have authorisation from their parent/guardian or from the Head of Sixth Form to leave the school premises during the day.

6.4.4 Medical Centre – the Nurses or Prep Matron will update their shared Daily Log when a student comes to them ill during the day. The Reception should keep this Log open to be aware of students who will not be in lesson. If a pupil needs to be sent home, the nurses will contact parents who will collect the pupil from the Medical Centre.

6.5 Responsibilities:

6.5.1 Deputy Head Pastoral and Head of Prep-School, in partnership with the Prep School DSL and Assistant Head (Pastoral), will check attendance ensuring that:

(a) Any patterns of absence are identified and investigated.

(b) Poor attenders / pupils with problems in school likely to affect their attendance are identified for intervention.

(c) Reasons for non-attendance are investigated with pupils, parents/guardians where there are concerns and the appropriate action taken, monitoring will begin initially by Deputy Head Pastoral or Head of Prep School and further 'investigation' will be done by the Designated Safeguarding Lead.

(d) If a pupil is likely to be absent for a known period of time to arrange for work to be sent home or online work is made accessible.

(e) If a pupil is returning after a long absence from school, the possibility of a phased return should be considered.

(f) Make home visits if appropriate to meet with parents.

6.5.2 Heads of Division (Senior School) / Deputy Head (Prep School) must:

(a) Monitor attendance levels of all pupils.

(b) Meet on a regular basis with Deputy Head Pastoral, Head of Prep-School and Designated Safeguarding Leads to discuss pupils with under 85% attendance, including reporting to Senior Management Group on persistent absence patterns.

(c) Meet on a regular basis with Head of School, Head of Prep-School and Designated Safeguarding Leads to discuss pupils with poor punctuality and repeated lateness to school, including reporting to Senior Management Group on persistent patterns. (Senior Management Group will review absence and lateness data on a regular basis).

(d) Feedback to staff information as appropriate.

(e) Liaise with parents/guardians to identify any problems which may be affecting attendance and offer support if appropriate to parents/pupils.

(f) Support pupils with difficulties in school.

(g) Inform parents of legal responsibility for regular attendance and possible sanctions where attendance has become a concern.

(h) Adopt a multi-agency working practice to ensure support for parents/pupils.

(i) Attend child protection conferences/core group meetings under the direction of social services if referred to Education Welfare Officer regarding attendance.

(j) Take part in truancy sweeps under direction of the police.

(k) The Pastoral Director / Designated Safeguarding Leads have overall responsibility for registration. They will use a wide range of strategies to monitor and improve attendance of all pupils, for example:

(i) Early Help Assessments in conjunction with the family

(ii) Multi Agency meetings

7 Authorised absences

7.1 Authorised absence means that Pocklington School Foundation has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

7.2 Wherever possible, pupils should attempt to arrange non-school activities outside of their course timetable. Where this is not possible, the following is a list of reasons for absence which would be authorised:

7.2.1 A medical appointment.

7.2.2 A family bereavement and/ or attendance at a funeral.

7.2.3 A religious observance.

7.2.4 A visit to a University / College, either to attend an open day or for an interview.

7.2.5 A visit to another school.

7.2.6 A careers interview.

7.2.7 A work experience placement (although preferably arranged for during weekends or holidays).

7.2.8 Moving house (1 day only).

7.2.9 A job interview (Sixth Form only).

7.2.10 Driving test (Sixth Form only).

8 Applications for an authorised leave of absence

8.1 Applications for authorised leaves of absence during Pocklington School Foundation day will only be granted in exceptional circumstances and will only be permitted if made in writing to your child's HOM in the Senior School. For the Prep School applications for absence should be sent to the Head of Prep School using the address prephead@pocklingtonschool.com, or using the Pocklington Prep School Absence Request form. **In keeping with latest government guidance, please be aware that the School is no longer able to grant permission for absence due to holidays during term time.** The school's term dates are published well in advance, and parents are requested to check these carefully before arranging holiday travel, looking to retain pupils in school during term time.

8.2 Pocklington School Foundation will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

8.3 Apart from illness, no pupil should be away from School without prior permission from the relevant pastoral lead.

8.4 Dental or medical appointments should be made during School holidays except in cases of emergency when your child's HOM should be informed.

8.5 If a leave of absence is granted, it is for the Head or other designated senior lead to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.

