Attendance

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1 Policy statement

Embley recognises that high attendance and punctuality are fundamental to academic success, personal development, and the wellbeing and safety of pupils. This policy sets out expectations, procedures and responsibilities of all pupils, parents, staff, and school leaders at Embley in relation to attendance.

Its purpose is to promote high levels of attendance and punctuality; to ensure every pupil has access to a full-time suitable education; to support families in meeting their legal obligations; to identify and address patterns of poor attendance early and to ensure there are clear procedures in place for monitoring and intervention.

Whilst all pupils have a right to full-time education and the school has high attendance expectations for all pupils, the school will account for the specific needs of certain pupils and pupil cohorts. In applying this policy, the school will consider its duties under the *Equality Act 2010* (further details are available in the school's Equal Opportunities Policy document) and the *UN Convention on the Rights of the Child*.

This policy was developed having regard to the following legislation and guidance:

- The School Attendance (Pupil Registration) (England) Regulations 2024
- Working Together to Improve School Attendance (DfE, July 2026)
- The Education (Independent School Standards) Regulations 2014,
- Children Missing Education (DfE) 2024
- National Minimum Standards for Boarding Schools (DfE) 2022

Embley seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:

- Missing Pupils
- Uncollected Child
- Registration Procedures
- Timetable for the school day

Embley is committed to fulfilling its obligation to keep an attendance register of all day pupils of compulsory school age (5-16). However, for the welfare, health and safety and educational benefit of all pupils, Embley adheres to United Learning standards and registers pupils in all years, including boarders, Sixth Form pupils and those in our EYFS setting.

Embley promotes an ethos that values excellent attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils

- Promoting excellent attendance and its benefits
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Drawing on strong relationships with families and the support of local partners, as appropriate, to ensure that pupils have the support in place to attend school.

2 Definitions

The following definitions apply to this Policy:

- **Senior Attendance Champion** – The member of the Senior Leadership team designated to oversee all attendance-related matters and to champion and promote good attendance.
- **Persistent Absence** – Attendance below 90%.
- **Unauthorised Absence** – Absence that has not been authorised by the school in line with the processes set out below.
- **Parent** – In this document the term 'parent' is to refer to a parent, carer, guardian, or anyone with legal responsibility for the pupil.

3 Key contacts

Parents are expected to notify the school to their child's absence before 8.15am on the day of the absence and each subsequent day of absence (and advise when they are expected to return).

This should be done via the **Embley School Portal** by completing the form **'Report an absence today'** or parents can **email their child's tutor/teacher** (email addresses are available on the Embley School Portal) or on **the general school email (info@embley.org.uk**).

Request permission for absence due to exceptional circumstance via the Request Future Absence form on the Embley School Portal at least a week in advance (and to seek authorisation for absence and ahead of booking any tickets.

The Senior Attendance Champion at Embley is Leah Goodey, Deputy Head (Leah.goodey@embley.org.uk).

4 Responsibilities

The **Local Governing Body** will:

- Have overarching responsibility for attendance at the school.
- Delegate responsibilities under this policy as described below.
- Monitor and review attendance on a termly basis.
- Ensure this policy is reviewed on an annual basis.

The **Headteacher** will:

- Ensure this policy is implemented and reviewed annually.
- Monitor attendance data regularly.
- Report termly attendance to the Local Governing Body and United Learning.

- Ensure that staff are appropriately trained.

The **Senior Attendance Champion** will:

- Oversee daily attendance systems.
- Maintain accurate attendance records.
- Work with families, pastoral teams and external agencies to address attendance concerns.
- Ensure that staff are familiar with attendance expectations and processes and apply them consistently.
- Set a clear vision for improving and maintaining good attendance.
- Monitor and evaluate the efficacy of the school's attendance strategies and processes.

Tutors/Class Teachers will:

- Complete morning and afternoon registration accurately.
- Monitor attendance daily.
- Refer unexplained absences to the receptionist to make same-day enquiries with parents.
- Raise concerns promptly with the Senior Attendance Champion.
- Deal with lateness consistently.

Senior & Prep School Receptionists will:

- Follow up on the day regarding any unexplained absences.
- Liaise with the Senior Attendance Champion to ensure pupil absences are dealt with promptly and effectively.
- Ensure attendance registers are completed accurately.

