



SEDBERGH SCHOOL

Attendance Policy	
Version	2025.8
Effective from	April 2025
Extent of Policy	Sedbergh School
Policy Owner	Senior Deputy Head
Review by	September 2025
Publication	The Hub Website

A range of documents and guidance for good practice govern attendance at Sedbergh. This policy closely follows the guidance in the following documents:

- Keeping Children Safe in Education (2024)
- [Working Together to Improve School Attendance \(2024\)](#)
- The Education (ISS) Regulations (2014)
- [Summary table of responsibilities for school attendance – Statutory guidance for maintained schools, academies, independent schools and local authorities](#)
- [The School Attendance Regulations 2024](#)

This policy should also be read in conjunction with the School Rules and the Educational Visits Policy.

Policy Overview

1. The Senior Deputy Head is the School *Attendance Officer (AO)* and reports any areas of concern to SMT. He can be contacted by emailing gun@sedberghschool.org.
2. All Sedbergh School pupils are registered five times a day in boarding house roll calls and for up to six lessons a day, as described in the Pupil Supervision Policy. The member of staff taking the register or roll call is responsible for the records being accurate and complete. Registers should be completed within 15 minutes of the start of the lesson. The analysis and submission of attendance is based upon the am and pm registrations only.
 - AM: 0700
 - PM: 1255 (Sat 1200)

All individual pupil attendance information is easily available to all staff.

3. In January 2025, Sedbergh had 4% day pupils. More information about day pupils at Sedbergh can be found via on the website [here](#).

Procedure

1. Planned Absence

Absence from School for medical, dental and routine appointments should be avoided in term time, but where genuinely unavoidable, requests should be made to Housemasters or Housemistresses. Term dates are published over a year in advance on the website in order that parents can arrange holidays and/or travel arrangements to/from School without disrupting a pupil's education. Only exceptional circumstances warrant a leave of absence and therefore leave of absence will not normally be granted during term.

If parents know that their son or daughter needs to be away from School, they should write to seniordeputyheads@sedberghschool.org to ask for leave of absence at least two weeks in advance.

Leave of absence will normally only be granted on request to the Senior Deputy Heads in the following circumstances:

- To allow a pupil to attend a unique and important family occasion.
- In order that a pupil may join his/her family for the main family holiday of the year when the parental occupation dictates that this should take place wholly or in part during term time.
- Or unavoidable travel circumstances, eg late notification of changed flight times.
- Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional

circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during School hours.

2. School Responsibilities

2.1 Sedbergh School is legally required to share information from its registers with the local authority. As a minimum this includes:

- New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the School admission register outside of standard transition times.

Local authorities may seek, and schools are expected to provide, more frequent or comprehensive sharing of data than the statutory minimum where it is essential to fulfilling their obligations under the Education Acts. This collaboration allows local authorities to facilitate quicker, more efficient joint working and better target their area wide attendance strategy.

3. Illness

3.1 If a day pupil is ill, parents are requested to contact the relevant Boarding House on the first morning of absence. Boarding House staff will contact home during the morning if no notification has been received. When the pupil returns to School, a note is provided explaining the reason for the absence. This can be sent by email to House staff.

3.2 If a boarding pupil is ill, please refer to the Pupil Supervision Policy.

4. Remote Learning

Where a pupil cannot attend School for legitimate reasons which are outside of their control (such as enforced self-isolation under government guidance), but are well enough to attend lessons, arrangements can be made for them to attend lessons remotely using appropriate ICT resources. Approval must be sought and received from the Senior Deputy Head in advance of arrangements being required.

5. Attendance & Sickness returns

5.1 Attendance returns:

The School provides the LEA with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

5.2 Sickness returns:

The School provides the LEA with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness at home) or code GX (illness at

School) and who the School has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

6. LEA Contact

The School's LEA is Westmorland & Furness Council, and the named contact is Frances Morton (Frances.Morton@cumbria.gov.uk).

7. The School's Process

- (i) **Weekly:** Year-to-date absence statistics are updated by IT and placed into the SMT folder.
- (ii) **Weekly:** Year-to-date 30+ session absence for years 9-11 reviewed by AO.
- (iii) **Monthly:** Attendance or sickness returns made to LEA by AO.
- (iv) **Termly:** AO identifies persistence absence (10%) and severe absence (50%) instances and sends termly review documentation to LEA. (see appendices).

8. School Attendance Codes

The School's attendance codes are based on relevant government attendance and absence codes from "the School Attendance Regulations" chapter 10.