8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

9 Reporting duties

9.1 Pocklington School Foundation has statutory reporting obligations if a pupil fails to attend for an extended period and their absence is unauthorised.

9.2 In the event that a pupil holding a Student or Child Student visa sponsored by Pocklington School Foundation under the Points Based System goes missing[3], Pocklington School Foundation will report to **UKVI** if the pupil misses 10 consecutive expected contact points.

9.3 Each time Pocklington School Foundation's attendance register is completed it is treated as a contact point for these purposes.

9.4 The report will be made by Pocklington School Foundation's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

9.5 Action will also be taken in accordance with the Missing Child Guidance Policy (found on the extranet and within the Critical Incident Policy) and the Child Protection Policy if any absence of a pupil from Pocklington School Foundation gives rise to a concern about their welfare.

10 Summary Guide

ROUTINE/SHORT ABSENCES FROM SCHOOL

- Parents requesting absence from school for ***short periods during normal school hours (***eg medical appointments), should write a letter or e-mail to the **Tutor** (cc **HoM/BHoP)** who will give permission as appropriate. They will inform relevant staff and Registration for information.
- If within the school day, the pupil must ***sign out*** at the school office/reception and ***sign in*** on their return. Correspondence regarding absence received by the Form Tutor should be forwarded to the HoM.
- For **boarders**, absence for health appointments will be recorded via the Health Centre and the **BHoP**. **BHoPs** will inform relevant staff (tutors / teaching staff) and Registration in advance.

SINGLE DAY ABSENCES FROM SCHOOL

- For parental requests regarding a planned **full single day** of absence from school (e.g. family wedding), for either boarding or day pupils, letters or e-mails should be forwarded in the first instance to the relevant **Tutor (cc Day HoM)**. If families have pupils in more than one Division of the School then **all relevant Tutors (cc HoMS)** should be informed and a co-ordinated response will be made to the parents. The **Head of Pocklington Prep School** must also receive requests if families have siblings in both Foundation schools.
- The Tutor / HoM will give permission as appropriate, liaising with other relevant divisional day HoMs or BHoPs & Head of Division to discuss requests for absence that

[3] Children being absent from school, particularly repeatedly and / or for prolonged periods and children missing education, can act as a vital warning sign of a range of safeguarding issues, including exploitation. Exploitation can affect any child, however international students may be at greater risk than other children. UKVI's Student Sponsor Guidance states that a school must have appropriate policies and procedures in place to ensure the safety, wellbeing and protection from exploitation of the children whom it sponsors to study in the UK under the Child Student route.

may not meet reasonable criteria for authorisation. The Tutor / HoM will ensure the central record is kept up to date by emailing 'Future Absence'*. Heads of Division will also liaise with each other, and the Deputy Head (Pastoral) in order to ensure consistency is maintained across divisions and over time.

- **Before any request is granted**, a full assessment of school commitments (e.g. academic, sporting, especially Saturday fixture attendance, extra-curricular) will be made, and the pupil should then complete all necessary contact with the relevant staff (e.g. courteously informing subject teachers of future absence, obtaining work for completion etc.).

PLANNED ABSENCES BEYOND ONE DAY

- For parental requests (in exceptional circumstances) for an extended absences from school (**beyond one day)**, letters or e-mails should be forwarded to the **Head of Division.** The Head of Division will liaise with relevant house staff, give permission as appropriate and ensure the central record is kept up to date by e-mailing 'Future Absence'*. Heads of Division will liaise with the **Deputy Head (Pastoral) or the Head** where there is concern over whether a request for absence is justifiable.

- **Before any request is granted**, a full assessment of school commitments (e.g. academic, sporting, especially Saturday fixture attendance, extra-curricular) will be made, and the pupil should then complete all necessary contact with the relevant staff (e.g. courteously informing subject teachers of future absence, obtaining work for completion etc.).

- **In keeping with latest government guidance, please be aware that the School is no longer able to grant permission for absence due to holiday during term time.** The school's term dates are published well in advance, and parents are requested to check these carefully before arranging holiday travel, looking to retain pupils in school during term time.

STUDY LEAVE

- The DfE states that, 'study leave should not be granted by default once tuition of the exam syllabus is completed'. Study leave is not an automatic entitlement and must be authorised by the School.

- Pupils are expected to attend school full-time up to the point that formal study leave begins.

