ST CLARE'S OXFORD

IB World School

ATTENDANCE POLICY

Policy Area:	Welfare and Conduct
Author:	Vice Principal, Pastoral
Staff Member Responsible:	**Vice Principal, Pastoral** **Assistant Vice Principal, Pastoral**
Relevant Statutory Regulations:	School Attendance (Pupil Registration) (England) Regulations 2024 Equality Act 2010 KCSIE 2025
Approved by:	Education, Safeguarding, and SEND Committee
Version Control	
Version Number:	2.0
Last Reviewed:	21/09/2025
Last Amendment:	30/11/2025
Last Governor/Committee Approval:	09/12/2024
Next Review Date:	Winter Education Committee 2026, Feb

St Clare's Attendance Policy

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'Improving attendance is everyone's business'
(Working together to improve school attendance, DfE, 2024)

1. **Introduction**
   1.1. At St. Clare's we believe that an effective whole school culture of high attendance needs to be underpinned by clear expectations, procedures and responsibilities. Excellent attendance is critical to academic success, social integration and well-being. We set high expectations for our students regarding their attendance.
   1.2. The admissions and attendance register at St. Clare's is maintained in accordance with the 'School Attendance (Pupil Registration) (England) Regulations 2024'. We monitor attendance rates on an ongoing basis and teachers, personal tutors, house parents and Senior Attendance Champion will follow up concerns about attendance, as required by law. Students are expected to attend school every day and may only miss school if they are in ill health, injured, or other similar factors prevent them from attending, or they have advance permission from the school.
   1.3. Our policy and practice for attendance and dealing with instances of unauthorised absence of students is set out below. The policy will always be applied fairly and consistently but, in doing so, we always consider the individual needs of students and their families who have specific barriers to attendance. In development and implementation of this policy, St. Clare's understands its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child. We work proactively with parents, guardians and external agencies to remove any barriers students may face when it comes to attending school; processes and support will be adapted to the individual needs of the particular students (e.g. those with long term illnesses, SEND, mental health difficulties etc)
   1.4. In line with Keeping Children Safe in Education 2025, the school will endeavour, where possible, to hold two emergency contact details for each student, facilitating the prompt follow-up of absences.
   1.5. St. Clare's is predominantly a boarding school with a small community of local day students.

2. **Absence from Year 11 (PIB)**
   2.1. Students in Year 11 are registered before school starts (by 8.45am) in term 1 and in every lesson throughout the day.
   2.2. For **day students**, if a student is absent through illness or for any other reason, parents are asked to contact the academic office before the start of the school day by email or telephone.
   2.3. Where a **day student** is absent without notice the academic office will make contact with parents within 30 minutes of the student's expected arrival time and until it has been established that the student is safe. The student may also be directly contacted by email and telephone.
   2.4. Parents of **day students** are asked to contact the school on each day of a child's absence by email stating the circumstances for the absence.
   2.5. For **boarding students**, if a student is absent through illness the college nurse will alert the academic office.
   2.6. If a **boarding student** is found to be absent from a class without prior authorisation a member of the boarding team will telephone the student and will go find the student in person to ensure that the student is safe and to establish the reason for their absence.

3. **Absence from Sixth Form (IB)**
   3.1. Attendance registers for every lesson are completed directly in Toddle.
   3.2. Teaching staff are expected to complete the register at the start of every lesson throughout the day and a reminder message is sent to them if they fail to do so.
   3.3. The registers are monitored 15 minutes into the first 3 lessons of the day to allow for students to be chased if required.

3.4. For **day students** if a student is absent through illness or for any other reason, parents are asked to contact the academic office before the start of the school day by email or telephone.

3.5. Where a **day student** is absent without notice the academic office will make contact with parents within 30 minutes of the student's expected arrival time and until it has been established that the student is safe. The student may also be directly contacted by email and telephone.

3.6. Parents of **day students** are asked to contact the school on each day of a child's absence by email stating the circumstances for the absence.

3.7. For **boarding students**, if a student is absent through illness the college nurse will alert the academic office.

3.8. If a **boarding student** is found to be absent from a class without prior authorisation a member of the boarding team will telephone the student and will go find the student in person to ensure that the student is safe and to establish the reason for their absence.

4. Absence from the boarding houses

4.1. Students are permitted to be absent from the boarding houses at the weekends (Friday and Saturday night) providing written permission has been received from their parents/guardians in advance detailing where they will be staying and contact details.

4.2. This information is recorded on the 'Weekends Away' spreadsheet.

4.3. In exceptional circumstances students may be absent from the boarding house overnight during the week. Parents/guardians would need to seek permission from the Assistant Principal Pastoral and provide details on where they will be staying and contact details. Boarding staff would record this information in their diaries.

