



ATTENDANCE

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Author: **Cat Woodsmith**

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Elysium Children and Education (a division of Elysium Healthcare) is committed to promoting equality in all its activities. We aim to provide an environment free from discrimination and unfair treatment.

Contents

1	Introduction	3
2	Aims	3
3	Legislation and Practice	4
4	School procedures	5
5	Timetables at Cotswold Spa Hospital School.....	6
6	Authorised absences.....	7
7	Unauthorised absences	8
8	Deletions from the Register	9
9	The Head teacher.....	10
10	The Management Committee.....	11
11	Head of Education.....	11
12	Links with other policies	11
	Appendix 1: attendance codes	12
	Appendix 2: DfE Guidance	13

1 Introduction

This document is produced for Cotswold Spa Hospital School, a division of Elysium Children and Education.

2 Aims

The aim of Cotswold Spa Hospital School's Attendance Policy is to meet its obligations with regards to school attendance. We aim to:

- Ensure every student has access to full-time education to which they are entitled
- Promote good attendance and reduce absence, including persistent absence
- Act early to address patterns of absence
- Ensure parents and/or carers perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Clarify the roles and responsibilities of all parties with respect to attendance
- Stress the need for hospital and school staff to work in close partnership to achieve high attendance

Young people are entitled to formal education during this phase of their lives. It is important that they receive the entitlement for their present and future lives. Many students attending the following schools:

- Rhodes Wood Hospital School
- Potters Bar Clinic School
- Brighton and Hove School
- Cotswold Spa Hospital School and
- Bere Clinic School

are highly vulnerable and have greater needs than most of their mainstream counterparts. This means that they may have more genuine absences from school for medical reasons or experience greater social needs than others. As educators, it is our responsibility to do all we can to encourage and support regular and frequent school attendance. Young people admitted to hospital for treatment of mental disorder should be provided with 'a routine which allows them to continue their social, personal and educational development and equal access to educational opportunities as their peers'. (S131a Mental Health Act / Mental Health Act Code of Practice - paragraphs 19.90/1)

3 Legislation and Practice

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory and non-statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (as amended)
- DfE (2024) 'Working together to improve school attendance'
- Equality Act 2010

Sections 7 and 444 of the Education Act 1996 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.

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. However, at many of our sites, we recognise the Government's Raising Participation Age of 18 and some sites are registered to take young people aged up to 25.

Under the Education Act 1996, 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 (Pupil Registration) (England) Regulations 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. This requirement must be adhered to for all students in the official school register and must accurately record students' absence and attendance using the correct codes.

Whilst the official register will be maintained in line with regulations, some sites may also be using a disaggregated register. This register will reflect individual students' absence and attendance in relation to their specific needs and their personal education plan. By adopting this method student will be able to achieve the best possible outcomes and be recognised in addition to feeling valued for their efforts.

4 School procedures

Attendance register

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register. The attendance register will be taken at the start of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment

(See Appendix 1 for the DfE attendance codes)

School Staff Roles and Responsibilities at CSHS

- Responsible for accurate attendance being submitted to the head teacher to record attendance and absence using codes for absence for each lesson.
- Responsible for promoting the school targets for attendance and encouraging excellent attendance for all students.
- Responsible for knowing attendance patterns for students in their key group and liaising with the head teacher and ward manager.
- Staff will monitor persistent latecomers and analyse attendance data to identify and address themes.
- As and when the need arises, enable attendance and lateness to be discussed with parent/carers and the home school and appropriate action to be taken.
- Challenge young people appropriately to meet their target attendance.
- Support young people with their engagement by personalising lessons as much as possible to support young people with their attendance to school.

Securing a high level of attendance requires the school and ward to work closely together. Therefore, we expect ward staff to:

- Do all they can to ensure that young people arrive on time for morning or afternoon school sessions.
- Notify the school as swiftly as possible if a young person is medically unwell (usually in morning handover).
- Support young people to engage in learning in class or on a 1:1 basis.
- Support young people in waking up to be able to attend school on time.
- Support young people to undertake self-study and complete schoolwork on the ward if they are unable to attend school.