- Study leave will only be granted where the School is confident that pupils will use the time effectively. Where appropriate, vulnerable pupils and those with additional needs may be provided with alternative in-school provision during the study leave period.

See Appendix 4 for the Study Leave Policy

BOARDING PARENTS REQUESTING ABSENCE FOR TRAVEL ARRANGEMENTS AT THE BEGINNING AND END OF TERMS

Boarding parents who will require pupils to miss school due to unavoidable travel arrangements at the beginning and end of terms should forward communication to both the Boarding House staff and the Deputy Head (Pastoral) who will liaise and give joint permission, keeping central records by contacting 'FUTURE ABSENCE' and 'Boarders Travel'. Parents or Guardians will be asked to complete the "Student Travel Details" form well in advance of departure to provide full details of the whereabouts of Boarding Pupils as they travel. Day staff will be informed by Boarding HoPs in advance.

SIXTH FORM

Sixth Form students are referred to the document `Guidelines for Sixth Formers` with regard to leaving the school premises during the school day and the use of the `Authorised Absence Slip` for attending University Open Days and other extended absences from school for academic/extra-curricular reasons.

THE SCHOOL'S POSITION ON GIVING PERMISSION TO MISS SATURDAY FIXTURES

Representing the School as member of a sports team is an important part of education and experience at Pocklington School. It is an expectation that pupils who are selected to represent the school attend fixtures bar in exceptional circumstances. The school has a great reputation for sport and for fulfilling its sporting commitments with other schools – made possible by the commitment and support of parents, pupils and staff.

The School is happy to support the occasional family event that cannot be changed. For those families with a special request for a Saturday absence, the process is the following:

I. Emails should go to Day Housemaster / Housemistress or Tutor e.g. with the request and reason well in advance and at the start of the week at the latest. The absence is granted if in line with School Policy.

II. Absence requests are then communicated as appropriate to sports coaches by the member of staff contacted.

III. Short notice absence (e.g. illness on a Friday night / Saturday) must be reported by email from a parent to the team's coach and / or the Director of Sport. It is also helpful if Housemaster / Housemistress are copied in.

IV. Absence requests must come from parents / guardians and not the child. Teams / email messages from pupils are not sufficient.

REQUESTS FOR ABSENCE FROM SATURDAY FIXTURES TO ATTEND SPORTING EVENTS OR SIMILAR RECREATIONAL EVENTS)

Whilst we try to be as accommodating as is appropriate in giving permission for timely and reasonable requests, we politely ask that parents avoid planning such trips in term time, especially when it involves students who are involved in pre-arranged fixtures. As a School, we want to field our best teams and we never want to let other schools and players down by having to cancel a fixture because of a lack of numbers. This is a particular risk in the case of rugby fixtures where absence has a significant impact. Seeing sport played at the highest level can be an inspiration and where we can accommodate reasonable requests that have been made well in advance we will try to do so. We are grateful for

parents' support and understanding in that we cannot guarantee permission will be granted in all cases.

**'FUTURE ABSENCE' is a group e-mail that includes the Director of Sport, Deputy Head (Pastoral), Registration, Senior Nurse and an address for the Central logging of permissions for absence. It is an internal group email that works only on the school's Outlook Mail system. Staff should see Appendix 1 for clarification on procedure.

Appendix 2 Admission Register

1 **Admission register**

1.0 In accordance with the requirements of Pocklington School Foundation Attendance (Pupil Registration) (England) Regulations 2024 Pocklington School Foundation will:

1.0.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to Pocklington School Foundation (also known as Pocklington School Foundation roll); and

1.0.2 inform the local authority of any pupil who is going to be added to or deleted from Pocklington School Foundation's admission register at non-standard transition points.

1.1 The admission register must be kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.2 Pocklington School Foundation must ensure that every entry in Pocklington School Foundation's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of Pocklington School Foundation year that it relates to.

