Godolphin & Latymer

Attendance Policy

Reviewed by: MHO October 2026
Approved by: Education Committee November 2026

Next review by: September 2027

1 Policy Statement

1.1 Godolphin and Latymer aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of the opportunities available to them in school.

1.2 This policy sets out the school's aspiration to ensure, so far as possible, that every pupil is able to benefit from and make their full contribution to the life of the school.

1.3 This policy has been developed in line with government publications, including: Working together to improve school attendance (2026) and Keeping Children Safe in Education (KCSIE) to address the required specific statutory obligations.

2 Principles

2.1 Pupils are expected to attend school every day. Parents have a duty to ensure that their daughters attends school and the School is committed to working with parents (and the local authority where required), to achieve as high a level of attendance and punctuality as possible.

2.2 A pupil should only be absent in the limited circumstances permitted by law, for example where they are too ill to attend or where the School has granted a leave of absence.

2.3 Every half day absence from school has to be recorded by the school, not the parents, using the appropriate national attendance or absence code. Hence information about the cause of each absence is always required.

2.4 Authorised absences are morning or afternoon sessions away from school where the pupil is unable to attend for an authorised reason, such as illness, or where the School has granted leave of absence, for example for study leave for public examinations or in exceptional circumstances.

2.5 Unauthorised absences are those where the School has not granted leave of absence, no reason for the absence has been established, or the School is not satisfied that the reason given can be recorded as an authorised absence. This includes keeping a pupil off for reasons such as an unauthorised holiday, as well as truancy, absences or late arrivals which have never been properly explained.

2.6 The School is obliged to notify the local authority if a pupil of compulsory school age fails to attend school regularly or has been absent for a continuous period of 10 consecutive school days where the absence has been recorded using one or more of the unauthorised absence Codes G, N, O and/or U.

2.7 The School recognises that some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

2.8 If a pupil does not arrive at school, or is found to be missing during the school day, the procedures set out in Section 5 of this Policy will be followed.

3 Procedures

3.1 The Godolphin and Latymer School applies the following procedures in deciding how to deal with absences:

3.2 Illness or Other Legitimate Absence

3.2.1 For all absences, parents are asked to email the absence email address absence@godolphinandlatymer.com, specifying the reason and dates, and times if applicable, for each period of absence. Notes addressed to the pupil's Form Tutor and both written and signed by the parent can be accepted as an alternative to email. The School will decide whether an absence can be authorised and record it using the appropriate attendance code.

3.2.2 If pupils are ill and unable to attend school, parents are requested to contact the school before 9.30am on the first, and each subsequent, morning of absence. This should be done using the email address absence@godolphinandlatymer.com. A phone call to the switchboard number (020 8741 1936) **will need to be followed by email or written confirmation**. The school has an answering machine until 8.25am; thereafter Reception will take your call. The School will not routinely request medical evidence for an absence due to illness but may ask for reasonable evidence where there are genuine and reasonable doubt about the authenticity of the illness, or where illness absence is prolonged or repeated.

3.2.3 If no contact is made, an automatic alert will be sent via SMS to parents' mobile phones.

3.2.4 Wherever possible routine appointments with the doctor, dentist, etc. should be arranged for outside school hours. If this is not possible parents should email the absence email address or give a note to their form teacher at least three days in advance. In these circumstances it is not necessary to telephone the school on the day of absence.

3.2.5 If a pupil is absent from school for reasons other than ill health, this must be discussed with the school on each separate occasion. Leave may be granted in exceptional circumstances, provided the request has been considered by the School. Each request will be considered individually, taking into account the specific facts and circumstances and relevant background to the request.

3.2.6 During absences from school due to occasional or acute illness, work will not generally be provided for the pupil to complete at home. If a pupil is not well enough to attend school then she should rest at home until she is recovered. In the event of a longer period of absence, due to illness or an ongoing medical condition, parents should contact the pupil's Head of Year to discuss how she can best be supported in her studies.

3.2.7 In accordance with the statutory guidance Working together to improve school attendance (2026), the School will make a sickness return to the local authority if a pupil of compulsory school age is recorded as absent due to illness using Code I and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness, or if the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

3.3 Holidays

3.3.1 Please note that we ask parents **not** to make holiday arrangements that require their daughters to miss days during term-time. Holiday leave in term time will not be granted unless circumstances are exceptional.

