



# The Grange School Attendance Policy

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Applies to:	Staff, Students and Parents/Carers
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## Document Control

Title	Attendance Policy
Originator / Author / Owner	Deputy Headteacher
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## Document Management

Governance Area of Responsibility:

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Finance	
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SEND	
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Other:	



# The Grange School Attendance Policy

**Policy Date: December 2025**  
**Review Date: 6<sup>th</sup> September 2026**

## **Introduction**

Regular school attendance is essential if children are to achieve their full potential. The Grange School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual students and families. The foundation of securing good attendance is that school is a calm, orderly, safe and supportive environment where all students want to be and are keen and ready to learn.

The Grange School values all students. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

The Grange School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995, Equality Act 2010 and the Race Relations Act 2000.

## Our Expectations

We expect all students to aim for 100% attendance, but appreciate this isn't always possible. Our school target of 97% attendance is deliberately aspirational. The current National Average percentage for attendance is around 91%, but we strive



to be well above average as if your children are not present, we can't teach them. Any student at or below 90% attendance is considered to be persistently absent. This represents one day a fortnight absence over the school year. Student attendance of below 50% is considered severe absence. This level of attendance will have a detrimental effect of student progress, which is why it is challenged robustly in line with Buckinghamshire Council guidance.

We track national attendance data and compare our attendance data regularly. We share this data across the pastoral team ensuring form tutors know which students may need support and possibly interventions to secure good attendance.

We will work to support families to ensure the highest possible levels of attendance. Good communication and positive relationships with families are essential and we will always look to support families where there are attendance issues. We regularly share student data with parents and they can see live data in the Bromcom application.

We also recognise some students have greater barriers to the highest attendance – health, SEND and disabilities. Where appropriate, we will strive to put in place multi discipline support, which may include external agencies, to support all of our students.

### **Legal Framework**

The 2011 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

The statutory guidance from the DFE - Working together to improve school attendance August 2024 provides clarity to previous practice. The link to this



document is here: [Working together to improve school attendance \(applies from 19 August 2024\)](#)

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 2011, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Student Registration) (England) Regulations 2016, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the student was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.
- Not expected to be in school (post 16; non compulsory school age only)

### **Categorising absence**

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.

Parents must advise the school by telephone, email or school app on the first day of absence, and every subsequent day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer or medical evidence from a doctor or dentist wherever possible. Verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.



Absence will be categorised as follows:

**Illness** - In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

**Medical/Dental Appointments**- Parents are advised where possible to make medical and dental appointments outside the school day. Where this is unavoidable, students should attend school for part of the day. Parents should show the appointment card to school.

**Other Authorised Circumstances** - This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

**Suspended (No alternative provision made)** - Exclusion from attending school is counted as an authorised absence. The child's Year Team Leader will make arrangements for work to be sent home.

**Late Arrival** - Registration begins at 08:30am students arriving after this time will be marked as present but arriving late, L code and must ensure they register with their form tutor up until 8.50am after this time they should sign in with The Attendance Officer. The register will close at 09:00 am (no more than thirty minutes after the opening of the register) students arriving after the close of



register will be recorded as late, U code, this will not be authorised and will count as an unauthorised absence for that school session.

On arrival after the close of register, students must immediately report to the Attendance Office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. (Code M)

The absence will be recorded as **unauthorised** if the student has arrived late after the registers close without justifiable cause, for example, if they woke up late. (Code U)

### **Unauthorised absence.**

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A student's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school

Family Holidays and Extended Leave. Parents are strongly advised to avoid taking their children on holiday during term time. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and should be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

If a student fails to return and contact with the parents has not been made or received, school may take the student off the school's roll in compliance with the



Education (Student Registration) (England) Regulations 2016. This means that the child could lose their school place.

However, up to 10 school days leave in any one school year may be granted at the discretion of the Headteacher in exceptional circumstances.