The school team to:

- Contact wards on day one of medical absence if no message has been received from the ward.
- Be in liaison with the MDT regarding expected attendance and monitor attendance in line with young people's clinical presentation, risk and mental health.

The head teacher is responsible for inputting and updating accurate attendance data on the main register by:

- Issuing attendance data or letter where required to Local Education Authority (LEA).
- Collating weekly/termly attendance reports for LEA, key teachers and any other agencies.
- Ensuring outside agencies are aware of any emerging patterns of attendance of individuals.
- Raising concerns about any missing or inaccurate register marks.
- Monitoring and notifying teachers who have not completed their registers.

5 Timetables at Cotswold Spa Hospital School

Full-time attendance is expected at Cotswold Spa Hospital School for all students under the age of 18, and is encouraged for all students on roll if 18 or over. Part-time timetables will be considered, but not guaranteed upon request. Circumstances that may lead to a part-time timetable include:

- For 6th form / college students, upon agreement from home school, where their normal working pattern is part-time, and the home school's expectation is that all students are allowed home when not taking part in lessons.
- Upon agreement from the MDT as a temporary measure if a patient is school-avoidant or school-phobic, or where medical or psychological needs mean that attending school full time would be detrimental to their physical or mental state. This option would only ever be offered with a view to building back up to full-time education in the long run.

6 Authorised absences

The Department for Education (DfE) has issued guidelines to all schools detailing valid reasons for authorised or justified absences and one of the key reasons is when a child is ill or receiving medical attention. At times young people will be too unwell to access learning and/or attend school in the hospital.

We expect absences to be kept to a minimum; authorised home leave should be arranged out of school hours whenever possible unless the student is attending their own school or home as part of a managed transition/reintegration.

Students attend Cotswold Spa for treatment for eating disorder and we understand that appointments with the medical or therapeutic teams may take place during school time, and many staff are limited to Monday to Friday 9 – 5, with several patients to see. We ask that disruption to the teaching day is avoided wherever possible, but any unavoidable sessions will be handed over to school staff in morning handover and documented on the attendance register as ‘M’.

Where a student has no home school to attend due to:

- changing school,
- having been taken off roll or
- having not been in education for an extended period of time,

arrangements must be made with parents, carers and the hospital to provide schoolwork to be done at home. The school team (link teacher) will monitor their progress and engagement, following school procedure, set in the curriculum policy.

Occasionally young people may need to visit a new school, unit or foster placement (for example) for transition to the community. These visits should always be communicated with the head teacher to minimise the impact on the young person’s education.

Cotswold Spa Hospital School recognises that safe and successful discharge to outside placements is a key and primary factor in a young person’s admission to hospital, and these absences will be authorised on the school attendance register.

7 Unauthorised absences

These are absences at schools where no acceptable explanation is provided by a member of the ward team. All absences that are not agreed by a consultant or ward manager should be treated as unauthorised for reporting purposes.

The school team to:

- Contact wards on day one of medical absence if no message has been received from the ward.
- Contact ward staff over any unexplained absences.
- Follow up promptly any concerns ward staff pass on to the school that may be affecting a student's attitude to, or feeling of wellbeing in, school.
- Involve the MDT to help pupils re-integrate into school after a period of illness or other individual circumstances.
- Regularly and consistently remind students of the importance of good attendance and punctuality.
- Discuss any persistent absences with key teachers to facilitate re-engagement into school, and ensure that subject teachers are utilising and documenting all strategies to re-engage young people in their learning.
- Discuss engagement with the MDT in MDT meetings as appropriate.
- Reward excellent or improving attendance and action any concerns promptly.