1.3 The admissions register contains specific personal details of every pupil in Pocklington School Foundation, including their date of admission, information regarding parents and carers, and details of the last school they attended, and in the case of boarding schools whether each pupil of compulsory school age is a boarder or day pupil.[4]

1.4 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School's Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.[5]

1.5 Where Pocklington School Foundation notifies the local authority that the pupil's name is to be deleted from the admission register, Pocklington School Foundation must provide it with the following information:

1.5.1 the full name of the pupil;

1.5.2 the address of the pupil;

1.5.3 the full name and address of any parent/guardian the pupil normally lives with;

1.5.4 at least one telephone number of any parent/guardian with whom the pupil lives or can be contacted in an emergency;

[4] Regulation 8 of the School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the admissions register. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

[5] Schools must refer to regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 for full details of the legal grounds for deleting a pupil from the registers. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

1.5.5 the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;

1.5.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

1.5.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3 Attendance Register

1 **Attendance register**

1.0 Pocklington School Foundation records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) including boarders in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024[6]

1.1 Pocklington School Foundation uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

1.2 The attendance register is kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.[7]

1.3 Pocklington School Foundation will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

1.4 Pocklington School Foundation is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

1.5 On each occasion it will be recorded whether every pupil with the exception of a pupil who is a boarder is:

1.5.1 physically present in school when the attendance register begins to be taken; or

1.5.2 absent from Pocklington School Foundation when the attendance register begins to be taken but attends before the taking of the register has ended; or

1.5.3 attending a place other than Pocklington School Foundation; or

1.5.4 absent.

1.6 The circumstances in which a pupil may be recorded as attending a place, other than Pocklington School Foundation, can include:

1.6.1 Attending educational provision arranged by a local authority;

1.6.2 For an educational visit or trip arranged by or on behalf of Pocklington School Foundation and supervised by a member of school staff;

1.6.3 Attending a place for an approved educational activity that is a sporting activity;

[6] Regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the attendance register. See also chapter 8 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

[7] Registers are legal records and Pocklington School Foundation must preserve every entry in the attendance or admission register for 6 years from the date that the data was entered.

1.6.4 Attending an approved educational activity that is work experience provided under arrangements made by Pocklington School Foundation as part of the pupil's education;

1.6.5 Attending a place for any other approved educational activity.

2 Recording absence

2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

2.1.1 leaves of absence;

2.1.2 other authorised reasons;

2.1.3 unable to attend school because of unavoidable cause;

2.1.4 unauthorised absence.[8]

3 Remote education

3.1 Pocklington School Foundation is required to record all absence from in-person lessons.

3.2 Pocklington School Foundation may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend Pocklington School Foundation site, to keep pace with their education.

3.3 In the limited circumstances when Pocklington School Foundation decides to use remote education for individual pupils when they are absent, the following will be considered:

3.3.1 ensuring mutual agreement of remote education by Pocklington School Foundation, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Pocklington School Foundation will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where

[8] Schools should refer to regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 to ensure they are correctly recording reasons for absence and the applicable commentary in chapter 8 of the statutory guidance Working together to improve school attendance: August 2024.

appropriate, this information may be used to make plans for a pupil's reintegration to school.

3.5 Pocklington School Foundation will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

3.6 Pocklington School Foundation will maintain pages on its website that provides information and guidance about the remote education provision and links to any trusted external education websites.

3.7 Pocklington School Foundation has an established remote education plan in place which is reviewed at least annually in consultation with staff.[9]

4 Unauthorised absence

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where Pocklington School Foundation is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

4.1.1 holiday has not been authorised by Pocklington School Foundation or is in excess of the period determined by the Head;

4.1.2 the reason for absence has not been provided;

4.1.3 a pupil is absent from school without authorisation;

4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

[9] The DfE's non-statutory guidance on providing remote education recommends (if a plan is in place) it should demonstrate a consideration of any additional burdens that providing remote education may place on staff and families.

Appendix 4 Study Leave Policy (Content only)

SCOPE

This policy outlines the provision of study leave for pupils taking external examinations (GCSE, Level 2, BTEC, and A level qualifications) and mock examinations during designated examination periods. It has been developed in line with the Department for Education's (DfE) guidance, ensuring that study leave is used appropriately and does not undermine the importance of full-time education.

PURPOSE

- To support pupils in preparing effectively for public examinations.
- To ensure that any study leave arrangements comply with legal requirements for school attendance.

KEY PRINCIPLES

- The DfE states that 'study leave should not be granted by default once tuition of the exam syllabus is completed'. Study leave is not an automatic entitlement and must be authorised by the School.
- Pupils are expected to attend school full-time up to the point that formal study leave begins.
- Study leave will only be granted where the School is confident that pupils will use the time effectively. Where appropriate, vulnerable pupils and those with additional needs may be provided with alternative in-school provision during the study leave period.