All staff will:

- Promote and regularly communicate the importance of good attendance for example through assemblies, PSHE lessons and conversations with pupils and parents.
- Support a school culture of high expectations in relation to attendance and punctuality.
- Be aware that poor attendance may be a symptom of wider concerns about a child.
- Attend training and briefings relevant to attendance and adhere to this policy.

Parents are expected to:

- Be aware of their legal obligation to ensure that their child(ren) of compulsory school age receive an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.
- Observe the terms of the United Learning Terms & Conditions and be aware that failure to ensure a child's attendance or engage with the school about it could amount to a breach of contract or a finding that the parent is treating the school unreasonably.
- Ensure their child attends school daily and on time.
- Notify the school of any absence by 8:15am on the day of the absence and each subsequent day of absence (and advise when they are expected to return). This should be done via the Embley School Portal or parents can email their child's tutor/teacher (email addresses can be found on the Embley School Portal) or on the general school email (info@embley.org.uk) and provide a reason for it.
- Provide reasons and, if requested, evidence for absences (e.g. medical notes).
- Ensure, where possible, that routine dentist appointments and other appointments are make outside the school day wherever possible.

- Use the procedure below under 'Leave of absence' when seeking advance authorisation for absence.
- Provide the school with more than one emergency contact number for their child.

Pupils are expected to:

- Attend school daily and arrive on time.
- Be responsible for attending registration and lessons punctually.
- Remain on the school site during the school day except when attending an authorised activity.

5 Timing of the school day

The school day begins with Registration at 8.25am and lessons finish at 3.30pm. Pupils are expected to be onsite or attending a school approved activity for the entire day, this period may be extended for the purpose of attending clubs etc. Embley's co-curricular programme runs Monday to Thursday from 3.45pm to 4.45pm.

6 Registration

Morning registration is at 8.25am for all pupils in the school. Tutors (Senior School) and class teachers (Prep School) are required to take registrations for their tutor group/form each morning at 8.25am. In the Nursery, registers are taken by Nursery staff. The morning registers close at 8.55am.

In the Senior School, pupils are also registered at the beginning of each lesson by subject teachers.

All pupils are registered in the afternoon at the beginning of Period 5 at 1.45pm by subject teachers, including any cover teachers, and nursery staff. The afternoon registers close at 1.55pm.

Sixth Form students who have an independent study period during Period 5 will register with a member of staff at 1.45pm in the Sixth Form Study.

All pupils are registered in after-school clubs and activities through SOCS.

7 Lateness

If a pupil arrives late after the register has been taken but within the registration window, they should be marked as late and the register saved again.

If a pupil arrives at school after 8.55am or to Period 5 after 1.55pm they should sign in at Reception before joining a lesson.

8 Leaving school early

If a pupil needs to leave school early, their parents should have been in contact with the school via the Embley School Portal, or email or phone. The pupil must sign out from Senior School/Prep School Reception. The parent must pick them up in Reception.

If a pupil is ill, they must report to the Surgery in the Senior School or the Prep School Office, and they may be sent home with a parent. Matron in the Senior School and the Prep School Receptionist

will alert teachers of the pupil if a pupil is sent home. Under no circumstances should a pupil self-certify their own illness and leave school.

9 Leave of absence

Applications for authorised leave of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made via the 'Request Future Absence' form on the Embley School Portal at least a week in advance.

The School 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.

If a leave of absence is granted, it is for the Headmaster to grant permission to determine the length of the time the pupil is or was permitted to be away from school. It will be recorded as an authorised absence.

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.

10 The Attendance Register

Attendance and absences are recorded in the school Attendance Register using the relevant codes as set out in *The School Attendance (Pupil Registration) (England) Regulations 2024* and the statutory guidance *Working together to improve school attendance (DfE July 2026).*

The Attendance Register will show whether a pupil is present, late, attending a place other than school or absent. Absences are either:

- Authorised: e.g., illness, religious observance, medical appointments (evidence may be required).
- Unauthorised: e.g., holidays during term time without authorisation, absence without valid explanation.