Authorised Absence	Shown as an absence on reports?	Unauthorised Absence	Shown as an absence on reports?
Pupil ill at Home [I]	Y	Holiday not granted by School [G]	Y
Pupil ill at School [IX]	Y	Unauthorised Absence [O]	Y
Medical / Dental Appointments [M]	Y	No Reason Yet Provided For Absence [N]	Y
Attending Visit or Trip with Sedbergh staff [V]	N		
Attending Visit or Trip without Sedbergh staff [B]	N		
Attending sporting activity [P]	N		
Attending musical activity [P1]	N		
Attending drama activity [P2]	N		
Attending other educational activity [B]	N		
Absent with Leave [C]	Y		
Exeat [EX]	N		
Day Pupil [DX]	N		
Study Leave [S]	N		
Work Experience [W]	N		
Family Holiday (Agreed) [H]	Y		
Interview [J]	Y		
Excluded [E]	Y		
Isolation at School [A]	Y		
Employment/Educational Interview [J1]	Y		
Normal Transport Unavailable [Y1]	Y		
Widespread Travel Disruption [Y2]	Y		
Session Cancelled - School Closed [Y4]	Y		
Subject to Sentence of Detention [Y5]	Y		
Infection or Disease [Y6]	Y		
Other Unavoidable Cause [Y7]	Y		
Religious Observance [R]	Y		
C-19 Leave [BX]	Y		

CD Gunning
Senior Deputy Head
April 2025



Date information completed by attendance lead:

Date of meeting:

Named attendance lead:

Number on roll:

Date attendance policy last reviewed by school:

Attendance policy visible on website: Yes/No

Attendance policy sent out to parents this academic year: Yes/No

Number of students on part time timetables

Number of students accessing alternative provision

Do you have an up-to-date shadow register (if applicable)?

Yes/No

Persistent absentees overview

Overall persistent absentee total number and percentage at the end of last academic year:

Current overall persistent absentee total number and percentage:

Any general comments regarding persistent absentees (type into box below):

Category	Percentage breakdown within persistent absentees
SEND (EHCP/SUPPORT)	
EAL	
BOYS	
GIRLS	
FSM	
LAC	
CIN	
CP	
Early Help involvement	

Severe absentees overview

Overall severe absentee total number and percentage at end of last academic year:

Current overall severe absentee total number and percentage:

Any general comments regarding severe absentees (type into box below):

Category	Percentage breakdown within severe absentees
SEND (EHCP/SUPPORT)	
EAL	
BOYS	
GIRLS	
FSM	
LAC	
CIN	
CP	
Early Help involvement	



Actions following the meeting

Action	Who is responsible

Any further comments

Date information completed by attendance lead:

Date of meeting:

Named attendance lead:

Number on roll:

Current whole school attendance %:

Has the attendance policy been revisited since last meeting: Yes/No

Secondary schools- Are there details about child employment law on your website: Yes/No

Number of students on part time timetables

Number of students accessing alternative provision

Number of students on a flexi contract

Persistent absentees overview (below 90%)

Overall persistent absentee total number **and** percentage at the end of last term:

Current overall persistent absentee total number **and** percentage:

Any general comments regarding persistent absentees (type into box below):

Category	Percentage breakdown within PA
SEND (EHCP/SUPPORT)	
EAL	
BOYS	
GIRLS	
FSM	
LAC	
CIN	
CP	
Early Help involvement	

Severe absentees overview (below 50%)

Overall severe absentee total number **and** percentage at end of last term:

Current overall severe absentee total number **and** percentage:

Any general comments regarding severe absentees (type into box below):

Category	Percentage breakdown within SA
SEND (EHCP/SUPPORT)	
EAL	
BOYS	
GIRLS	
FSM	
LAC	
CIN	
CP	
Early Help involvement	



Update on previous actions

Action	Update

Actions following this meeting

Action	Who is responsible

Further comments



Leave of absence in independent schools

Granting leave of absence in independent schools

The School Attendance (Pupil Registration) (England) Regulations 2024 only regulate the granting of leave of absence from schools maintained by a local authority and special schools not maintained by a local authority. Therefore, regulation 11 which covers leave of absence does NOT apply to independent schools¹.

However, the statutory guidance 'Working together to improve school attendance' expects the rules in regulation 11 to be followed by all schools, including independent schools. This is because, the Department believes there should be consistency and fairness for all families regardless of school type. Independent schools must have regard to the statutory guidance and must follow it unless they have a good reason to deviate from the Secretary of State's advice in an individual case.

Full details are set out in Regulation 11 but in summary, independent schools are expected to restrict leave of absence to these specific circumstances:

- To attend an offsite approved educational activity arranged by the school or local authority
- To take part in approved sporting activity
- To take part in work experience
- To attend another school at which the pupil is registered (dual registration)
- To attend an educational visit or trip
- To take part in a regulated performance or employment abroad
- To attend an interview for employment or admission to another educational institution
- To study for a public examination
- As part of an agreed temporary, time-limited part-time timetable
- Where the school deem there to be other exceptional circumstances*

*All schools have the power to grant leave of absence at their own discretion where a parent who the pupil normally lives with (or the pupil themselves if they will be over compulsory school age when the absence begins) has asked in advance and they deem there to be exceptional circumstances. In deciding whether a leave of absence should be granted schools are expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of time the pupil can be away from school.

¹ Independent school for the purpose of this practice note does not include schools that are academies.

Recording leave of absence in independent schools

Independent schools must record leave of absence in the same way as all other schools. A school must record the appropriate code from the tables set out in regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 for each pupil for every session. Further details on the use of codes is provided in chapter 8 of the statutory guidance 'Working together to improve school attendance'.