



GATEHOUSE SCHOOL

ATTENDANCE, LATENESS AND

UNAUTHORISED ABSENCE POLICY

Updated June 2022 Updated March 2024 September 2024 November 2025	<p>This policy has been adapted in line with the requirements of the DFE guidance: 'Working Together to Improve School Attendance'. Published 6th May 2022 and updated 10th August 2024 and to be read alongside Keeping Children Safe in Education (KCSIE) 2025 and the School Attendance Regulations 2024.</p> <p>This includes updates to the used register codes, which can be found at the end of the policy.</p>
Last review	November 2025
Next review	November 2026
Attendance Champion- Ms Pauline Moisy DSL Miss Fiona Tighe DDSL	 

Our Ethos

Gatehouse is a vibrant and welcoming school. The Headteacher, Designated Safeguarding Leads, Deputy Head, Head of Nursery and SENDco are at the school gate and in the playground to greet the children in the morning. Early morning activities take place in the classrooms before registration, and this time allows children to speak with their teacher and settle in for the day before lessons begin. It is very important that children arrive at school on time and attend school every day to ensure that they receive the best possible education.

Aims

Our school aims to meet its obligation with regard to school attendance by:

- Promoting good attendance and punctuality
- Acting early to address patterns of absence
- Ensuring all pupils have access to the full education they are entitled to
- Outlining school and parental responsibilities

Legislation

The school undertakes to comply in all matters relating to admission and attendance in accord with ISI regulatory requirements (Part 3, paragraph 17) This policy has been adapted in line with the requirements of the DFE guidance: 'Working Together to Improve School Attendance'. The policy refers to the statutory guidance on school attendance parental responsibility measures.

Gatehouse Attendance Champions: Named Persons

The school has appointed a senior member of staff who will be responsible for overseeing attendance, The designated Safeguarding Lead, Pauline Moisy and Fiona Tighe (DDSL) are our attendance champion.

RESPONSIBILITIES of Gatehouse School:

- Maintain an electronic register that is accurate.
- Monitor attendance and punctuality twice a day at 8:50am and 1:30pm
- Follow up unexplained absences on the same day
- Mark any absences that are not explained as unauthorised absences
- Concerns from staff regarding absence will be reported
- Recognise that children missing education can act as a warning to safeguarding issues
- Report absences of 10 days or more that are not authorised to the relevant local authority
- Report any deletion from the school register to the relevant local authority if the next school destination is unknown or if the child moves abroad.

RESPONSIBILITIES of Parents:

- Parents have a legal duty to ensure that their child attends school regularly
- Children must attend every day that school is open, unless they are ill or advance permission has been given
- The school gates open at 8:30am. The gates close at 8:50am.
- Children should be in class prior to registration starting at 8:50am.
- The register opens at 8:50 am and closes at 8:55am
- Children arriving after 8:55 to the classroom for registration are marked as late.
- Parents should call the school or email between 8am and 9am if a child will be absent due to illness.
- Routine appointments for the doctor and dentist should be made outside of school hours where possible, and advance email notification should be given.
- Update your contact details and address if there are any changes.

Attendance Expectations:

- Every child's attendance should be 95% or above. This is monitored weekly by Pauline

Moisy and actioned by Fiona Tighe.

- **95%-100% is the expected attendance level**
- **90%-95% is an emerging cause for concern. The DDSL will email you.**
- **85%-90% is a cause for concern. The DDSL will call you**
- **Below 85% is a serious cause for concern. Parents will be invited to attend a meeting.**

Gatehouse School will work with parents to understand barriers causing absence or lateness and will aim to support effective strategies to be put in place to overcome them.

The attendance policy is shared with parents on the website. This includes expectations for reporting child absences and the actions providers will take if a child is absent without notification or for a prolonged period of time, for example: implementing the setting's safeguarding procedures, following up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable.

Attendance Expectations for EYFS and absence procedures :

- **For children under five, attendance is not legally required; however, parents are expected to notify the school of their child's absence by 9:00 am so that registers can be accurately updated and to ensure there are no safeguarding issues.**
- **We will follow up on absences in a timely manner.**
- **If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, we will contact the child's parents and/or carers and alternative emergency contacts.**
- **We will consider patterns and trends in a child's absences and their personal circumstances and use our professional judgement when deciding if the child's absence should be considered as prolonged. Consideration will be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life.**
- **Any concerns will be referred to local children's social care services and/or a police welfare check requested.**

Requests for Authorised Absences.

- **Gatehouse School publishes its term dates one year in advance so that family holidays do not disrupt a child's education.**
- **Requests for leave for holidays, family visits and family events in term time cannot be granted.**
- **Requests for exceptional leave should be made in writing to the Headteacher.**
- **Consideration for exceptional leave may be given but is dependent on levels of attendance, what learning will be missed and any previous requests.**

Statutory school age.

This policy applies to all children above the statutory school age of 5.

Unauthorised Absence Procedures (If a pupil's absence is not reported:)

- We will try to contact parents by phone by 9.30am
- If we cannot reach parents by phone, we will email
- If we have no response to the email, we will send a text message asking the parent to contact the school
- If we have no response to the text, we will phone authorised contacts listed on the pupil contact form to advise them that the child is not in school and that we have not been notified of a reason.
- When a pupil does not return to school and the whereabouts of the child and their family are not known, we will make reasonable enquiries.
- If we have no response from any contact by 12:00 midday, we will refer the child to the Attendance and Welfare Advisor at Tower Hamlets to support with those enquiries to ascertain the child's whereabouts, and only after these steps have been taken refer to the Local Authority using a Missing Children referral form.
- Contact: LBTH CME Officer, Tower Hamlets Education Safeguarding Service
Nasihah.Anwer@towerhamlets.gov.uk 020 7364 3426 / 07562 431817

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Appendix 1

CODES TO RECORD PUPIL ATTENDANCE AND ABSENCE

Colour Key

Colour	Description
Light Blue	Present
Yellow	Authorised Absence
Orange	Approved Educational Activity - Counted as Present
Pink	Unauthorised Absence
White	Not Counted in Attendance Calculations

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Code	Description
/	Present AM
\	Present PM

L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school-age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed

D	Dual registered (at another establishment - NOT counted in possible attendance)
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
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

Review of Policy

This policy will be reviewed on a yearly basis (or more regularly where required) prior to approval by the board of governors.