Parents wishing to take their child on holiday during term time must complete a Request for Leave form along with a written request to the head teacher before holiday arrangements are made. Documentary evidence of leave and return dates may be required in order to process your request. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- Age of the student
- The student's general absence/attendance record
- Proximity of assessments and public examinations
- Student's ability to catch up the work missed
- Student's educational needs
- General welfare of the student
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

All requests for leave of absence will be responded to in writing. Where a request has been granted the letter should state:

- The expected date of return
- That parents must contact school should any delays occur.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases the school will refer to the County Attendance Team and may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

Only in **exceptional circumstances** will absence of more than 10 school days be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases granting leave for longer periods than normal may be



considered justified. In all cases though, parents will be required to justify why the absence needs to be taken during term time.

Religious Observance: The Grange School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. (Code R)

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.

Parents are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year.

Any further absence will be categorised as unauthorised.

Study Leave Study leave may be granted for Year 11, 12 and 13 students approaching public examinations. School will offer in-school study programmes during this period to reduce absence levels. Attendance will be expected unless by prior arrangement with the relevant Year Team Leader.

Traveller Absence The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Buckinghamshire, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.



The Grange School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the student must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the student's school place at The Grange School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

The Grange School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

The Grange School will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered students at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any student.

Interviews Post-16 students who must attend interviews for their post-18 options (university, apprenticeships, work) will have an authorised absence recorded. Interviews for part-time jobs do not fit into this category and should be arranged outside work hours.

### **Deletions from the Register**

In accordance with the Education (Student Registration) (England) Regulations 2016, students will only be deleted from the register when one of the following circumstances applies:



- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The student has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a student
- Transfer between schools
- When a parent informs the school in writing that the student is to be withdrawn to be educated outside the school system – Elected Home Education.
- Student withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the student
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the student
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the student

The Grange School will follow Buckinghamshire County Council's Children Missing Education Protocol when a student's whereabouts is unknown.

### **Roles and Responsibilities**

The Grange School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, students and the wider school community.

#### The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents.
- Regularly review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with.
- Agree school attendance targets and, where appropriate, link these to the Performance Management of Senior Leadership within the school.



- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time.
- Ensure that there is a named senior manager to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

The Leadership Team will:

- There is a designated member of the senior leadership team with responsibility for attendance. They can be contacted at [ngolding@grange.bucks.sch.uk](mailto:ngolding@grange.bucks.sch.uk)
- Actively promote the importance and value of good attendance to students and their parents.
- Form positive relationships with students and parents.
- Ensure that there is a whole school approach which reinforces good school attendance. For example, good teaching and learning experiences that encourage students to attend and achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- Ensure that staff are aware of the Attendance Policy and are able to address attendance issues.
- Ensure that the Registration Regulations, England, 2016 and other attendance related legislation is complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate
- sufficient time and resource.
- Return school attendance data to the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governing Body.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that all the above priorities are shared with and reinforced by all relevant school staff.



- Develop a multi-agency response to improve attendance and support students and their families.
- Use the standard documents to support a move to legal proceedings should that be necessary.

**Year Team Leaders/Pastoral Staff/Form Tutors will:**

- Actively promote the importance and value of good attendance to students and their parents
- Form positive relationships with students and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve
- Support YTL's on issues of non-attendance and internal truancy, remedying causes and applying sanctions.
- Deliver assemblies and hold reward and recognition events to celebrate high attendance
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all students, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support students and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

• **The Attendance Officers will:**

- Oversee administration of the Bromcom Register system. Streamline and make adjustments to systems and procedures.
- Keep parents informed of any unexplained absences before they become unauthorised.
- Support the work of SLT, KSLs, YTLs and Form tutors by:-
  - Providing regular attendance information.
  - Texting/Phoning students on 1st Day Contact List and monitoring attendance and punctuality, alerting Form Tutors and YTLs when concerns arise.
  - Liaising with YTLs to monitor accuracy of record keeping.
  - Working with colleagues to identify causes of non-attendance.
  - Support meetings with Key Stage Leaders / YTLs for KS3, 4/5 and Support for Learning, also supporting meetings with parents and keeping records of the same.



