

Liverpool College

Attendance and Registration Policy



Mission Statement

Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.

Core Values

We recognise that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess

We believe that the development of character, creativity, intellect and spirituality, are the primary aims of education.

We work together to create a happy and caring school community which is engaged in our local community and the wider world

We pursue high standards in every area of school life

This is a whole College policy and applies to the Primary and Secondary Phase, Boarding, Breakfast Club and after school activities.



Approved Date	8 th December 2025
Review Date	30 th November 2026
Principal	 Mrs. A. Haynes

Liverpool College

Attendance and Registration Policy

Introduction

Liverpool College recognises the clear link between the attendance and attainment of pupils and students. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for pupils and students to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. It is important to see our young people every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils and students attend regularly and on time. Pupils and students should attend every day that the College is open. We set a target for all students to aim for 100% attendance with the expectation all students achieve at least 97%.

As a College we define regular attendance as 97% or above.

We recognise that attendance is a matter for the whole College community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of College improvement, supported by our policies on admissions, safeguarding, behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance August 2024 “Working Together to Improve School Attendance”

Aims

This Policy provides a framework to support building strong relationships with families to ensure pupils have the support in place to attend school. To do this we will aim to:

- Raise the profile of attendance and punctuality amongst the College community.
- Maximise the overall percentage of pupil and student attendance and punctuality.
- Set high expectations for the attendance and punctuality of all pupils.
- Reduce the number of students who are persistently absent (90% or below) or severely absent (50% or below).
- Ensure every pupil has access to a full-time education apart from in very exceptional circumstances and when approved by the Local Authority.
- Provide support advice and guidance for parents, pupils, students and staff.
- Have clear procedures for the maintenance of accurate registration for pupils and students.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure there is a proactive whole school approach that embeds a consistency of practice.

- Continue to promote effective partnerships with the Local Authority, Children’s Services, School Health and other partner agencies.

Legal Framework

This policy is based on the Department for Education statutory guidance ‘Working Together to Improve School Attendance August 2024’

The guidance is based on the following legislation

- The Education Act 1996
- The Children Act 1989
- The Education and Inspections Act 2006
- School Attendance Pupil (Pupil registration) Regulations 2023
- Education (Penalty Notices) (England) Regulations 2007

Roles and responsibilities

Governing Body

Has the responsibility for:

- Making sure leaders fulfil expectations and statutory duties
- Ensuring the school has high aspirations
- Regularly analysing attendance data and reviewing the school’s performance
- Ensuring all staff receive adequate training on their role in supporting pupil attendance
- Holding the headteacher to account for the implementation of the attendance policy

Principal

Has responsibility for:

- Implementation of this policy
- Reporting school level performance data to governors
- Ensuring effective communication between school and the local authority
- Ensuring effective communication with parents for all pupils where there are barriers to attendance

Designated Attendance Lead – Assistant Principal: Safeguarding and Pupil Wellbeing

The designated attendance lead is responsible for:

- Leading attendance across the College
- Offering a clear vision for attendance improvement
- Ensuring all staff are aware of their role in supporting pupil attendance
- Ensuring all staff receive annual training on attendance procedures, safeguarding implications, and strategies for engaging families
- Evaluating the effectiveness of the school’s process and procedures for managing attendance
- Implementing specific strategies to address poor attendance identified through the analysis of data
- Coordinating targeted intervention and support to pupils and families

Assistant Principal: Deputy Head of Primary

Have responsibility for:

- contacting and if necessary meeting with parents whose child's attendance is a concern.
- advising the Vice-Principal on any strategies that could be initiated or improved
- ensuring that the school admission and attendance registers are available for inspection by Ofsted
- carrying out home visits where necessary.

Deans (Secondary Phase)

Have responsibility for:

- overseeing the House Mentors to ensure that all pupil absences are noted and absence notes received from parents
- ensuring that all registers are completed
- making regular checks on the efficiency of the registration
- investigating and overseeing attendance issues that have been referred to them by the House Mentor
- contacting and meeting parents whose child's attendance is less than 95%
- ensuring that all suspected truancy is followed up and dealt with
- reporting to the Assistant Principal (Secondary Phase) on the efficiency of the system
- liaising with the Assistant Principal (Secondary Phase) over training needs
- carrying out home visits where necessary.

