

Moor House School & College

Attendance Policy & Procedures



This version dated:	Spring Term 2025
This policy is to be read by:	All parents and carers, staff and Governors
Status:	Approved by ECM
Lead manager:	Principal
Responsible committee:	Every Child Matters
Next review date:	Spring Term 2026

Executive summary

1. Moor House School & College (Moor House) is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent attendance for all.
2. All children and young people need to attend School and College regularly in order to learn well and make progress.
3. The policy clarifies for parents and carers under what circumstances absence in term time will be authorised and how to make a request for absence. It also highlights what action will be taken in respect of unauthorised absence
4. In the unlikely event that it is necessary for a student to be suspended and excluded, work will be provided for the student to complete.
5. There is an expectation that parents and carers will work with staff to ensure attendance is regular and that students arrive on time.
6. The policy has been drawn up based on current government guidance and statutory Regulations. Moor House will ensure that all members of the community know of the policy and have access to it.
7. Attendance will be monitored on a half termly basis by the Every Child Matters Committee and reported termly to the Full Governing Body through the Principal's report.
8. This policy will be reviewed annually by the Every Child Matters Committee.

Context

In order to take full advantage of all educational opportunities available to them, all children and young people need to attend school and college regularly and punctually. Moor House defines regular attendance as being present at least 95% of the time. Parents will receive a RAG-rated update on their child's attendance with the Interim Review reports. The RAG rating will be defined as follows:

Attendance % for the period	day month year
Green	95% +
Amber	90-95%
Red	Below 90%

High attainment and good academic progress depend on regular attendance.

The whole Moor House community – students, parents and carers, teaching, therapy and support staff and for residential students, residential care workers – have a responsibility for ensuring good attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

All at Moor House have a key role to play in supporting and promoting excellent attendance and will work to provide an environment in which all our students are eager to learn, feel like valued members of the community and look forward to coming to Moor House every day. The foundation of securing good attendance is that school is a calm, orderly, safe and supportive environment where all students want to be and are keen and ready to learn. Members of staff also have a responsibility to set a good example in matters relating to their own attendance, punctuality and conduct.

The Principal and Deputy Head Teachers will oversee, direct and co-ordinate Moor House's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied. As the Attendance Leader, the Principal will ensure that up-to-date attendance data and issues are shared with the relevant members of the Senior Leadership Team, are made regularly available to all staff, students and parents (who will regularly be reminded about the importance of good attendance) and that the Governors are fully aware of attendance data and targets. At Moor House attendance data is monitored half termly by the Every Child Matters Committee and reported termly to the Full Governing Body through the Principal's Report.

Moor House recognises that the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual students and families. Some students find it harder than others to attend school and therefore at all stages of improving attendance, Moor House will work with students and their families to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. The Deputy Head Teachers and Assistant Head Teachers with pastoral responsibility will ensure that

attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Where absence escalates and students miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), Moor House will work with the local authority and other partner agencies to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, Moor House will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

Particular focus will be given by all partners to students who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. A concerted effort is therefore needed across all relevant services to prioritise them. All partners should work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, or an alternative form of educational provision where necessary to overcome the barriers to being in school.

If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. Schools and local authorities should be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment.

Meetings with parents and carers

Where there is an emerging pattern to a student's absence over a 3 to 4-week period (or sooner if staff are particularly concerned), with or without explanation, the Deputy Headteacher responsible for the student's phase will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and student to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them. This will always happen where the student is deemed to be persistently or severely absent.

Moor House is required by the Department of Education to mark the attendance register each day. The administration team will enter the registration information into the data management system SIMS. This data is collected automatically by the Department of Education.

Students in Moor House College are required to advise partner provider if they are absent. While students are encouraged to be as independent as possible in doing this,

staff within Moor House College will advise the partner provider if necessary. Parents and students should be aware that authorisation of absence at Moor House does not automatically mean that absence from a partner college will be authorised.

Categorising absence

A mark will be made in respect of each child or young person following the close of the registers. Any student who is not present will be marked unauthorised absence unless leave has been granted in advance or the reason for absence is already known and accepted as legitimate. Where a reason for absence is given and accepted by Moor House at a later stage, it will be recorded in such a way that the original entry and the amendment/correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Principal.

Moor House recognises the clear links between attendance and attainment, and attendance and safeguarding children and young people. It recognises that inappropriate authorisation of absence can be as damaging to a student's education as authorised absence, and will potentially send a message to parents and carers that any reason for non-attendance is acceptable and can render children and young people extremely vulnerable to harm.

If absence is frequent or continuous, except where a student is clearly unwell, staff at Moor House will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum.

A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with Moor House.

If no explanation about an absence is received within 2 weeks, the absence will remain unauthorised.

