

TITLE OF POLICY	Attendance
COVERAGE	Community
FIRST RELEASE DATE	31/08/2021
LAST RATIFIED DATE	17/04/2024
DATE FOR NEXT REVIEW	01/01/2025
OWNER	Assistant Head (Primary)
REVIEWER	Head of Secondary School

Attendance

1. Aim

At ICS, we have a duty to ensure all students attend school regularly in order for them to fulfil their potential.

2. Statement of Intent

This policy is designed to promote good attendance and reduce absence, particularly persistent absence. We must ensure every student has access to full-time education and identify and address patterns of absence. We encourage all parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

3. Scope

This policy is applicable to all ICS students and shall be applied fairly without discrimination.

4. Unique definitions

Unauthorised absence is defined as an absence from school without the school being notified of the reason for absence, such as illness. Unauthorised absence is also given when a child has not been given permission from the Principal to leave early or return late from a holiday period.

Authorised absence is defined as a student absence in which the school has been notified as to the reason for absence.

Persistent absence is when a student's attendance falls below 90%.

5. Processes and practice

Attendance registers will be taken daily to maintain a clear record of student attendance. Unauthorised absences will be investigated by the relevant member of school staff.

Parents are expected to inform the school of any student absences by emailing or calling the relevant school PA.

Supporting students with health needs and long term medical conditions

As an inclusive school we will support students with any health needs or long term medical conditions to receive a full education. We will make reasonable adjustments to on campus and off campus learning opportunities to best meet the needs of students.

School refusal

We understand school refusal or emotionally based school refusal (ESBR) is the refusal by young people to attend school due to emotional stress such as fear, anxiety and misery. It has two main components namely, emotional distress surrounding attendance at school and behavioural response of not attending school. We work hard to recognise ESBR at an early stage and to put in place appropriate support programmes for students and their families. We realise that ESBR can have long term consequences and we need to help those students who demonstrate those symptoms associated with it.

6. Associated forms and documents

Behaviour for Learning Policy

Child Protection and Safeguarding Policy

7. Responsibilities

It is the responsibility of parents/guardians to ensure that their child attends school if they are fit and able to do so.

It is the responsibility of class teachers to record attendance in accordance with the expectations set.

It is the responsibility of the relevant PA to follow up on unauthorised absences and inform class teachers of outcomes.

In the event of persistent absences, it is the responsibility of pastoral leaders to investigate this and work with families to improve student attendance.

8. Related information

[Keeping Children safe in Education 2025](#)

[Working Together to Safeguard Children\](#)