Chapter Administrators (Secondary Phase) and School Administrators (Primary Phase)

Have responsibility for:

- telephoning, on a daily basis, parents/carers of pupils who do not report to school for morning registration to seek an explanation and record the details of all absences in Bromcom. Phone calls will be made in the following priority order:
 - Vulnerable and Disadvantaged Pupils
 - Pupils below 90% attendance
 - All other pupils
- alerting, the Deans/Assistant Principal (Secondary Phase) Heads of School (Primary Phase), if no contact can be made with parents/carers or emergency contacts, so that a home visit can be arranged
- carrying out home visits as and when is necessary
- checking medical evidence and issue signing out slips for unavoidable medical appointments and sign back in on their return.
- conducting relevant welfare phone calls, on a daily basis in the afternoon, to parents/carers of pupils whose attendance is between 95-100%, to encourage attendance the following day
- amending the marks on Bromcom, liaising with the Designated Attendance Lead as and when is necessary
- ensuring that all pupils who report into school after registration for any reason (e.g. traffic delays or attending medical appointment) sign in late to register arrival at school)
- recording the lates in Bromcom
- Keeping up to date tracking sheets that monitor Persistently Absent (PA) pupils and students and those in danger of falling into PA.

House Mentors (Secondary Phase) and Class Teachers (Primary Phase)

Have the responsibility for:

- ensuring that pupils are registered accurately using the following codes / (present), N (absent) and L (late)
- ensuring that unaccounted absences are followed up by getting in touch with parents (if there is reasonable concern about a child's welfare they must contact the designated Safeguarding Officer)
- discussing and encouraging good attendance with their Forms
- informing and liaising with the Chapter Administrators for reasons for absence
- keeping the Deans informed of any signs of suspected truancy

Teachers

Have the responsibility for:

- taking the register on Bromcom during every lesson using the following codes / (present), N (absent) and L
- checking the attendance of pupils at their lessons
- informing the Deans of the names of pupils who are absent without notification.

Promoting Regular Attendance at Liverpool College

This is the responsibility for all members of staff, parents and pupils.

The College will ensure:

- There is a designated attendance lead (DAL) for championing and improving attendance.
- Effective strategies are in place to support all pupils to arrive on time for school.
- An engaging curriculum is provided.
- High quality teaching and learning is delivered throughout the school.
- Pupils are provided with appropriate support from school and partner agencies to ensure regular attendance at school.
- Pupils who experience difficulties in attending school are provided with effective support at the earliest opportunity and attendance is monitored rigorously.
- Effective partnerships with parent/carers are encouraged through regular contact and communication.
- Support for families of children with SEND or long term mental or physical health needs to address attendance barriers. This may include offering reasonable adjustments, personalised support plans, and referrals to external agencies where appropriate.
- Parents are kept informed of pupil attendance and punctuality through the school's attendance procedures, termly progress reports, individual letters and meetings when required.
- Good attendance and punctuality are rewarded through regular individual pupil incentives
- Attendance and punctuality are regularly discussed with pupils in assemblies.
- Attendance roles and responsibilities are clearly defined and all staff ensure that these are followed.

Safeguarding

A child not attending school, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. Therefore, information about the cause of any absence from school is required.

To safeguard all the children in our care, it is important that parents and carers provide the College with their current contact details and provide additional contact numbers in case of an emergency.

More information on safeguarding and the protection of children can be found in the school's Safeguarding and Child Protection Policy

Why regular Attendance is Important

Any absence affects education and regular absence will seriously affect pupils and students' learning. Students who have time off often find it difficult to catch up and do well.

90% attendance is equivalent to a student missing one half day of lessons per week or approximately 118 lessons per year.