The Attendance Register must include the following:

- The student's tutor group
- Whether the student is absent or present at any given morning/afternoon session
- Information about authorised and unauthorised absences through the registration codes (if statutory age)

Where amendments are made, the school will ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the attendance register is a record of the pupil's presence at the time it was taken, this register will only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.

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. Registers are legal records and, in line with current legislation, the school will preserve every entry in the attendance register for 6 years from the date the data was entered.

11 Taking the register and Registration Codes

Registers are taken electronically on iSAMS, either on a PC or via the app on a teacher's iPad.

It is important that any pre-entered absence codes are not overridden by tutors in the morning, or subject teachers in the afternoon.

If a colleague is not able to register their group for any reason, they should email a list of pupils present to the Senior School or Prep School receptionist or paper copies of tutor group registers are always available from Reception. These should be returned immediately following registration and their contents uploaded by the receptionists once iSAMS is available.

The receptionist informs the relevant member of staff and the Deputy Head of any registers which are not completed so these can be updated without delay.

4.1 Registration Codes

Present

Pupil is present [/ and \] This must be selected during registration to confirm the presence of the pupil. 'Present' cannot be entered unless the tutor has seen the pupil.

Late (before registration closes) [L] This must be used when a pupil is not present at 8.25am but arrives to be registered before 8.50am.

Attending a place other than school

Approved Sporting Activities [P] This must only be used when confirmation has been given from The Director of Sport about absence. The Director of Sport will share lists of pupils' names absent for sporting activities via email and on SOCS.

Educational visit or trip [V]. This must only be used when confirmation has been given from trip leader to the staff on Reception in the Senior School or in the Prep School Office. The trip leader will share lists of pupils' names absent for the visit/trip via email to teaching staff in advance, including Receptionists, and will confirm any changes to this list with the staff on Reception in the Senior School or in the Prep School Office before the trip departs.

Approved Educational Activity off site [B] Where a pupil is attending a place for any approved educational activity, he/she must be marked in the attendance register. NOTE: School must also record the nature of the educational activity.

Work Experience [W] To be used only when the Careers Advisor has confirmed names and dates of pupils on work experience.

Absent – Leave of Absence

Absent (Authorised – not covered by other code) [C] This must be selected when the Headmaster has authorised the pupil's absence and the absence is not covered by any other codes.

Dual Registration [D] Where a pupil is attending another school at which he/she is a registered pupil he/she must be marked in the attendance register as attending an approved educational activity.

Medical/Dental Appointments [M] This must be used when the parent/guardian has informed the school or class teacher or tutor of a medical or dental appointment.

Study Leave [S] This must only be used for students in Years 11and 13 and only when the Headmaster has confirmed dates for study leave.

Interview [J1] This must be used for:

- Sixth Form pupils attending university open days and interviews.
- Year 11 work experience interviews.
- Pupils attending interview, assessment procedures at other schools.

Regulated Performance or Employment [C1] Absent with leave for the purpose of participating in regulated performance or undertaking regulated employment abroad.

Part-time Timetable [C2] Leave of absence for a compulsory school age pupil subject to a part-time timetable.

- Pupils attending interview, assessment procedures at other schools.

Absent – Other authorised circumstances

Excluded (No alternative provision made) [E] This must only be used when the Headmaster has confirmed that a student has been suspended or excluded from lessons.

Religious Observance [R] This must be used when pupils are absent for religious festivals. Parents must inform the school before the absence.

Parent Travelling for Occupational Purposes [T] To be used where the pupil's parents are travelling for occupational purposes. Not applicable to Embley during the year 2025-2026.

Illness [I] – To be used when a pupil us unable to attend owing to illness (either related to physical or mental health).

UKVI sponsorship Absence (Authorised) [@] To be applied to all absent pupils who are sponsored by Embley under its UK Immigration & Visa (UKVI) licence to study at the school. Under the terms of the UKVI license, these pupils are not permitted to be absent from the Embley site without permission. The reason for absence **must** be known.

Untimetabled Sessions (non-compulsory school age). (X) Not applicable to Embley during the year 2025-2026.

Absent – Unable to attend school because of unavoidable cause

Normal school transport not available [Y1] Unable to attend due to transport normally provided not being available.

