



Student Attendance Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee: CCSW

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Review Period: Every 3 years

Next review date: Spring 2029

**Author: Emma Phillips
Deputy Headteacher**

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

February 2026

Limpsfield Grange School Student Attendance Policy

Aims

All schools have a continuing responsibility to proactively manage and improve attendance across their school community. Maintaining consistently high levels of attendance is the essential foundation to positive outcomes for all students, including their safeguarding and welfare and is therefore everyone's responsibility in school. Although we are a specialist school, we maintain the same high expectations regarding attendance for every student.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that promotes and values consistently high levels of attendance, including:

- Setting high expectations for the attendance and punctuality of all students and emphasising the relevance and importance of maintaining these into adult life;
- Reducing absence, including persistent and severe absence;
- Ensuring every student has access to the full-time education to which they are entitled;
- Acting early to address patterns of absence;
- Building strong relationships with families to ensure students have the support in place to attend school.

We also promote and support punctuality in attending lessons.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

Roles and responsibilities

The Governing Body

The Governing Body, through the Curriculum, Community and Student Welfare Committee, is responsible for:

- Promoting the importance of school attendance across Limpsfield Grange's policies and ethos;
- Making sure school leaders fulfil expectations and statutory duties;
- Setting high expectations of all school leaders, staff, students and parents;

- Making sure the school has high aspirations for all students;
- Regularly reviewing and challenging attendance data;
- Making sure staff receive adequate training on attendance;
- Holding the Headteacher to account for the implementation of this policy.

The Headteacher

The Headteacher is responsible for:

- The implementation of this policy;
- Regularly communicating the school's high expectations of attendance and punctuality to students and parents.

The designated Senior Leader responsible for attendance is Emma Phillips, Deputy Headteacher, and she is responsible for:

- Leading attendance across the school;
- Monitoring school-level absence data and reporting it to Governors;
- Supporting staff with monitoring the attendance of individual students;
- Monitoring the impact of any implemented attendance strategies;
- Setting a clear vision for improving and maintaining consistently high levels of attendance;
- Evaluating and monitoring expectations and processes;
- Establishing and maintaining effective systems for addressing absence;
- Liaising with parents to discuss and resolve attendance issues;
- Delivering targeted intervention and support to students and families.

Tutor Team

The tutor team are responsible for recording attendance on a twice daily basis and submitting this information to Reception by 9am and 1.15pm.

Administrative staff

Administrative staff will:

- Respond to contact from parents/carers about planned and unplanned absence;
- Respond to messages left on the absence line and record on the attendance register;
- Follow up unexplained absence.

Parents/carers

Parents/carers are expected to:

- Make sure their daughter attends every day on time and is prepared for the school day;
- Notify the school of their daughter's absence by leaving a message on the absence line by 8am every day that she is absent, giving the reason for the absence;
- Provide the school with at least two emergency contact names and phone numbers for their daughter. This is in addition to parent/carer contact numbers;
- Notify the school immediately of any changes to contact details;
- Ensure that, where possible, appointments for their daughter are made outside of the school day;
- Seek support where necessary for maintaining consistently high levels of attendance, by

contacting the Deputy Headteacher.

- Proactively engage with any support offered to prevent the need for more formal support;
- Ensure that their daughter is ready for the agreed pick up time, if using Local Authority provided transport.

Students

Students are expected to:

- Attend school every day on time;
- Attend school appropriately prepared for the day;
- Attend all of their lessons on time;
- Participate in discussions with school staff regarding any problems that may affect their attendance.

Attendance Register

Limpsfield Grange will keep an attendance register and place all students onto this register. The register is taken twice a day, at 9am and 1.15pm. We will keep every entry on the attendance register for 6 years after the date on which the entry was made. There are two sessions every day, morning and afternoon.

Punctuality and Lateness

Punctuality to school is crucial and registration at the beginning of the day with a student's tutor is an important time of the day. Lateness into school causes disruption to the individual's learning and to that of the other students in the class. It is paramount therefore, that all students arrive at school on time.

The school day starts at 9am but the school is open from 8.30am. Students who arrive after 9am will be recorded as late to school. Registers close at 9.15am and after this, lateness is recorded as an unauthorised absence and can therefore be subject to legal intervention. Students arriving late must ensure they go straight to Reception to register.

Students arriving late due to Local Authority provided transport, will not be penalised.

Unplanned absence

The student's parent/carer must notify the school of the reason for the absence by leaving a message on the absence line by 8am every day that their daughter is absent. **We do not accept notification by email.**

We will usually mark absence due to illness as authorised. However, in some circumstances the school will ask the student's parent/carer to provide additional information in order for the absence to be authorised.

Where a student is not in school for 15 days or more over the course of a year due to ill health, whether consecutive or cumulative, the health need and necessity of absence from school needs to be confirmed by a medical doctor or medical professional. Confirmation should detail the student's condition, the treatment plan in place to support the student or the

advice offered if a treatment plan has not been issued, when the student was last reviewed, details of any further referral made to Specialist Health Services, the date by which the student might be expected to return to school and when the case will be reviewed.