STUDY LEAVE ARRANGEMENTS

Mock examinations: Year 11 and Year 13

- Mock examinations for Year 11 pupils take place immediately after the Christmas holiday each academic year. For a period of approximately one week, the usual timetable is suspended. Pupils are not required to register in their form rooms and are registered in the examination room. On all days the first examination is a compulsory subject.
- Mock examinations for Year 13 pupils take place immediately after the February half term holiday each academic year. For a period of approximately one week, the usual timetable is suspended. Pupils are not required to register in their form rooms and are registered in the examination room.
- Study leave is granted during these mock examination periods. When pupils have no examination, day pupils may revise at home and boarders may revise in their boarding house. Day pupils who are leaving after an examination, before the end of the school day, must sign out at reception.
- Pupils may also choose to remain in school in order to revise during periods of study leave. For Year 11 pupils, supervision will take place either in the examination room, or in a designated classroom, or in the library. Year 13 pupils may study independently in school, either in the sixth form centre or in the library, where the usual staff supervision arrangements will run. Teachers may also opt to run additional revision sessions during these periods which pupils are able to attend in school.

Internal summer examinations

- No study leave is granted for pupils in Year 7 – Year 10. The week of internal summer examinations takes place immediately prior to the May half term holiday. During this week, pupils will complete revision activities under staff supervision in examination rooms during any times when they are not taking an examination. Additional taught activities (e.g. Enterprise day, STEM day, games lessons) will also take place during this time.
- Study leave is granted for Year 12 pupils during this week. When pupils have no examination, day pupils may revise at home and boarders may revise in their boarding house. Day pupils who are leaving after an examination, before the end of the school day, must sign out at reception. Pupils may also choose to remain in school in order to revise during this week. Year 12 pupils may study independently, either in the sixth form centre or in the library, where the usual staff supervision arrangements will run. Teachers may also opt to run additional revision sessions during these periods which pupils are able to attend in school.

External examinations

- For those pupils taking external examinations outside the window of formal study leave, exam leave may be taken in the morning prior to an afternoon exam, and for the whole day before an exam the following morning. Pupils are then expected to return to lessons immediately following their examination.
- Study leave for Year 11 and Year 13 pupils generally commences in mid-May, when the heaviest period of GCSE, A level and BTEC examinations occurs, and then continues until the end of the Summer Term. Exact dates and arrangements are confirmed on an annual basis.
- During the period of study leave day pupils may revise at home when not in an examination and boarding pupils are able to revise in their boarding house.
- Pupils may also revise independently in school during the working day during the period of study leave. A supervised study room is available for Year 11 pupils who wish to come into school and this may also be used by boarders. The library and sixth form centre are open for Year 13 pupils who wish to revise in school.
- Revision sessions organised during exam leave can also be attended on a voluntary basis. In addition, teachers are always on hand to offer extra support on an individual or small group basis.

EXPECTATIONS DURING STUDY LEAVE

- Pupils must attend all scheduled examinations punctually and in full school uniform.
- Pupils must attend any revision sessions or meetings requested by staff.
- Pupils should remain contactable and available to attend school if requested.
- Misuse of study leave may lead to the privilege being revoked.

ATTENDANCE MONITORING

- Registers will be taken for all examinations and any revision sessions held during the study leave period.
- Non-attendance at examinations will be followed up immediately in line with JCQ guidance. Non-attendance at revision sessions will be followed up by house staff in line with the School's usual attendance monitoring procedures.

- Parents will be informed of the study leave schedule and the School's expectations in advance.

SAFEGUARDING CONSIDERATIONS

- The School remains responsible for safeguarding all pupils during term time, even if study leave is in place.

COMMUNICATION

- Parents and guardians will be notified in writing of the start and end dates of study leave.
- Pupils will be provided with guidance on how to structure their independent revision and use their time effectively through tutor time sessions.
- Timetables for examinations and revision sessions will be clearly communicated to pupils.

REVISIONS

- Policy created by Martin Davies, Deputy Head (Pastoral), Alex Ward (Administration Manager), Caroline Grant (Compliance and DP Manager) May 2025
- Reviewed and updated by Martin Davies, Deputy Head (Pastoral), Alex Ward (Administration Manager), Caroline Grant (Compliance and DP Manager) September 2026