Exceptional circumstances [Y2] This must be used when there is an unavoidable closure of the school site or part of it; unavailability of transport provided by the school or local authority when the home is not within walking distance. The nature of the absence must be recorded.

Widespread travel disruption [Y3] Unable to attend due to widespread disruption to travel.

Part of school closed [Y4] Whole school closed when school was due to meet for a session, but session has been cancelled.

Attendance due to guidance on infection/disease [Y6] Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease.

Any other reason [Y7] Unable to attend because of any other unavoidable cause. NOTE: School must also record the nature of the unavoidable cause.

Absence - Unauthorised

Absent (Unauthorised) [O] This must be selected if, after a written request by the tutor to the parents/guardian to explain the absence, this has not been received. Tutors/class teachers should inform the Deputy Head of the Senior School or the Head of Prep School. This entry may be corrected when the reason is established.

Family Holiday (not agreed) [G] This must be used when the tutor/class teacher has been informed that a pupil is on holiday but no agreement has been given by the Headmaster.

Late (after registration closes) [U] This must be used when a tutor/class teacher has been informed that a pupil is attending but did not arrive before 8.25am.

Absent (No reason yet provided) [N] Select this option when the pupil is not physically in registration and no correspondence from parents has been received. Any absence marked in this way is unexplained and should be followed up by tutors and the Senior School Receptionist and the entry amended accordingly. If a reason for absence cannot be established, school must amend the record to Code O

Administrative Codes

UKVI sponsorship Awaiting Visa [+] For any international pupils who are sponsored to study at Embley under the school's UKVI licence, pupil delayed past a confirmed start date due to awaiting the issue of the relevant visa(s)

School Closed to Pupils [#] To be used on Induction Day in Autumn term for students who do not start until the following day. This must only be used when the Headmaster has confirmed that the school is closed, e.g. outbreak of infectious disease, weather conditions.

12 Monitoring and Intervention

Data from the Attendance Register is monitored to identify weekly attendance patterns and trends and to deliver intervention and support in a targeted way to pupils and families. Identifying the pupils who need support will not just focus on persistent and severe absence, but the school will also seek to identify pupils who can be supported earlier before patterns become entrenched.

The school will work with parents and pupils and relevant school staff such as the SENCO, if appropriate, to identify particular barriers to attendance and to put in place appropriate support.

Support will be tailored to the individual circumstances of the pupil. As a general guide, the following principles will be followed:

- Attendance below 95% triggers investigation and conversations with parents to identify barriers to attendance.
- Below 90% (persistent absence) or below 50% (serious absence) prompts a structured intervention plan; in such cases the school will work with the local authority to put in place targeted support which may include Early Help.
- Home visits may be conducted if absence is unexplained or safeguarding concerns are raised about a child who is not attending school.
- Attendance panels may be convened with families and senior leaders.

12. 1 Absence procedures

Embley uses the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, as above. Non-routine leave of absence, including leaving before the end of term, can only be authorised by the Headmaster, Head of Senior School, Head of Prep or in their absence, the Deputy Head, and requires at least one week's notice.

Where the tutor or class teacher received notification of a pupil's absence after registration, they inform the Senior School/Prep School Receptionist.

Following up on absences, Embley follows up on absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Identify the correct code to use

It is essential that information given to the Receptionists and put onto the register is accurate and up to date so that parents are not contacted unnecessarily.

Any absences for which the reason remains unknown by 9.30am are followed up by a telephone call to parents by the Receptionist. If a pupil becomes unaccounted for in the afternoon, the Receptionist will call home. The receptionist will amend the register as necessary.

If the Receptionist is concerned about the reason given for absence, she will inform the pupil's Head of Year in the Senior School or the Head of Prep.

It is the responsibility of the tutor, class teacher or Pastoral Team member to update his/her class/tutor register.

If an absence cannot be explained this must be reported to the Deputy Head in the Senior School or the Head of Prep School.