Absence will be authorised in the following circumstances:

- Where leave has been granted by in advance, for example:
 - A student is to participate in an approved performance or event
 - A student is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the student's overall pattern of attendance will be considered
- Where Moor House staff are satisfied that the child is too ill to attend
- Where the student has a medical appointment (although parents are encouraged to make these out of hours wherever possible, and to return their child immediately afterwards – or send him/her in beforehand
- Where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions or cancellation of transport
- The absence occurs on a day exclusively set aside for religious observance by the

- religious body to which the student's/student's parents belong
- The student lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) and no suitable transport arrangements have been made by the Local Authority
 - The student is suspended or excluded
 - In other **exceptional circumstances** (e.g. a family bereavement) and for **a very limited period**

Except in the circumstances described above, absences will be unauthorised.

Approved educational activity

Where a student is engaged in off-site approved educational activities, the school and college will check his/her attendance on a daily basis before entering the appropriate code in the register.

Absences after close of class registers

Any sudden absences that occur during the day will be picked up by the class tutor or teacher and immediately reported to the administration team. They will advise the Principal or, in her absence, one of the Deputy Head Teachers.

Collection and analysis of data

Attendance is monitored by year group and by whether absence is authorised or unauthorised. Additional analysis by reasons for absence for individual students is available and will be provided on request to placing authorities.

From September 2024 the Department of Education will be downloading daily the register marks that Moor House assigns.

SYSTEMS AND STRATEGIES FOR MANAGING AND IMPROVING ATTENDANCE

Moor House has procedures for dealing with unexplained absences within a week. A member of the administration team will contact the families for an explanation of absence and refer to the Principal.

First-day calling

Moor House has in place a system of first-day calling. This means that parents or carers will be telephoned on the first day if a student is absent without explanation to establish a reason for the absence. This helps to identify at an early stage, students who do not have a good reason for absence or who may be absent without their parents' or carers' knowledge. Where it is not possible to contact parents or carers on the first day of absence, Moor House will send a letter to them by first class post. Social services may be contacted in certain circumstances. Moor House will, wherever possible, hold on file a

minimum of two named contacts and contact details for each student.

Lateness and punctuality

Students are expected to arrive on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Students who arrive after the start time of morning registration at 08:45 will be issued an L Mark (Late before Registers Close). Students who arrive after the morning register closes at 09:15 will be marked with a U Mark and they will be absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless there is a legitimate reason for the student to be late. If lateness is due to transport issues this can be noted using a specific code.

A student who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the placing Local Authority case worker.

If a student arrives by taxi and the vehicle is regularly late, Moor House will contact the LA transport department and if necessary the SEN caseworker to report the matter and request that action be taken.

For health and safety reasons it is important that there is a record of who is in the building. Students arriving late must therefore report to Reception to sign in. It is important that all students arriving late follow this procedure.

For the same reason it is important that parents/carers of students leaving the premises legitimately (e.g. for a medical appointment), or returning later in the day inform Reception. The administration office will record that the child has left the site and will mark them back in when they return.

Post-registration truancy

Post-registration truancy occurs when a student goes missing from site having previously registered for the session. This behaviour not only means the student will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Moor House takes this very seriously and will endeavour to ensure it does not happen. If, however, a student appears to have left the premises (or for college students the partner college site) without authorisation, Moor House will try contact his/her parents or carers immediately, consult the risk assessment for that student and report as a missing person. (See Missing Students Policy for more detail.)

Term-time holidays

From September 2024 the Department of Education removed the ability for schools to authorise any term-time holiday. All holidays will therefore be marked as unauthorised.

Parents'/Carers' responsibilities

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Moor House.

Moor House expects parents/carers will:

- Ensure their children attend regularly
- Support their children's attendance by keeping requests for absence to a minimum
- Not expect Moor House to agree automatically any requests for absence, and not condone unjustified absence.
- Work closely in partnership with staff in order to facilitate a phased return for any child who requires support to return to full time learning

Parents and carers will also be expected to:

- Notify Moor House on the first day of absence by telephone or email to parents@moorhouseschool.co.uk
- Ensure their children arrive on time, properly dressed and with the right equipment for the day
- Work in partnership with Moor House for example by attending parents'/carers' meetings
- and consultations, taking an interest in their children's work and activities
- Contact Moor House without delay if they are concerned about any aspects of their child's school life
- Provide, in a timely fashion, medical evidence to support student absence for medical reasons in both the short and medium term

Moor House will endeavour to support parents and carers to address their concerns.

Students' responsibilities

All students should be aware of the importance of regular attendance. If they are having difficulties that may prevent them from attending regularly, they should speak to their class tutor. Students should attend all their lessons on time, ready to learn. Students have a responsibility for reporting to the Reception if they arrive late.

Penalty Notices

Penalty notices may be issued to parents and carers as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be used by all schools (with the

exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence.

Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended and can only be issued by a headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. They must also be issued in line with Local Codes of Conduct which are drawn up and maintained by each local authority.

Where a penalty notice is issued by someone other than a local authority officer, the person issuing the penalty notice is expected to check with the local authority before doing so and must also send them copies of any penalty notices issued.

Please refer to the Working Together to Improve School Attendance pages 56 -61 for further information on penalty notices.