4.4. Students must return to their boarding house by curfew (21:30 Sunday – Thursday, 19:30 on campus Friday and 22:30 Saturday (PIB), 22:00 Sunday – Thursday, 24:00 Friday – Saturday (IB).

4.5. If a student fails to return to the house by curfew then the House Parent would follow the 'Missing Students' Policy.

5. Monitoring Attendance

5.1. Attendance is monitored on a weekly basis by Personal Tutors and House Parents for each student, and on a cohort level by the Senior Attendance Champion.

5.2. Personal Tutors will have discussions with students regarding their attendance, identifying patterns of non-attendance and discussion strategies for improvement.

5.3. House Parents will administer sanctions to boarding students for poor attendance. Students will be gated (early curfew of 19:30 on a Friday (IB)/Saturday (PIB)) for:

    5.3.1.1. Two Late < 10 minutes in a week

    5.3.1.2. One Late > 10 minutes in a week

    5.3.1.3. One unauthorised absence in a week

5.4. Day student sanctions will be given through an early morning detention.

5.5. The Senior Attendance Champion (Assistant Principal Pastoral) will monitor whole cohort attendance on a weekly and termly basis identifying any trends or patterns and acting as required.

5.6. Students whose attendance becomes persistently problematic will be placed on attendance report:

    5.6.1.1. 10 unauthorised absences/lates – to personal tutor

    5.6.1.2. 20 unauthorised absences/lates – to APP

    5.6.1.3. 30 unauthorised absences/lates – to VPP

    5.6.1.4. 40 unauthorised absences/lates – internal suspension

6. Students missing from education

Students 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, such as abuse, neglect, CSE, FGM etc. St Clare's will put in place appropriate safeguarding policies, procedures and responses for children who are identified as absent or missing from education, particularly on repeat occasions.

6.1. St. Clare's will inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority. (G, N, O, U)

    6.1.1. St. Clare's will inform the location authority of any pupil who has 15 days of consecutive or cumulative absence for illness (I)

    6.1.2. St. Clare's will inform the local authority of any student who is going to be deleted from our school Admissions Register where the student:

        6.1.2.1.   Has been taken out of school by their parents and is being educated outside the school system (e.g. elective home education)

        6.1.2.2.   Has been certified by a relevant medical practitioner as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither the student nor their parent has indicated their intention to continue to attend school after ceasing to be of compulsory school age.

        6.1.2.3.   Has returned to their home country to continue their education there

        6.1.2.4.   Is in custody for a period of more than four months due to a final court order and we as a school do not reasonably believe they will be returning to school at the end of that period.

        6.1.2.5.   Has been permanently excluded.

6.2. The notification will be made as soon as the grounds for deletion are met, and always before deleting the student's name from the register.

7. Senior Attendance Champion

7.1. The Senior Attendance Champion is the Assistant Principal Pastoral, Emily Woodeson

7.2. Contact details:

    7.2.1. Emily.woodeson@stclares.ac.uk

    7.2.2. 01865 552 031 Ext: 284

Appendix

1. **Register codes and reasons for authorisation.**

Register code	Explanation	Who should use it	Notes
A	Absent (but we do not yet know the reason)	Teachers/Admin	Please note: our system does not allow this to be changed. It should be N
B	Any other approved educational activity	Admin only	e.g. off timetable day (EE day, RSE day)
C	Absence due to exceptional circumstances	Admin only	e.g. visa delay
E	Suspended	Admin only	
G	Unauthorised family holiday	Admin only	
H	Agreed family holiday	Admin only	
I	Illness	Admin only	not medical appointments
J	Justified absence	Admin only	
J1	University visit or school interview	Admin only	
L-	Late less than 10	Teachers/Admin	
L+	Late more than10	Teachers/Admin	
M	Medical appointments	Admin only	
O	Unauthorised absence	Admin only	
P	Present	Teachers/Admin	Please note: our system does not permit for this to be changed. This should be /
R	Religious observance	Admin only	
P1	Approved sporting activity	Admin only	Please note: our system does not allow for P to be changed, so P1 has been adopted for sporting activity
V	Educational visit or trip	Admin only	
W	Work experience	Admin only	
X	Cancelled class	Admin only	e.g staff absence
xH	Not in HL class	Teachers/Admin	used to mark register for combined classes when SL students do not need to attend
Y2	Widespread disruption to travel	Admin only	e.g. strikes
Z	Not on roll for this class	Admin only	used to backfill register when students join a class late or change classes
S	Approved absence for a public examination	Admin only	
DT	Day Student Disrupted travel	Admin only	Please note: this is a school generated code for administrative purposes due to our specific context. Used to authorise lates for Day Students
#	Planned whole school closeure	Admin only	we are not currently using this code