12.2 Support for parents dealing with absence

Parents who need support with their child's absence should contact the relevant Head of Year or the Deputy Head in the Senior School, or the Head of Prep in the Prep School:
Year 7 – Olivia Williams Olivia.williams@embley.org.uk
Year 8 – Laura Greenwood Laura.greenwood@embley.org.uk
Year 9 – Lucy Smyth Lucy.smyth@embley.org.uk
Year 10 – Millie-Mae Stuart Millie.stuart@embley.org.uk
Year 11 – Yasmin Farley Yasmin.farley@embley.org.uk
Year 12/13 – Alex Cherry Alex.cherry@embley.org.uk Rob Barber rob.barber@embley.org.uk
Deputy Head and DSL - Leah Goodey Leah.goodey@embley.org.uk
Head of Prep School and DDSL - Sheina Gibb Sheina.gibb@embley.org.uk

13 Additional needs

It is acknowledged that some pupils may find it harder than others to attend school, for example, those with special educational needs, disabilities, medical conditions, and/or social, emotional, and mental health difficulties, and young carers. In such cases the school will work with those pupils and parents to try to remove barriers to attendance and to put the right support in place.

Where appropriate, this will include considering what reasonable adjustments can be made to remove any potential in-school barriers to attendance. Where it is in the pupil's best interests, a temporary part-time timetable can be considered part of a re-integration package to meet the child's needs and encourage regular attendance at school. This may be appropriate where a pupil is unable initially to attend full-time education. A part-time timetable will not be treated as a long-term solution and there will be pastoral support and other programmes running alongside the part-time timetable to encourage full-time attendance.

Where a pupil has an education, health, and care plan (EHCP) the school will communicate with the local authority where the pupil's attendance falls or the School become aware of barriers to attendance that relate to the pupil's needs.

The school may, in limited circumstances, with the agreement of parents, provide remote education to enable pupils who are well enough to learn but unable to attend the school site for a time-limited period. In such cases, the pupil will be recorded as absent using the most appropriate absence code.

14 Safeguarding and Attendance

14.1 All day pupils

Persistent or unusual absence patterns may be indicators of safeguarding concerns. The Designated Safeguarding Lead will be informed if:

- A pupil is absent without explanation for more than two consecutive days.
- A pattern of concern arises.
- Follow up action in such cases may include a referral to children's social care.

14.2 Boarding pupils (excluding Child Student/Student sponsored)

- Daily registration and evening roll calls are carried out and logged at 8.00am and 6.30pm.
- Parents of boarding pupils should ensure their child returns to their boarding accommodation by 9.00pm on Sunday before the beginning of the school week.
- Unexplained absence from the boarding house will be immediately reported to the DSL and parents.

15 Attendance for sponsored students with Child Student/Student visa status

As an independent school with UKVI Sponsorship responsibilities, to remain compliant with the terms of the licence, we must monitor the whereabouts, care arrangements and travel arrangements of all sponsored students.

Embley must report immediately to the Home Office any unauthorised absence of sponsored students of 10 contact points. Embley interprets this as being 10 consecutive days. As a school, we retain the right to withdraw sponsorship prior to this period if necessary and dependent on circumstances.

All flights and travel must be booked within the school term dates (as listed on the school website). Any requests for early departure/late arrivals must be made to the Headmaster. Absences must be authorised before travel plans can be made. Any deviation from this may impact the student's visa compliance.

Parents and educational guardians are responsible for booking all travel and for ensuring the safe travel of students from school and for their return to school. The UKVI requires Embley to always hold a full record of the destination and travel plans for student visa holders when they are not in school, as Embley must ensure the safety and wellbeing of students during their time in the UK. This data will be held securely and in line with our Data Protection Policy.

Parents and guardians are expected to communicate all details of travel arrangements and accommodation during the school holidays including flight details, travel to and from school and the contact details of adults supporting with travel where required.

Parents and guardians will be contacted at least two weeks in advance of the end of term/half term and must complete the details as requested. Students studying at the school on a Child Student/Student visa are not permitted to stay outside of school during the term time unless by express agreement with the school and with written agreement by parents and/or guardians.

Students cannot stay with parents in the UK during term time where the parent holds a short-term visa. Occasional weekend visits by parents are permitted in agreement with the school.

16 Promoting and incentivising good attendance

The school promotes and incentivises good attendance with parents through explanation of the importance of good attendance and the possible consequences of poor attendance at Pupil Information Evenings.

Pupil attendance statistics are readily available on the Embley School Portal.

Attendance is referred to at parents' evenings and in written reports where necessary.