The DfE has published a strong link between poor school attendance and low levels of achievement:

Students attendance	Chance of achieving 5 good pass grades at GCSE
100% - 96%	73% of Students achieve 5 good pass grades.
96% - 94%	64% of Students achieve 5 good pass grades.
93% - 90%	55% of Students achieve 5 good pass grades
80% to 70%	Only 20% chance of achieving 5 good pass grades
50% and below	Only 6% of Students achieve 5 good pass grades

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence, without a good reason, from school is an offence in law (The Education Act 1996) and may result in legal action.

Attendance Expectations and Absence Procedures

A child not attending college is considered to be a safeguarding concern. If a pupil or student is to be absent from College a parent/carer must inform the college on the first day and every day thereafter (unless the absence requires a known amount of days off school- in which case the parent/carer must inform the college of the length of absence) in the following ways:

Primary Phase

Ring The Primary Phase office and report absence with reason for absence.

Secondary Phase

Ring or email pupil's Chapter/Year Administrator on the Chapter/Year telephone extension number or on the below email address:

Chapter 7 – chapter7@liverpoolcollege.org.uk

Chapter 8 - chapter8@liverpoolcollege.org.uk

Chapter 9 – chapter9@liverpoolcollege.org.uk

Chapter 10 – chapter10@liverpoolcollege.org.uk

Chapter 11 – chapter11@liverpoolcollege.org.uk

Sixth Form - sixthform@liverpoolcollege.org.uk

Expectations of students

- Ensure you arrive at Liverpool College by 08.25am.
- Always attend every lesson and arrive on time.
- Never leave the school site without permission.
- Always use the signing in/out system when late or leaving school for an appointment.
- Following all absence complete any missed work that may be provided by Liverpool College.

Expectations of Parent/Carer

- Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the College creates an offence in law.
- Ensure your child leaves for school on time.
- Contact College if your child is to be late.
- For routine non-emergency medical and dental appointments ensure they are made outside of school hours and confirmation of the appointment is provided.
- Contact College by 08.25 am on the first day of absence if your child is unable to attend, giving an indication of the expected duration and return date to school.
- Contact the Chapter Administrators (Secondary) or School Administrators (Primary) if the reason for absence requires a more personal contact.
- In case of emergency we need up to date contact numbers at all times. Please ensure you inform us of any changes especially to mobile telephone numbers. (As a College we request a minimum of three emergency contact details be provided).
- Requests for leave of absence in exceptional circumstances must be in writing to the Principal and can only be authorised by the Principal. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays.

Expectations of Liverpool College

- We will telephone a Parent/Carer on the first day of absence if we have not heard from them by 08.25am.
- If no response is received, a member of staff may conduct a home visit, if there are safeguarding concerns. Contact will be made with the family as soon as possible.
- If a pupil's absence continues, the parent will be invited to meet appropriate College staff and any barriers to the child attending school can be discussed and support put in place. This may include
 - Reintegration support packages
 - Family Help assessment or referral to appropriate support services
 - Attendance Contracts
 - Attendance report cards

- Reduced timetables

(In line with DfE expectations reduced timetables will only be used in exceptional circumstances, for a limited period, to support pupils to reintegrate back into education and access full time provision)

- If unauthorised absences persist the College will discuss actions with the Education Welfare Officer.
- If the parent/carer does not attend meetings or respond to the support provided or the pupil has accrued 10 sessions of unauthorised absence within a rolling 10 school week period, the parents/carers may be issued with a notice to improve letter, in accordance with the Local Code of Conduct and in agreement with the Education Welfare Officer.

Understanding types of Absence

Liverpool College has to legally record every absence. This is why it is important that parents/carers directly inform school regarding the reason for absence, on the first day of absence.

Authorised Absence

The College accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorised. It is the Principal, not parents who make the decision to authorise absence from school.

The following information outlines the main circumstances where absence may be authorised by the school:

Illness: In most cases, absences for illness which are reported by parents following the school's absence reporting procedures will be authorised unless, the school has a genuine concern regarding the authenticity of the illness.