1. School Provision

All patients have a personalised timetable that takes account of both their current health needs and their educational needs. All patients are expected to attend school, however due to the severity of their mental health needs this can be challenging at times. It is the responsibility of all school staff to encourage attendance at school. If a young person feels unable to attend a lesson the following procedures are in place:

- The head teacher to encourage them to school with support from the nursing team; this will often involve an agreed time scale for their coming downstairs, and the teacher will then go back if they have not arrived.
- The subject teacher or link teacher may go and speak to the young person to ascertain what is preventing them from attending.
- If a young person is still unable to attend the lesson the hospital team will be alerted and asked to encourage or explore what is preventing them from attending.
- There are times when a young person is too unwell to attend group or 1-1 sessions in the school area.

- If at all possible, they will be taught on the ward remotely, in the small meeting room, and/or will be provided with independent work if refusing to engage in 1-1 sessions. All decisions about education input for this group of young people is made in consultation with Senior Medical Staff.
- In the event of non-attendance during admissions, teachers strive to maintain contact with the pupil and their parent/carer with the aim of establishing attendance at a later point.
- Home schools maintain responsibility for tracking and recording attendance for students on their roll during and after admissions. Cotswold Spa Hospital School supports this by encouraging & helping parents/carers to keep home schools informed of their child's attendance and by actively supporting good lines of communication between parents, home schools, alternative provisions and the medical team.

8 Deletions from the Register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation nine of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, 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 will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

In accordance with the Education (Pupil Registration) (England) Regulations 2013, students will only be deleted from the register when one of the following circumstances applies:

- The patient is discharged from the hospital and transfers to another school or becomes sole registered at their home school if dual registered while at CSHS
- 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
- Student withdrawn to be educated outside the school system
- Failure to return from an extended holiday or home leave 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
- 20 days' continuous unauthorised absences and the local authority and school have tried to locate the student.
- Refusal of the Local Education Authority to pay the student's school fees, in line with our recoupment protocol.

Each site will follow their local authority Children Missing from Education (CME) protocol when a student's whereabouts are unknown.

9 The Head teacher

- Ensures this policy is implemented.
- Monitors, analyses and reports on trends of attendance in both the Daily Reporting Log and Head teacher's report (termly).
- Ensures all students have access to high quality education.
- Ensures that the promotion and rewarding of good attendance is a key priority.
- Keeps records and informs outside agencies as necessary to comply with local and national policy and procedures.
- Challenges subject and key teachers on engagement strategies for young people.
- Ensures lines of communication are open and transparent with the MDT.

10 The Management Committee

- The Management Committee is responsible for monitoring attendance figures for the whole school on at least a termly basis.
- Challenges the Senior Leadership Team on any figures of attendance reported that are below the national average for Pupil Referral Units in addition to the attendance targets agreed by the school.
- It also holds the head teacher to account for the implementation of this policy.

11 Head of Education

- Assures the proprietor that this policy is compliant with legislation and guidance and being implemented at all school sites.

12 Links with other policies

This policy is linked to:

- Child protection and Safeguarding policy
- Curriculum Policy
- Admission, Discipline and Exclusions Policy

Appendix 1: Attendance Codes

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- [Updated] # = Planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence for exceptional circumstance
- C1 = Leave of absence granted by the school 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 = Suspended or permanently excluded but no alternative provision made
- I = Illness (not medical or dental appointment)
- M = Medical or dental appointments
- R = Religious observance
- S = Leave of absence for the purpose of studying for a public examination
- T = Parent travelling for occupational purposes
- G = Unauthorised holiday
- N = Reason not yet provided
- O = Unauthorised absence
- U = Arrived after registration closed
- D = Dual registered at another school
- B = Attending any other approved educational activity
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- K = Attending education provision arranged
- Q = Unable to attend the school because of a lack of access arrangements
- V = Educational visit or trip
- W = Work experience
- X = Non-compulsory school age pupil not required to attend 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
- Z = Prospective pupil not on admission register

Appendix 2: DfE Guidance on Working together to improve school attendance