This Policy should be read in conjunction with the following:

[Safeguarding, including Child Protection, Policy and Procedures](#)

[Missing Students Policy](#)

[MHS Behaviour Policy and Procedure](#)

[MHC Behaviour Policy and Procedure](#)

[Suspension and Exclusion Policy](#)

APPENDIX 1 - Attendance Codes

SINGLE CODES - USAGE		
CODE	DESCRIPTION	TYPE
B	Attending any other Approved Educational Activity	Approved Educational Activity
C	Leave of Absence: Exceptional Circumstances	Authorised Absence
C1	Leave of Absence: For the purpose of participating in a regulated performance or undertaking employment abroad	Authorised Absence
C2	Leave of Absence: for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence
D	Dual Registered at another school	Not a possible attendance
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday not granted by school	Unauthorised absence
I	Illness (not medical or Dental Appointment)	Authorised Absence
J1	Leave of Absence: for the purpose of attending an interview for employment or for admission to another Educational Institution	Authorised Absence
K	Attending Education Provision arranged by the Local Authority	Approved Educational Activity
L	Late Arrival before the register is closed	Authorised Absence
M	Leave of Absence for the purpose of attending a medical or dental appointment	Authorised Absence
N	Reason for Absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
P	Participating in a sporting activity	Approved Educational Activity
Q	unable to attend the school because of a lack of access arrangements	Not a possible attendance
R	Religious Observance	Authorised Absence
S	Leave of Absence: For the purpose of studying for a public examination	Authorised Absence

T	Parent Travelling for occupational purposes	Authorised Absence
U	Arrived in school after registration closed	Unauthorised absence
V	Attending an educational visit or trip	Approved Educational Activity
W	Attending Work Experience	Approved Educational Activity
X	Non-Compulsory School age pupil not required to attend school	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance
Z	Prospective pupil not on admission register	Not Collected
#	Whole School Closure (Planned)	Not a possible attendance

APPENDIX 2 - REQUEST FOR TIME OFF FROM SCHOOL & COLLEGE

At Moor House School & College, we consider that it is necessary for your child to attend as regularly as possible. However, there are occasions when we understand that time off during term time is unavoidable for **exceptional circumstances**.

If you need to take your child out of school or college, please complete this form **prior to making any bookings**. Please also complete this form for all **medical appointments** this can be done as soon as you have been notified of the appointment (Even if it is 6 months in advance). Where possible please make routine medical, dental and orthodontic appointments after school or during holidays.

Please sign below and return for authorisation; the form will then be photocopied, with a copy sent back to you for your records.

Name of Student	
Year Group	

Date(s) out school/ college:

WHOLE Days:	1 st Day off:		Date of Return:	
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PART Days:	Please put the specific times and dates below: This includes if you are returning the night before (Residential Students only)			
	Collection Time:		Collection Date:	
	Return Time:		Return Date:	

REASON (please state why this is an exceptional circumstance)

For: ALL MEDICAL (Doctors/Hospital) and DENTAL APPOINTMENTS: please attach a copy of the letter/appointment card for reference

In line with the DfE guidance, holidays during term time can no longer be authorised

Signed by: Parents / guardians / carers	
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FOR OFFICE USE ONLY

Authorised by (SMT)		<i>Reg Mark</i>	
Not Authorised by (SMT)		<i>Reg Mark</i>	
Request for Holidays - % Attendance of Student at the time of request:			
Date request received from parents/ carers			
Date staff contacted for info / confirmation	KG Emailed	On Calendar	Saved in SR Date:

FROM 01 September 2024

APPENDIX 3 - A GUIDE FOR PARENTS & CARERS

1. When does my child need to be at Moor House?

Your child should be at Moor House by 8:30am, but not before 8:00am, to be ready to go into class at 8:45am.

The register is taken at 8.45am. Afternoon school starts at 13.50pm (Monday-Thursday) 13.00pm on Friday.

2. What happens if my child is late?

- Registration finishes at 9.15am and 30 minutes after the commencement of the afternoon session.
- Students who arrive after registration should report to the school office.
- A series of unauthorised late marks may lead to referral to the EWO (Education Welfare Officer)

3. Does Moor House need letters explaining my child's absence or will a phone call do?

We would expect a parent or carer to telephone/email Moor House on the first day of absence. We will telephone you if your child has not arrived by 9:30am. If we do not receive an explanation on the day of absence or on the student's return, or if the explanation is unsatisfactory, we will not authorise the absence.

If we are concerned about aspects of your child's attendance or punctuality, we will contact you to discuss the best way forward.

4. What reasons will be accepted for absences?

- Illness
- Emergency dental/medical appointment (Please make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement
- Attendance at special events e.g. graduation ceremonies, family weddings

Except in the case of illness, you should ask for permission for your child to miss school/college well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

5. What reasons cannot be accepted?

Moor House cannot authorise absences other than those in exceptional circumstances. Family holidays, day trips, shopping or birthdays are not classed as exceptional.

6. Can we take family holidays during term-time?

Family holidays should be taken out of term time.

7. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?

We recognise that it is important that families are in contact with each other, but these visits must take place out of term time.

8. What can I do to encourage my child to attend?

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that he/she leaves home in the correct clothes and properly equipped. Show
- your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to Moor House. What should I do?

Contact your child's tutor and pastoral lead immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend and work together to tackle the problem.