Responding to unexplained absence

If no message is left on the absence line by the parent/carer by 8am, **every day** that the student is absent, the school will endeavour to contact the parent/carer that day. If the parent/carer is not reachable by telephone, a ParentMail (email and text message) will be sent, requesting the parent/carer to contact the school within the next 30 minutes. If there is still no response, the school will contact the emergency contacts held for that student. The school will then consider whether other agencies (such as the Police or Children's Social Care) need to be involved.

Planned absence due to appointments

Students are not allowed to leave with a parent/carer during the school day without prior permission from the Deputy Headteacher. Parents are requested to inform the school at least 24 hours in advance of an appointment that will require absence from school by sending an email to secretary@limpsfield-grange.surrey.sch.uk, copying to the Deputy Headteacher (deputy@limpsfield-grange.surrey.sch.uk) and attaching confirmation of the appointment. Students must sign out at Reception on leaving the school and sign back in on their return. Parents/carers must collect and return their daughter to Reception.

We encourage parents/carers to make all appointments, including medical and dental appointments, outside of school hours. Where this is not possible, the student should be out of school for the minimum amount of time necessary, which is usually only the session (morning or afternoon) during which the appointment takes place. The location of the appointment and the necessary travel time, will be taken into consideration.

Attending a medical or dental appointment will be recorded as authorised, as long as the student's parent/carer notifies the school in advance of the appointment and provides an appointment card/letter/text/email to confirm the absence, within 24 hours of the appointment taking place. However, absence for more than one session will not be authorised if it is considered that the student could have attended school in the session before or after the appointment.

Leave of absence during term time

The Headteacher will only grant a leave of absence to a student during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for. Limpsfield Grange considers each application for a leave of absence individually, taking into account the specific facts, circumstances and relevant context behind the request. The Headteacher will require evidence to support any request for a leave of absence.

Parents and carers who wish to request a leave of absence during term time must put their request in writing to the Deputy Headteacher at least two weeks in advance of the date of the requested absence.

The school holiday and INSET dates are published at the earliest opportunity and we expect parents and carers to book their family holidays during the school holidays. As the Headteacher will only grant a leave of absence in exceptional circumstances it is unlikely that a leave of absence will be granted for the purposes of a family holiday or for the purpose of leisure or recreation. Where a leave of absence is taken and is not considered an exceptional circumstance, it will be recorded on a student's attendance record as unauthorised absence.

Legal intervention

The law protects students' rights to an education and provides a range of legal interventions to formalise attendance improvement efforts and enforce them through prosecuting parents. Limpsfield Grange will make use of the full range of potential sanctions to tackle poor attendance, including, but not limited to, those listed below. Decisions will be made on an individual case by case basis.

Penalty Notices

The Surrey Attendance Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and require the recipient to pay a fixed amount.

Circumstances when a Penalty Notices may be issued

1. Students identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. The Education (Pupil Registration) (England)(Amendment) Regulations 2013, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted. Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the Headteacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.
3. The issue of a Penalty Notice will also be considered where a student has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.
4. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is

not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (bullet point 2 above) parents will be sent a 'Notice to Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against the parent/carer in the Magistrates Court.
2. If a parent/carer has incurred a penalty notice relating to this child/child since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against the parent/carer in the Magistrates Court.
3. If a parent/carer has incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then they will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

Notices to improve

If the national threshold has been met and support is appropriate, but parent/carers do not engage with offers of support, the school may offer a notice to improve to give parents/carers a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for Surrey County Council.

Monitoring and analysing attendance

Limpsfield Grange will:

- Support students and their parents/carers in the establishment and maintenance of high levels of attendance and punctuality;
- Monitor every student's attendance on a weekly basis and communicate any concerns to parents/carers by telephone call, email or letter;
- Publish attendance statistics to the Governing Body each term;
- Encourage excellent attendance and punctuality through our rewards system;
- Compare attendance data to the national average, and share this with the CCSW Committee;
- Provide targeted support to students and their families, including those who are

persistently or severely absent and work with them and their parents to understand and address the reasons for absence;

- Monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies;

Reporting to Parents/Carers

The school will inform parents/carers about their daughter's attendance three times a year, through their school report.

Reviewing arrangements

This policy will be reviewed every three years, by Emma Phillips Deputy Headteacher. At every review, the policy will be approved by the CCSW Committee.

Links with other policies

This policy links to the following policies:

- Behaviour policy including anti bullying
- Child Protection and Safeguarding
- Children With Health Needs Who Cannot Attend School Policy
- Complaints Policy
- Equality, Diversity Policy
- Missing Student Policy and Procedure
- SEN Policy
- Online Safety & Digital Resilience Policy
- Remote Learning policy
- Staff Behaviour Policy and Acceptable use of Technology Code of Conduct
- Student Health and Medication Administration Policy
- Surrey Safeguarding Children Partnership (SSCP) Child Protection Procedures
- Whistleblowing Policy