The school promotes and incentivises good attendance with pupils through explanation of the importance of good attendance and the possible consequences of poor attendance in assemblies and tutor time, and in discussions with individual pupils.

17 Managing Attendance Concerns

17.1 Persistent and severe absence

Persistent absence is where a pupil misses 10% or more school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school:

- Uses attendance data to find patterns and trends of persistent and severe absence.
- Considers potential safeguarding issues and where suspected or present, address them in line with Keeping Children Safe in Education.
- Holds regular meetings with the parents of pupils who the school and/or Local Authority know to be vulnerable to or at risk of persistent or severe absence, or who are persistently or severely absent, to discuss attendance and engagement with the school.
- Listens to understand barriers to attendance and outlines support available.
- Explains the consequences of persistent and severe absence.
- Provides access to wider support services to remove the barriers to attendance, in conjunction with the Local Authority where relevant.

17.2 Supporting pupils who are absent or returning to the school

The school adopts a proactive approach to pupils who are absent owing to complex barriers and seeks to intervene in a timely and collaborative fashion. This will generally, but not exclusively, involve:

- Meetings between parents and the pastoral team (and external agencies as required) – including review meetings on the pupil's return.
- A phased return with manageable timetable adjustments, in liaison with academic staff.

- Regular one to one meetings with the pastoral team.

The school is particularly alert to the difficulties faced by pupil who are absent owing to entail or physical ill health, have SEND, or have a social worker, and looked-after children (previously looked-after children). Pastoral teams work closely with mental health professionals (including the counsellor) and the Learning Support department in their collective care of these pupils.

17.3 Working with local partners

17.3.1 Returns to Local Authorities

New pupil and deletion returns: The school notifies the Local Authority when a pupil's name is added to or deleted from the admissions register outside of standard transition times.

Attendance Returns: The school provides the Local Authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of 10 school days where their absence have been recorded with one or more of the codes classified as unauthorised (G, N, O, U).

Sickness returns: The school provides the Local Authority with the full name and address of pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

17.3.2 UKVI Sponsored Student Attendance

The attendance for pupils who are sponsored by the school under a UKVI CAS, is recorded in the same manner as all other pupils.

The Student Visa Coordinator is responsible for reporting the attendance of Student Child Visa pupils to the UKVI via the Sponsor Management System with regards to the following attendance issues:

- After 10 points of consecutive unauthorised absence.
- Failure to attend regularly.
- Deletion from the school register when the school removes sponsorship.

18 Data Collection and Reporting

- Attendance data is reported to the Local Governing Body and United Learning on a regular basis.
- Individual pupil attendance is included in school reports.
- The school is legally required to share information from the registers with the local authority. This includes:
    - New pupil and deletion returns outside of normal transition time.
    - Attendance returns (where a pupil has 10 consecutive days of unauthorised absence)
    - Sickness returns (where a pupil is unable to attend because of sickness and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more in one school year)
- The school must provide specific pupil information on request to the Secretary of State and inspectorates.

- Where appropriate, the school is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

19 Attendance Strategy

This policy supports the attendance strategy of Embley which aims to promote a culture of high attendance that supports pupil welfare and educational outcomes such that all pupils are accounted for and supported to access their full-time education entitlement. The school seeks to ensure that attendance is accurately recorded, monitored, and reported, and that our systems and processes are designed to help reduce absences and to identify and address patterns of persistent or severe absence, including for pupils with SEND or health needs, through early intervention and partnership with families.

20 Maintenance of the Attendance Register Procedure

The IT Network Team is responsible for ensuring back-up procedures are followed.

- Registers are backed up on a daily basis.
- iSAMS is a cloud served application. Their servers are backed up every hour, every day, 52 weeks a year, with backups stored onsite and offsite by the provider.
- iSAMS has a facility for the electronic register and any print out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction. The name and title of any person making an amendment and the date the amendment is made is also recorded.

21 Policy Review

This policy will be reviewed annually. It will be monitored by the Senior Attendance Champion and updated and revised if necessary, during the annual cycle.

Document Information

Version Number	13.5
Reason for Version Change	Annual review / Staff changes/Update to DfE guidance.
Name of owner/author	Leah Goodey
Name of individual/department responsible	Leah Goodey, Deputy Head
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