- Generating recommendations to Key Stage Assistant Headteachers for 1A letters on a fortnightly basis, monitoring students' attendance during the 1A process and advising next step action.
- Checking, filing and/or coding communications about student absences.
- Checking patterns of absence.
- Chasing up historical absences.
- Sixth Form registration.
- Ensuring school visits, sporting fixtures, 1 to 1 support lessons are all coded correctly onto Bromcom.

Request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent, on the first day of absence, to let them know the reason why, and each subsequent day of absence. Follow this up with a note where possible.
- Work hard to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before
- Not keep their child away from school to go shopping, to help at home or to look after other members of the family
- Avoid taking their child on holiday during term-time. Where this is unavoidable, send a written leave request to the Head Teacher in advance of booking the holiday



## **Students**

- Ensure they are lining up on the playground by 8.25 ready for 8.30am registration every morning and outside the classroom for every lesson. PM registration is taken at the same time as the lesson 4.
- Be on time for lessons.
- Make sure a note is sent from parents to explain absences.
- If late ensure they see their Form Tutor to register with them. If arriving after 8.50am sign in at The Attendance Office in Reception.
- If they need to leave early sign out at Attendance Office with supporting note from parents.
- Tell Form Tutor or Year Team Leader if having any problems attending school.
- Students arriving after close of registers must come into school with a written explanation from the parent/carer, Otherwise the lateness will be coded U – unauthorised absence.

## **Using Attendance Data**

Student's attendance will be monitored and will be shared with the Local Authority and other agencies if a student's attendance is a cause for concern.

The Attendance Officer regularly provides all Year Team Leaders/ Assistant Head Teachers with attendance data for each student within their Key Stage/Year Group whose attendance is of concern. Students with attendance at or below 90% will be monitored by our attendance officer with a specific focus on students who meet this persistently absent threshold.

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

The Grange School will share attendance data with the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998.

## **Support Systems**

The Grange School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in



circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation. This will help the school identify any additional support that may be required.

The Grange School also recognise that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and students
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Friendship groups
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and students.

### **Alternative Provision**

As a result of specific medical needs or as a strategy to improve a student's behaviour, it may be necessary to direct a student to Alternative Provision. During this time, attendance is monitored in exactly the same way as if the students was accessing their education at The Grange School. Failure to attend Alternative Provision would lead to the same attendance procedures such as Fixed Penalty Notices and possible court action.

### **Legal Sanctions**

Where intervention fails to bring about an improvement in attendance, The Grange School will notify the County Attendance Team of the irregular attendance.

The Grange School may invite parents to attend a Parenting Contract Meeting and issue a formal warning of a Penalty Notice.



Parenting Contracts (Anti-Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between LA, school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should irregular attendance continue.

Penalty Notices will be considered when:

- Intervention has failed to bring about improvement and further unauthorised absence has occurred following written warning to improve.
- A student is absent from school for the purpose of a holiday or other visit in term time and the absence has not been authorised by the school.

The first Penalty Notice issued for unauthorised absence will incur a fine of £80 per parent, per child if paid within 21 days. If not paid within this timeframe, the fine increases to £160.

If a second Penalty Notice is issued within 3 years for the same child, the fine will be £160, with no reduced rate available.

A third penalty notice cannot be issued; instead, the case may be taken to court, which can result in fines up to £2500 or other legal consequences.

### Prosecution

Prosecution Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school and is of compulsory school age, then they are guilty of an offence.



A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Monitoring and Evaluation will be carried out by the Head Teacher, Deputy Head Teacher and appropriate members of the Leadership Team. Changes will be approved by the Headteacher.

### ***Support Available***

- Attendance Reports (to combat lesson truancy).
- Attendance interviews and regular reviews.
- Meetings with Year Team Leaders, and other external agencies to provide support for children and their parents.
- Re-integration programme on first morning back in school after long-term absence.
- Re-integration timetables where appropriate.
- Individualised curriculum where appropriate.
- YTL/Student Support Manager involvement including possible home visits.
- Referrals to appropriate internal and bespoke support.
- Referrals to appropriate external agencies for support.