3.3.2 If your daughter needs to be away from school in exceptional circumstances, a letter requesting permission should be sent to the Deputy Head (Pastoral) **at least three days in advance** via the Attendance Officer using the email address

absence@godolphinandlatymer.com. Requests will be considered individually, taking into account the specific facts and circumstances and relevant background to the request. In every case, a letter signed by a parent/guardian, or an email from the parent/guardian's email address, will be required to authenticate the request.

3.4 **Monitoring and promoting attendance**

3.4.1 The role of 'Senior Attendance Champion' is fulfilled by the Deputy Head (Pastoral), as required by the statutory guidance Working together to improve school attendance (2026). The Deputy Head (Pastoral) is Mrs Michelle Holder and can be contacted via her PA at dh@godolphinandlatymer.com.

3.4.2 The School Attendance Champion's responsibilities are:

- To set a clear vision for improving attendance in the School;
- To establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- To regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- To have oversight of and analyse attendance data; and
- To communicate clear messages on the importance of attendance to pupils and parents.

3.4.3 The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it. The school provides appropriate training and professional development for staff consistent with their roles and responsibilities.

3.4.4 Good attendance is essential for all pupils to get the most out of the opportunities available to them in school, and this principle is promoted and reinforced throughout both the academic and personal development curriculum, including assemblies and form time activities.

3.4.5 Heads of Year and Heads of Section undertake a half-termly analysis of attendance across each year group in order to: identify and provide additional support to pupils or pupil cohorts who need it; to look at historic and emerging patterns across the school; and, with the Deputy Head (Pastoral), to develop strategies to address them. Further targeted support will be directed to individual pupils or cohorts as appropriate to improve attendance. Attendance patterns and trends are also monitored and analysed weekly so that early indicators of poor attendance can be identified and support put in place where required.

3.4.6 The Deputy Head (Pastoral) includes updates on attendance in termly reports to the Governing Body. This includes specific strategies being implemented to promote punctuality and attendance where required.

3.4.7 The School will always strive to support individual families to promote good attendance and reduce persistent or severe absence. This may include signposting wider support services or formulating formal support plans in conjunction with the local authority. For more detailed support on attendance, parents should contact their daughter's Head of Year or Head of Section in the first instance, or the Deputy Head (Pastoral).

4 Registration

4.1 ***Morning Registration***: Pupils are welcome to arrive at school from 7.30am and must thumb in on arrival. Failure to do so may cause unnecessary concern. It is important that all pupils attend morning registration with their Form Tutor from 8.25am to 8.35am each day. Important notices are often given out during this time. If a pupil arrives at school after 8.30am, she should enter via Reception and thumb in and will automatically be marked as late. Any pupil arriving to their form room after 8.30am when the register is taken will also be counted as late. A pupil arriving after 9.00am will be recorded using Code U where no reason for the lateness has been established or the School is not satisfied that the reason given can be recorded using an authorised absence code.

4.2 ***Afternoon Registration***: All pupils in the Lower and Middle School are expected to thumb in if present and attend registration with their form tutors at 2.00pm. In the event that a pupil has a speech and drama lesson, or a musical extra-curricular activity which prevents her from attending afternoon registration, she should thumb in before 2.00pm and explain her absence to her tutor in advance. Sixth Formers do not have an afternoon registration meeting but must thumb in between 1pm-2.10pm if they are due to be in School for afternoon lessons or if they remain onsite for any other reason.

4.3 ***Lesson Registration:*** In addition to morning and afternoon registration, pupils are registered by classroom teachers at the beginning of every lesson. Teachers will record any late arrivals to lessons as well as attendance or non-attendance. Sanctions will be imposed when a pupil is persistently late to lessons, or when a pupil is known to be in school and fails to attend a lesson without good reason.

4.4 ***Lateness***: Pupils must attend registration on time. Parents are expected to ensure that their daughters are present at morning registration. Sanctions are imposed for persistent lateness at registration and lessons and may vary depending on whether the pupil is in the Lower School, Middle School or Sixth Form.

5 Missing Pupil Procedures

5.1 ***Non-arrival at School***: If a pupil has not attended morning registration or thumbed in, and is recorded as absent from their first lesson, an automatic alert will be sent via SMS to parents' mobile phones if no explanatory message has been received by Reception by 9.30am. If a parent believes the pupil should be in School, the Receptionist will check whether the pupil is where she is timetabled to be at that time and, if she is not, will inform the relevant Head of Year or Head of Section immediately. If no satisfactory explanation for the absence has been established, the matter will be referred to the Deputy Head (Pastoral), who will determine the appropriate next steps. (see 5.4 below).

