



MacIntyre
Providing support...your way

MacIntyre School

Attendance Policy

This MacIntyre policy is formally reviewed by the Policy Owner and Lead Reviewer annually, or sooner when there is a change to relevant legislation or the organisation

- For the date of, or evidence of, the most recent review, please see '*MacIntyre policy and associated guidance list*'.
- Link: [Policies and Resources | MacIntyre \(macintyrecharity.org\)](https://macintyrecharity.org/policies-and-resources)

Document Control

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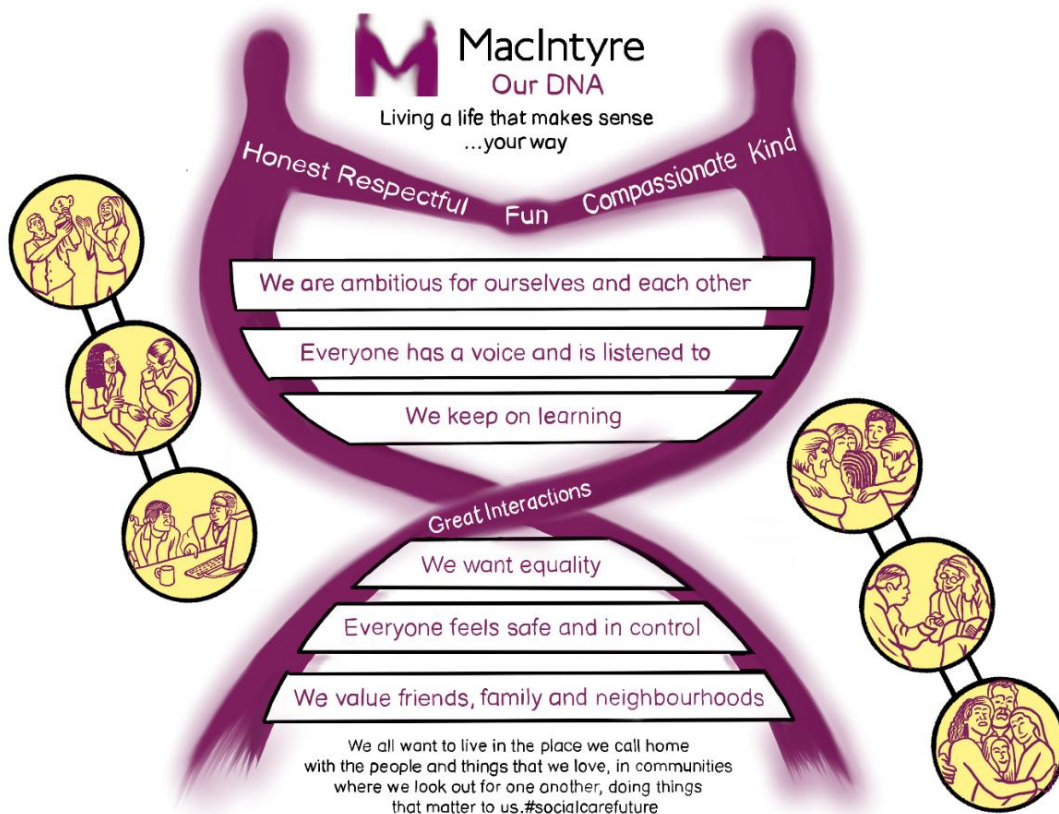
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Underpinning Principles

MacIntyre's DNA shows the importance we put on ensuring each person is at the centre of their support. People who draw on MacIntyre's support have gloriously ordinary lives, living the life they choose, using their gifts, skills and passions to contribute and connect to the people in their local neighbourhood. MacIntyre invests in, and helps shape, neighbourhoods to be inclusive and welcoming spaces for everyone.

This is evident in our distinctive philosophy and way of working that underpins all our activities. It is the very essence of what we do, and that is why we refer to it as our DNA.



1. Policy Statement

MacIntyre School recognises that good attendance is fundamental to ensuring pupils achieve the best possible educational, social and personal outcomes. We are committed to promoting excellent attendance and working collaboratively with families, residential staff, local authorities and other professionals to remove barriers that may affect a pupil's attendance.

This policy reflects the principles set out in the Department for Education's 'Working Together to Improve School Attendance' guidance and supports a whole-school approach to attendance.

Key Principles

- All children of compulsory school age are entitled to receive a suitable full-time education appropriate to their age, ability, aptitude and special educational needs. The school is required to maintain accurate attendance records and provide attendance information to local authorities and other relevant agencies when requested.
- Attendance is recorded for all pupils on roll, including those in post-16 provision.
- Pupils are expected to attend all timetabled learning sessions unless an authorised reason for absence has been agreed.

For pupils of compulsory school age, absences fall into two categories:

Authorised Absence:

An absence that has been approved by the Head of Education (or delegated senior leader) because a satisfactory reason has been provided and, where appropriate, agreed in advance.