The school follows Department for Education statutory guidance 'Working Together to Improve School Attendance' 2024¹ which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some exceptional circumstances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description to best support the child and to be able to authorise any future medical absences. If this is the case, the school will make the parents aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

If a child is absent for more than one day, the parent should contact the school on each day to provide an update on the child's condition, unless otherwise agreed by the school.

Mental Health and Wellbeing: Our school supports pupil mental health and wellbeing following DfE guidance Mental health issues affecting a pupil's attendance: guidance for schools. Parents who have concerns about their child's mental wellbeing can contact their child's form/class teacher or Dean who will liaise with the Mental Health Co-ordinator to explore further information or support available.

Pupils taken ill during the school day: If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of College staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

Medical/Dental Appointments: Parents should always try to make appointments outside of school hours wherever possible. Where appointments during school time are urgent or unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day of schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation

Advance notice is required for medical or dental appointments and must be supported by providing the school with sight of, or a copy of, the appointment information – only then will the absence be authorised.

Religious Observance: Liverpool College acknowledges the multi-faith nature of the College community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

Traveller Absence: The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In such situations the child will be dual registered at that school and this school will remain their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as all other peers. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

Suspensions: If the College decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current DfE's statutory guidance on exclusions.

All exclusions **must** be agreed by the headteacher.

The school will notify the parent of the exclusion in writing. For children in the care of the local authority the school will notify the pupil's carer, the Section 19 Team, social worker and the Virtual School.

In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

Unauthorised Absence

Unauthorised absence is when the College has not received a reason for absence or has not approved a child's leave absence following a parental request.

This includes but is not exclusive to:

- parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
- truancy before or during the school day
- absences which have not been explained
- pupils or students who arrive after the close of registration.

Unauthorised absence may lead to the use of penalty notices or other legal interventions from the Local Authority. Liverpool College, in agreement with the Education Welfare Service, may issue a Notice to Improve letter to parents (in accordance with the National Framework for Penalty Notices

and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10 week rolling period.

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time the school will refer the case to the Local Authority requesting a penalty notice be issued.

Penalty notices are an alternative to prosecution and may not be issued if the local authority considers an Education Supervision Order or a prosecution to be a more appropriate response to a pupil's irregular attendance. Penalty notices and prosecution proceedings are issued to each parent with responsibility for the child.

Persistent Absence

Whilst we understand that pupils and students can be absent from school because they are ill, sometimes they can be reluctant to attend. If a parent/carer has concerns, it is important that contact is made with the College as soon as possible to discuss support and to work together to gain a resolution. Parent/Carers are asked to contact the Form Tutor/Class Teacher in the first instance.

Pupils and Students are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90% (equivalent to 1 day or more a fortnight across a full school year). This is for any absence whether authorised or unauthorised. Once a pupil or student falls into this category, any subsequent absence will be classed as unauthorised unless there are exceptional circumstances. College will intervene before a student becomes a persistent absentee.

Severe Absence

Students who miss 50% or more of school are classified as being severely absent by the Department of Education (DfE). This cohort of pupils and students are a priority group for Liverpool College and additional support may be required from the Local Authority and partner agencies to support your child improving their attendance. It is essential that parents/carers work in partnership with the school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

Pupils on Reduced (Part-time Timetables)

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as

soon as possible. We will follow the procedures from the Local Authority and notify them of any pupil following a Reduced Timetable.

The Education Welfare Officer (EWO)

The Education Welfare Officer (EWO) – will work with parents to support their child in overcoming any barriers in attending school, The EWO will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority will be required to consider Penalty Notices or the instigation of legal proceedings.

Penalty Notices

- Liverpool City Council (LA) on receipt of a request from Liverpool College will issue a penalty notice to parents for the unauthorised absence of their child
Before issuing a penalty notice the LA will consider:
- If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10 week period.
- If issuing a penalty notice is the best available tool to improve the attendance of the pupil.
- If appropriate support has been put in place .
- Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate.
- Each parent/carer who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence.
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3 year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website.

Leave of Absence Requests in term time

The Law does not give any entitlement to parents to take their child on holiday during term time.