5.2 ***Missing during the School Day*****:** If a pupil fails to attend lessons or afternoon registration and has not thumbed in or if she is noted to be absent during a lesson without explanation, the Head of Year and Head of Section should be informed immediately. If no satisfactory explanation for the absence has been established, the matter will be referred to the Deputy Head (Pastoral), who will determine the appropriate next steps. (see 5.4 below).

5.3 ***Missing on an educational visit/sports fixture*****:** If a pupil is found to be missing while on an educational visit or at a sports fixture, an immediate head count should be carried out to ensure other pupils are all present. An accompanying member of staff should alert the manager of the venue and/or search the immediate area as appropriate. If the pupil cannot be located then, depending on the age of the pupil and the circumstances in which

she is found to be missing, the Group Leader may need to contact the police immediately. Otherwise, the Group Leader should inform the School Office. The School Office should notify the Deputy Head (Pastoral) who will decide on the next steps (see below). If the visit is outside school hours, the Group Leader should inform their emergency contact.

5.4 ***Action by the Deputy Head (Pastoral):*** The Deputy Head (Pastoral) will inform the Head, Security and School Office as appropriate. Security may be asked to organise a search of the school site. The Deputy Head (Pastoral) or the Head will contact the pupil's parents and then ultimately the Police if deemed necessary. Where the pupil's whereabouts remain unknown, the School will make reasonable enquiries to establish their whereabouts. Where there is reason to believe that the pupil is in immediate danger or at risk of harm, the School will make a referral to children's social care and/or the Police as appropriate.

5.5 ***Records***: The Deputy Head (Pastoral) will ensure that a record is made of any incident, the action taken and, if applicable, the reason given by the pupil for being missing.

6 Children Missing Education/Absent from Education

6.1 Children missing or being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation. The School's Safeguarding (Child Protection) Policy contains specific procedures for children absent from, or missing, education.

7 Publication of Attendance Information

7.1 Parents can access information concerning their daughter's attendance via the Parent Portal.

7.2 The School is usually asked to disclose information on attendance and punctuality when writing references for pupils.

8 Information Sharing and Confidentiality

8.1 Personal information on attendance will only be shared in line with legal obligations as outlined in the government guidance on attendance, safeguarding and children missing in education. This includes information legally required to be shared with the local authority and Secretary of State.

8.2 All records created in accordance with this policy are managed in line with the School's policies regarding the retention and destruction of records.

8.3 Any use of personal data will be in accordance with the School's Data Protection Policy, relevant privacy notices and the requirements of the UK GDPR and Data Protection Act 2018.

Appendix 1 Admission register

1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the school will:

1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the school (also known as the school roll); and

1.2 inform the local authority of any pupil who is going to be added to or deleted from the school's admission register at non-standard transition points.

2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

3 The school must ensure that every entry in the school's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

4 The admission register contains specific personal details of every pupil in the school, including their date of admission, information regarding parents and carers and details of the school they last attended.

5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

6 Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the school must provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the grounds (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

7 Further information about the School's admission register, including the admission and deletion of pupils from the register and notifications to the local authority, is set out in the School's Admissions Policy.

Appendix 2 Attendance register

1 Attendance register

1.1 The school records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

1.2 The school uses the appropriate national attendance and absence codes to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024. A full list of attendance codes can be found in Appendix 3.

1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.4 The school will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

1.5 The school is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

1.6 On each occasion it will be recorded whether every pupil is:

1.6.1 physically present in school when the attendance register begins to be taken; or

1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or

1.6.3 attending a place other than the school; or

1.6.4 absent.

1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:

1.7.1 Attending educational provision arranged by a local authority;

1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;

1.7.3 Attending a place for an approved educational activity that is a sporting activity;

1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;

1.7.5 Attending a place for any other approved educational activity.

2 Recording absence

2.1 Absence will be recorded in accordance with the national attendance and absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and the statutory guidance Working together to improve school attendance.

3 Unauthorised absence

3.1 An absence will be recorded using the appropriate unauthorised absence code where the circumstances require this. Examples include:

3.1.1 holiday that has not been authorised by the School;

3.1.2 the reason for absence has not been provided;

3.1.3 a pupil is absent from school without authorisation;

3.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 3 Attendance Codes

In line with the School Attendance (Pupil Registration) (England) Regulations 2024, updated registration codes are used by the School. The codes highlighted in green are the only codes that need to be used by Tutors and teaching staff when completing the Attendance Registers (for the morning and afternoon registration periods).