Unauthorised Absence:

An absence where no acceptable reason has been provided, the absence has not been approved, or the circumstances do not meet the criteria for authorised absence.

2. Scope

This policy applies to:

- All students enrolled at MacIntyre School.
- Parents/carers responsible for ensuring their child's attendance.
- All staff involved in monitoring and supporting attendance.

3. School Responsibilities

MacIntyre School will:

- Communicate attendance expectations clearly to families and relevant professionals.
- Maintain accurate attendance records.
- Operate a robust registration process for every session.
- Follow up unexplained absences promptly.
- Apply attendance procedures consistently across the school.
- Promote and encourage high levels of attendance.
- Monitor attendance patterns and identify pupils who may require additional support.
- Share attendance information with families, local authorities and other relevant agencies where appropriate.

4. Family Responsibilities

Families are expected to:

- Ensure that their child attends school regularly and punctually.
- Notify the school as soon as possible when their child is unable to attend.
- Request any planned leave of absence as far in advance as possible and normally no less than two weeks before the proposed absence.

- Complete the school's absence request process when requesting leave.
- Consider the impact of any absence on their child's education before making requests.
- Work collaboratively with the school to address any attendance concerns.
- Understand that attendance information may be shared with local authorities as required by legislation.
- Attendance will be recorded at the start of each session (morning and afternoon).
- Late arrivals will be marked and reasons recorded.

5. Residential Staff Responsibilities

Residential staff will:

- Notify the school by 8:30am if a pupil is unable to attend school.
- Support pupils to attend their learning sessions.
- Ensure families are aware of and follow the school's absence procedures where applicable.
- Inform the class teacher or relevant member of staff if circumstances may result in a pupil arriving late or missing part of a session.
- Work collaboratively with education staff to promote good attendance.

6. Leave of Absence during Term Time

Requests for leave during term time will be considered individually by the Head of Education.

Families should be aware that schools are required to report unauthorised absences and that local authorities may issue penalty notices or take further action where appropriate.

Examples of circumstances that may be authorised include:

- Illness or sickness.
- Hospital appointments.
- Medical or dental appointments that cannot reasonably be arranged outside school hours.
- Religious observance.
- Exceptional family circumstances.
- Other exceptional situations considered by the Head of Education on a case-by-case basis.

7. Attendance Registration Procedures

Attendance will be recorded at the beginning of the morning session and at the beginning of the afternoon session.

Class teachers, Senior Learning Support Assistant or the member of staff responsible for the session are responsible for completing attendance registers accurately and promptly.

Registers will be completed by teaching staff and submitted to the administration team, who will upload and maintain the school's central attendance records.

Where a residential pupil accesses their learning within a residential house on the school site, they will be recorded as present for the session, provided they are participating in their planned educational provision.

Late Arrival

A pupil will be recorded as late if they arrive up to 30 minutes after the start of the session. Staff should record the reason for lateness where this information is available.

8. Attendance Monitoring

Attendance data will be reviewed regularly by school leaders.

Attendance concerns, patterns of absence and persistent lateness will be monitored and discussed with relevant staff, families and professionals where required.

Individual attendance targets may be established where appropriate and reviewed regularly.

The school aims for all pupils to achieve the highest attendance possible and will work proactively with families and external agencies to support this.

Attendance information will be available to families, local authorities and other authorised agencies upon request.

9. Review and Revision

- A full review will be conducted annually (or sooner if legislation changes)
- Review and revision are completed by the Lead Reviewer and approved by the Policy Owner
- Any major revisions must be approved by Directors, Trustees and Local Advisory Board

Annex A: Attendance Codes

MacIntyre School uses the Department for Education attendance codes in line with current statutory guidance. The school will apply attendance codes in accordance with the most current Department for Education guidance and will update this document as necessary.

Present at School

Code	Meaning
/	Present in morning session
\	Present in afternoon session
L	Late before register closes
K	Attending education provision arranged by the local authority
V	Educational visit or trip
P	Participating in approved sporting activity
W	Attending work experience
B	Attending another approved educational activity

Authorised Absence

Code	Meaning
C	Leave of absence for exceptional circumstances
C1	Participating in a regulated performance or regulated employment abroad
C2	Compulsory school age pupil subject to a part-time timetable
M	Medical or dental appointment
I	Illness
E	Suspended or permanently excluded with no alternative provision available
R	Religious observance
S	Study leave
T	Parent travelling for occupational purposes
J	Interview for employment, education or training
Q	Unable to attend because of a lack of access arrangements
D	Dual Registered at another school
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Unauthorised Absence

Code	Meaning
G	Unauthorised holiday not granted by the school
N	Reason not yet provided (the correct absence code must be entered when the reason is confirmed, but no more than 5 school days after the session)
O	Unauthorised absence (change N to O after 5 days if no reason is given)
U	Arrived after the register closed

Not Required to Attend

Code	Meaning
#	Planned whole school closure
z	Prospective pupil not on admission register