### ***Rewards***

- Positive points within 'Strive for five' in Bromcom.
- Termly and Annual Certificates and letters home from Head Teacher for individuals with 100% Attendance and form prizes for best attending form group each half term.
- Good attendance references to potential employers/colleges.

### ***Sanctions***



The school reserves the right to use any of the following sanctions to fulfil its obligations with respect to school attendance:-

- After school detention of 30 minutes
- After school detention escalating to 60 or 90 minutes for repeat issues
- Parenting Contracts.

#### Attendance Codes

Our registers are marked in line with DFE guidance 2024 and have been updated to the following codes



<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>L</b>	Late (before registers closed)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved educational activity
<b>K</b>	LA arranged provision at a place other than a school	Approved educational activity
<b>P</b>	Approved sporting activity	Approved educational activity
<b>V</b>	Educational visit or trip	Approved educational activity
<b>W</b>	Work experience	Approved educational activity
<b>C</b>	Absent with leave (not covered by another appropriate code/description)	Authorised absence
<b>C1</b>	Absent due to participating in a regulated performance or regulated employment abroad	Authorised absence
<b>C2</b>	Part-time timetable	Authorised absence
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J1</b>	Interview	Authorised absence
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence

<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
<b>Q</b>	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y1</b>	Transport normally provided by LA or school not available	Not counted in possible attendances
<b>Y2</b>	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
<b>Y3</b>	School partially closed	Not counted in possible attendances
<b>Y4</b>	Whole school site unexpectedly closed	Not counted in possible attendances
<b>Y5</b>	Pupil in criminal justice detention	Not counted in possible attendances
<b>Y6</b>	Travel or attendance contrary to public health guidance or law on transmission of disease	Not counted in possible attendances
<b>Y7</b>	Unable to attend due to unavoidable cause	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils (planned closure)	Not counted in possible attendances

**KEY**

Present
Approved Education Activity (Present)
Authorised absence
Unauthorised absence
Not counted in possible attendances

## **Emotionally Based School Non-Attendance (EBSNA)**

The Grange School's policy supports students struggling with attendance due to emotional factors (EBSNA). EBSNA is not truancy or refusal but arises from stress, anxiety, or unmet needs.

### **Aims:**

- Build shared understanding among staff, parents, and stakeholders.
- Identify, assess, and support students at risk.
- Clarify roles and responsibilities.
- Safeguard students and ensure appropriate education.
- Reduce the impact of EBSNA on attainment and wellbeing.

**Identification:** EBSNA stems from "push" factors (stressful school situations, social discomfort) or "pull" factors (comfort at home). Understanding individual causes is key to intervention.

**Monitoring & Support:** Attendance is tracked by pastoral and SEN teams. Early identification and reasonable adjustments are made, with records kept. Students may be placed on the SEN register.

**Keyworker Role:** Cases with <50% attendance may be referred to an EBSNA keyworker, who collaborates with staff, parents, and students to create a formulation and reintegration plan. Escalation to the Local Authority occurs if progress is not made, welfare concerns arise, or reintegration fails.

### **Roles & Responsibilities:**

- **Staff:** Follow toolkit guidance, collaborate with parents, safeguard students.
- **Parents:** Ensure attendance, communicate with school, provide evidence, engage with reintegration plans, seek medical advice if needed.
- **External agencies:** Provide specialist advice and support via the Local Authority pathway.

### **Reduced Timetables & Alternative Provision:**

Reduced timetables of up to 6 weeks and alternative provisions are used as a short term reasonable adjustment in exceptional circumstances when all other support mechanisms have been tried. When parents are in agreement, the School will refer to the LA and share a clear plan of reintegration. School retains the safeguarding oversight and has the right to withdraw any placement or reduced timetable. Alternative provisions will be for a maximum of 12 weeks and reviewed throughout for suitability and impact.



As a result of specific medical needs or as a strategy to improve a student's behaviour, it may be necessary to direct a student to Alternative Provision. During this time, attendance is monitored in the same way as if they attended The Grange School. Non attendance at an alternative provision would lead to the same attendance procedures such as fixed penalty notices and possible court action in line with Buckinghamshire Council policies.

