



SEDBERGH SCHOOL

| Attendance Policy | |
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| Version | 2025.2 |
| Effective from | January 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](#)

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 champion* and reports any areas of concern to SMT. He can be contacted by emailing gun@sedberghschool.org.
2. The School uses all relevant government attendance and absence codes.

3. 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. It is the teacher's responsibility to confirm that lesson registration is accurate and complete. Registers must be completed within 15 minutes of the start of the lesson.
4. Individual pupil attendance information is easily available to all staff.
5. In January 2025, Sedbergh has 4% day pupils. For these pupils, the breakfast (0700-0815) and lunch (1255-1410) house roll calls serve as the morning and afternoon registration periods.
6. More information about day pupils can be found via <https://sedberghschool.org/senior/school-life/day-pupils/?highlight=day%20pupils>

Procedure

1. Planned Absence

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.

2. Illness

If a pupil is ill, parents are requested to contact the relevant Boarding House on the first morning of absence. School Office 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 the tutor.

3. 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.

4. Responsibilities of the School

Attendance of less than 80% sustained over a term will prompt communication with the family and an assessment of support required to improve attendance. The School will also inform the relevant LEA and/or Children's Social Care (CSC), as appropriate, immediately if a single absence raises child protection concerns.

Schools are required to provide attendance returns to the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been recorded as absent for a continuous period of ten school days where their absence has been recorded with one or more of the national attendance codes (G, N, O, and/or U).

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative School days or more for illness or 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.

A pupil of compulsory school age will be deleted from the School roll when the next school is not known but we have been informed that the pupil is leaving Sedbergh. The School is required to report these circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

The School will also inform the LEA if a pupil leaves or starts at the School at a 'non-standard transition point'.

C D Gunning
Senior Deputy Head
January 2025