Other codes may be entered for Attendance Registers by the School Office, Pastoral team, or Senior Leadership Team as required and once the reason for a pupil absence is known.

Internal codes must ONLY be used for lesson registers.

Code	Explanation	Scenario	A/UA
/	Present (am)	Present for morning registration	
\	Present (pm)	Present for afternoon registration	
L	Late arrival before the register is closed	To be used when the pupil is absent from the start of registration but arrives before the taking of the register has ended. **For G&L this is currently between 8.30 and 9.00am**	

Codes also classified as Attending Education:			
K	Attending education provision arranged by the **local authority.**	Pupil is attending a place other than Godolphin & Latymer, for educational provision arranged by the local authority	A
V	Attending an educational visit or trip	Pupil is on an educational visit/trip arranged by or on behalf of the school and supervised by a member of school staff.	A
P	Participating in an approved sporting activity*	Pupil is participating in a supervised sporting activity approved by the School	A
W	Attending work experience	Pupil is on an approved work experience placement	A
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience (e.g. transition days/college courses)	A
All of these codes MUST have details of the nature of the activity recorded on the attendance system			

Codes classified as absent:			
Code	**Explanation**	**Scenario**	**A/UA**
C	Leave of absence for exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances, approved by the School (Not leisure and recreation)	A
C1	Leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, in the circumstances permitted for this code	A
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Pupil is not in school due to having a temporary part-time timetable. This has been agreed with the parents and is in place to meet the pupil's individual needs.	A
D	Dual Registered at another school	Pupil is attending a session at another setting where they are also registered	
E	Suspended or permanently excluded	Pupil has been suspended or excluded from school and no alternative provision has been made	A
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the School	UA
I	Illness	Pupil is unable to attend due to illness either related to physical or mental health (NOT a medical or dental appointment)	A
J1	Interview	Pupil has an interview for employment with a prospective employer or for admission into another educational institution	A
M	Medical/Dental	Pupil is at a medical or dental appointment	A
N	Reason not yet established**	Reason for absence has not been established before the register closes	UA
O	Absent in other or unknown circumstances	No reason for absence has been established, or the School isn't satisfied that the reason given would be recorded using one of the codes for authorised absence	UA
Q	Lack of access arrangements	For example, where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so	
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to. This may only be one day.	A
S	Study leave for public exams	Pupil has been granted leave of absence to study for a public examination. See Attendance Codes (Practice and Public Examinations) for the School's arrangements for Years 11–13.	A
T	A mobile child travelling for their parents' occupational circumstances	Pupil is a 'mobile child' of no fixed abode who is travelling with their parent(s) who are travelling for occupational purposes.	A

Codes classified as absent:			
Code	**Explanation**	**Scenario**	**A/UA**
U	Arrived in school late after registration closed.	Pupil has arrived late, after the register has closed but before the end of session. For G&L this would be after 9.00am	UA
X	Not required to be in school	Non-compulsory school age pupil not required to attend. See Attendance Codes (Practice and Public Examinations) for the School's arrangements for Years 11–13.	
Y1	Transport not available	Unable to attend due to transport normally supplied by the LA not being available (and walking is more than 3 miles)	
Y2	Widespread disruption to travel	Unable to attend due to widespread travel disruption caused by a local/national/international emergency	
Y3	Part of the school premises has been closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open	
Y4	Whole school site unexpectedly closed	Every pupil recorded using code Y4 where the School is closed unexpectedly (e.g. due to adverse weather)	
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention	
Y6	Public health guidance or law	Pupil is well enough to attend but is unable to do so because their attendance would be contrary to public health guidance or law relating to the incidence or transmission of infection or disease	
Y7	Any other avoidable cause	Unable to attend due to any other unavoidable cause (the nature of the absence must be recorded and the cause must be in the nature of an emergency, e.g. bail conditions which prevent attendance or where the pupil is legally required to attend Court)	
#	Planned whole school closure	Whole-school closures that are known and planned in advance, including school holidays	
Z	Prospective pupil not yet admitted	Pupil has not yet joined the School, but has been set up on the attendance register in advance of their agreed starting date	

*Concerns about whether the activity is educationally approved can be clarified with the appropriate sporting national body.

** If a reason cannot be established within 5 school days the code must be changed to Code O.