At Liverpool College leave in term time requests for the purpose of a holiday, will not be authorised by the school. Parents can receive a penalty notice for taking unauthorised leave in term time without prior consent from school. Consent cannot be given retrospectively.

If leave of absence is deliberately taken in term time, without school permission, creating a period of unauthorised absence of 10 sessions or more; and it can be shown that the parent understood that permission had not or would not be given. In such cases, the local authority will issue a penalty notice without a Notice to Improve period being issued.

Any application for leave in term time must be in only exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave. The headteacher will determine the number of school days a child can be away from school if the leave is granted.

Parents should complete a leave of absence request form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence to support your request. If we have any concerns about possible safeguarding concerns, we will follow the necessary protocols.

For Children in Care, any period of leave taken without the agreement of the Virtual School Head, Service Manager and Director of Children's Services, will be classed as unauthorised.

Lateness

Poor punctuality is not acceptable. If a pupil or student misses the start of the day they can miss work and students arriving disrupt lessons. It can be embarrassing for the pupil or student arriving late and can encourage future absence. A range of support and sanctions apply to students who arrive late.

How We manage Lateness

In the Secondary Phase, registration will finish five minutes after the start of the morning session and five minutes after the start of Personal Development for the afternoon session. Pupils and students who report after this time will be recorded as late.

In the Primary Phase, the registration period finishes after five minutes or when the class are ready to leave for assembly in the morning.

Children will be marked Late on BromCom and this will be visible to parents on the My Child at School App.

Late arrival to school following the official close of registers is classified as an absence (Code U). If a pupil is persistently late after the official closure of the register and there are no barriers preventing the child from arriving on time, the school following a Notice to Improve period, may request the

local authority issue a penalty notice. **The official close of registration for Liverpool College is 9am.**

After Morning Registration in the Primary Phase

The Late Book

If a pupil is not present at registration for any reason, i.e. lateness; attending medical appointment; music lesson etc., then the pupil/parent in the Preparatory and Pre-Preparatory School must report to Primary Reception. The School Administrators will then mark the pupil present in Bromcom and email/inform teachers of the pupil's arrival.

Pupils who arrive 30 minutes late after close of registration will be marked with 'U'.

Unexplained absences will be followed up by a telephone call to parents and Bromcom is amended accordingly. Letters are sent to parents whose children are frequently late.

When a group of children are off-site for a fixture, the teacher in charge will hand team sheets into the school office, which will be used to highlight absence in the case of fire.

A register is taken during after-schools clubs and after school care.

After Morning Registration in the Secondary Phase

All pupils and students who arrive after the 8.30am bell (end of Registration) must report to Student Services to sign in. Pupils who arrive 30 minutes after the close of registration will be marked with 'U'. Wilful lateness will incur a sanction.

All pupils who leave the premises for any reason must have written medical evidence or a signed note from parents/carers. Pupils must go, on arrival to school, to Student Services, where the relevant Chapter Administrator will issue a signing out slip (on production of medical evidence or signed note). Pupils must sign out, using their signing out slip, in the Main Reception and will only be allowed to leave when parents/carers arrive to pick them up. Sixth Formers will be allowed to leave without their parents/carers. Pupils must sign in at Student Services on return to school.

Taking the Register

In the primary phase, the register is updated twice daily at the start of morning and afternoon sessions. In the secondary phase registers are updated during morning and afternoon registration times and at the start of every lesson.

The register must record whether the pupil is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

- one taking place off the school premises
- approved by a person authorised by the Governing Body or the Principal
- supervised by a person approved by the Governing Body or the Principal
- of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in higher or further education
- link Courses where pupils attend an FE college for part of their time, or franchised pupils receiving part of their education off-site at another location while remaining on roll and under school supervision (e.g. sick children being taught at home), or attending approved sporting activity.

When a pupil of compulsory school age is absent, it must be marked as an 'authorised' or 'unauthorised' absence; and the nature of the approved educational activity (for a pupil of compulsory school age).

The following register codes are used by teaching staff:

- / \ - Present am/pm
- L - Late
- N - No reason yet provided for absence - Unauthorised Absence

The following codes are used by the Attendance Team staff

- @ - Late (after registration closed)
- B - Educated off site - Approved Educational Activity
- C - Other authorised circumstances (including public performances licensed by the local authority, family bereavements, exceptional special occasions) - Authorised Absence
- C1 - Participating in a regulated performance or undertaking regulated employment abroad.
- C2 - Compulsory school age pupil subject to a part-time timetable
- D - Undefined
- E - Excluded (no alternative provision made) - Authorised Absence
- G - Holiday not authorised by the school or in excess of the period determined by the Principal
Unauthorised Absence
- H - Annual Family holiday during term-time (provided this has been agreed by the school) -
Authorised Absence
- I - Interview
- L - Late (before registers close) - Present
- M - Medical/Dental appointments - Authorised Absence
- O - Unauthorised Absence
- P - Approved Sporting Activity - Approved Educational Activity
- R - Religious Observance - Authorised Absence
- S - Study Leave - Authorised Absence
- T - Traveller absence - Authorised Absence
- J1 - Attending an interview
- U - Arrived in school after registration closed
- V - Educational visit or trip - Approved Educational Activity
- W - Work Experience - Approved Educational Activity
- X - Non-compulsory school age absence
- - All should attend – no mark recorded
- Y - Enforced closure – unable to attend owing to exceptional circumstances - not counted in possible attendances
- Y1 - Transport normally provided not available
- Y2 - Widespread disruption to travel
- Y3 - Part of the school premises closed
- Y4 – Whole school site closed
- Y5 - Pupil is in criminal justice detention
- Y6 - Acting in accordance to public health guidance
- Y7 - Any other unavoidable cause
- Q - Lack of access arrangements
- Z - Pupil not on admission register
- ! - No attendance required
- # - School closed – not counted in possible attendance
- * - Not on roll

In the event of a fire drill or a real emergency, staff can use their electronic devices to check registers; if electronic devices are not available, paper registers will be provided. If electronic devices are used,

staff must report attendance check to the Operations staff in charge of registers, who will have a checklist to ensure that all registers have been taken.

Boarding Pupils

Boarding students are registered in the boarding house 3 times a day at 08.00 hrs, 18.00 hrs and at 22.30 hrs. Boarders must sign in and out each time they leave the boarding house so that there is an accurate indicator of their whereabouts at all times.

Boarders are allowed authorised travelling absence on the Friday of school closing prior to a half term or termly holiday, to take account of the long distances and limited availability of flights to certain home destinations at Liverpool and Manchester airports.

Boarders may be allowed religious observance authorised absence if religious festivals occur within term time. Parental requests for permission should be submitted by email.

Taking a Pupil off the Register

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to: Inform the LA in **every** circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.

All schools must complete an Exit form and submit to the CME@liverpool.gov.uk inbox.

If your child is leaving parents are asked to:

- provide the attendance officer with comprehensive information about their plans, including: any date of a move; your new address and telephone numbers; your child's new school and the start date when known. This should be submitted to school in writing
- if a pupil leaves and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Monitoring and review

This policy will be reviewed every year.

Further Guidance

Further guidance on all issues to do with school attendance can be found on the school attendance website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Other relevant policies

PD07 Behaviour Management Policy

PD02 Home School Agreement

CP01 Safeguarding

CP05 Bereavement

HS04 Supporting pupils with medical conditions

LIVERPOOL COLLEGE

FORM TO REQUEST LEAVE OF ABSENCE FOR A PUPIL

Pupil Details

Name of Pupil:

Form:

Date(s) requested:

Reason for request (Please state clearly the educational value of the special circumstances):

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.....

If necessary, additional information may be included on a separate sheet, which should be signed and attached to this form)

Signed:

Date:

Note: This form should be returned to the Head of School, either directly or via the Tutor

FOR INTERNAL USE ONLY:

Request for absence authorised/not authorised

Signed:

Date: