	The Gregg Schools Trust Proprietor of The Gregg School	Document Owner: Board of Trustees
	Attendance Policy	Updated: January 2026 Reviewed: June 2026
Document Type: Regulatory Policy and Procedure		
Reviewed and ratified by: Education and Safeguarding Committee		Date of Approval: 27th January 2026 Further reviewed: June 2026
Review frequency: 1 year *(or as necessary in line with updates or incidents)*		Date of next Review: September 2027 *(or as necessary in line with updates or incidents)*

The Gregg Schools Trust ("The Trust") is the parent company of The Gregg Schools, and for the purposes of the Independent Schools Standards Regulations (ISSRs) is identified as the Proprietor.

From the date of this policy until 31st August 2026, the Trust operated two schools:

- The Gregg Preparatory School in Winn Road, Southampton - a co-educational day school and pre-school for 4 to 11 year olds.
- The Gregg School at Townhill Park House, Townhill Park, Southampton - a co-educational day school for 11 to 16 year olds. This school is situated in buildings and grounds owned by the Trust.

From 1st September 2026, the two schools will merge onto the Townhill Park House site and the Winn Road building will close. As such, a material change will take place.

The Gregg School ('the School') will become an all-through school, providing high quality education for students aged 4 to 16 years.

This policy and procedure is applicable to all members of staff at both schools through until 31 August 2026, and continues to be applicable to all staff at the all-through school from 01 September 2026.

The Gregg School Attendance Policy

The Gregg School recognises that regular attendance and positive behaviour are vital for student success and wellbeing. Every child of compulsory school age is legally entitled to full-time education suited to their needs. Parents are responsible for ensuring this either through school attendance or alternative education.

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Once enrolled, students must attend school daily unless valid reasons apply (e.g. illness or authorised absence). This policy aligns with the Department for Education's guidance: Working Together to Improve School Attendance.

Our policy supports our school ethos to:

- Promote children's safeguarding and welfare
- Ensure access to full-time education for every student
- Achieve academic success
- Provide broad opportunities during and beyond school

Developed in collaboration with governors, staff, local authorities and families, the policy outlines roles, responsibilities and procedures to promote and monitor attendance.

It also reflects statutory safeguarding guidance: Keeping Children Safe in Education, recognising the risks of persistent absence.

Aims
We strive to improve and maintain high attendance by:

- Creating a safe, welcoming environment where students feel valued.
- Promoting the importance of regular attendance and punctuality.
- Monitoring attendance consistently and recording absences promptly.
- Reducing absence through early intervention and support.

Expectations
Students are expected to attend school daily and arrive on time unless absence is unavoidable. Only the Headteacher can authorise absences in exceptional circumstances.

Promoting Attendance
At The Gregg School, strong attendance is embedded in our ethos and linked to achievement, wellbeing and safeguarding. We set high expectations from the start and believe attendance is a shared responsibility between families, students and staff. We carefully consider how to recognise good or improved attendance, and we avoid marginalising students with lower attendance.

Reward systems are regularly reviewed to ensure fairness and inclusivity. When concerns arise, we communicate with parents/carers in a clear and accessible way to address attendance issues collaboratively. The Attendance Champion for The Gregg School is Louise Clifton, Assistant Headteacher of Student Welfare and DSL.

Understanding Absence
Regular attendance is essential for learning. Absences disrupt not only the student's progress but also the class. Parents are legally responsible for ensuring their child attends school, and unjustified absence may be considered an offence.

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Classification of Absence
Each half-day (session) is recorded as either:

- **Authorised**: Valid reasons such as illness, unavoidable medical/dental appointments, or emergencies. Parents/carers may be requested to provide medical evidence.
- **Unauthorised**: Absences without school approval which may lead to referral to the Local Authority.

Examples of Unauthorised Absence

- Staying home due to tiredness or minor ailments.
- No explanation provided.
- Arriving after registers close (unless due to valid reasons like medical appointments or transport delays).
- Shopping trips, birthdays, haircuts, waiting for deliveries.
- Term-time holidays or day trips not approved by the Headteacher.

Only the school can authorise absences - parents must provide clear reasons for any time missed.

Leave of Absence & Attendance Monitoring

Term-Time Leave
Parents do not have an automatic right to take children out of school during term time. Leave will only be authorised in exceptional circumstances and must be requested in advance using the Leave of Absence form (available on Firefly), ideally at least four weeks before the planned absence. Supporting evidence may be required. All requests are considered individually and at the school's discretion.

If a student is absent beyond the agreed period, additional days will be marked as unauthorised. Holidays and trips are not approved by the school, following recent updates to the DfE guidelines, and will also be recorded as unauthorised. (see DfE guidelines: School attendance and absence: Overview - GOV.UK)

Verifying Absence
If the school questions the reason for an absence, staff may request further evidence or conduct a home visit. If the reason cannot be verified, the absence may be marked as unauthorised.

Persistent & Severe Absenteeism (PA and SA)

- **Persistent Absentee (PA)**: Missing 10% or more of school sessions (authorised or unauthorised).
- **Severe Absentee (SA)**: Missing 50% or more of sessions, often requiring multi-agency support.

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Impact of Absence

Attendance	Days Lost	Approx. Weeks	Lessons Missed
95%	9.5 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons

Punctuality and Registration

- Punctuality is essential. Late arrivals disrupt learning and can affect student confidence and progress.
- School starts at **8:40am**.
- Students arriving after **8:55am** must sign in at reception and will be marked late.
- Registers close at **8:55am**. Late arrivals after this time must sign in at the main reception.
- Persistent lateness may lead to a meeting with the Head of Year/Head of the Prep school. Parents are encouraged to model and promote punctuality.
- Afternoon registration is taken by the subject teacher at the start of **Lesson 5** in the senior phase or by the class teacher at the preparatory phase.

Impact of Lateness

Minutes Late Daily	Days Lost per Year	Lessons Missed
5 mins	3 days	15 lessons
10 mins	6 days	30 lessons
15 mins	9 days	45 lessons

Absence Procedures

- Parents must report absences daily before **8:00am** stating the student's full name, year group or class teacher, and specific reason (not just "unwell").
- Contact can be via phone (02380 472133), email (office@thegreggschools.org), or in person at reception.
- For multi-day illness daily updates are required unless agreed otherwise.
- The school may request further details or alternative reporting methods if needed.

First Day Response

- If no contact is made by **9:30am** the school will follow up via phone or email.
- Priority is given to vulnerable students (e.g. those in care, on safeguarding plans or with known attendance concerns).
- If absence remains unexplained after two days, staff may conduct a home visit or request a welfare check from the police.

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Pre-Agreed Absence
If an absence has been approved in advance (e.g. hospital appointment or exceptional leave), parents do not need to contact the school on the day.

With Continued Absence, the following procedures may be followed by the school (see also Appendix 1)

1. Contact parents if attendance drops below 95% or punctuality is poor
2. Arrange a meeting with the Head of Year or DSL at the Senior school or Head of the Prep school
3. Develop a personalised support plan, if appropriate
4. Refer to external support services, if needed
5. Escalate to a formal meeting with a senior staff panel
6. Refer to the Local Authority if attendance worsens

Emergency Contacts

- Parents must provide at least one emergency contact and keep details up to date.
- Reminders will be issued via newsletters and parent evenings.

Unexplained Absences

- Parents must report absences each morning. Unreported absences may be unauthorised unless a valid reason is later confirmed.
- Absences are marked as authorised or unauthorised based on the reason provided. If no reason is established the absence is recorded as unauthorised (O code).
- If a student's whereabouts are unknown, the school may take further action including contacting emergency contacts, professionals, sibling schools, conducting home visits, requesting police welfare checks or referring to Children's Social Care.

Attendance Recording & Staff Roles
All absences are logged in MIS (Management Information System) with details of the reason, how it was reported, and by whom. Attendance codes follow the DfE guidance (**see Appendix 2**). The office staff:

- Update the Head of Year or DSL at the Senior school, or Head of the Prep school with absence reports from parents.
- Ensure MIS records are accurate.
- Flag any safeguarding concerns.

Pastoral Team

- Follow up on absences and gather further details if needed.
- Monitor attendance and punctuality at year group and individual levels.
- Liaise with Tutors and DSL to address concerns raised.
- Contact parents if attendance drops below 95%, issue concern letters, create Health Care Plans and arrange Attendance Meetings (see above the Continued Absence guidelines)
- Develop action plans and refer to external support if necessary.

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Staff Roles & Attendance Oversight

- **Tutors/Prep class teachers**: Record daily attendance in Veracross using correct codes. Follow up on concerns with students and may contact parents under safeguarding duties.
- **Subject teachers and class teachers** log attendance accurately (every lesson at the senior phase and once in the morning and afternoon at the preparatory phase), report anomalies (e.g. missing or extra students), and flag concerns to the Pastoral Team or Head of Year.
- **Pastoral Team**: Liaise with DSL/external agencies as needed and coordinate follow-up actions.

Reasons for Absence

Illness During School

Students must be collected and signed out by a parent/carer or authorised adult. No student may leave without confirmation.

Medical/Dental Appointments

- Should be scheduled outside school hours when possible.
- If during school, students should miss only the necessary time.
- Students must be signed out at reception by an authorised adult unless agreed otherwise.
- Advance notice is required for non-emergency appointments. Parents should provide proof (e.g. appointment card or letter).

Religious Observance

- One day of authorised absence is allowed for recognised religious observance (R code).
- Parents must notify the school in advance.
- Additional days may be considered case-by-case (C code).
- Students will not be penalised for authorised religious absence.

Barriers to Attendance

- If a child is reluctant to attend, the school will work with families to identify and address the cause.
- Support may include referrals to external services (e.g. School Nurse, Mental Health, Family Support).
- A Team Around the Family (TAF) meeting may be held to create and review an early help plan.
- Students with medical conditions, SEND, EHCPS or other vulnerabilities will be supported with reasonable adjustments while maintaining high attendance expectations.

Reluctant Attendance

- Students may be hesitant to attend school. Parents should be honest about the reasons and avoid keeping children home without discussion.
- The school works closely with families to identify and address barriers, offering support and referrals to specialist services when needed.

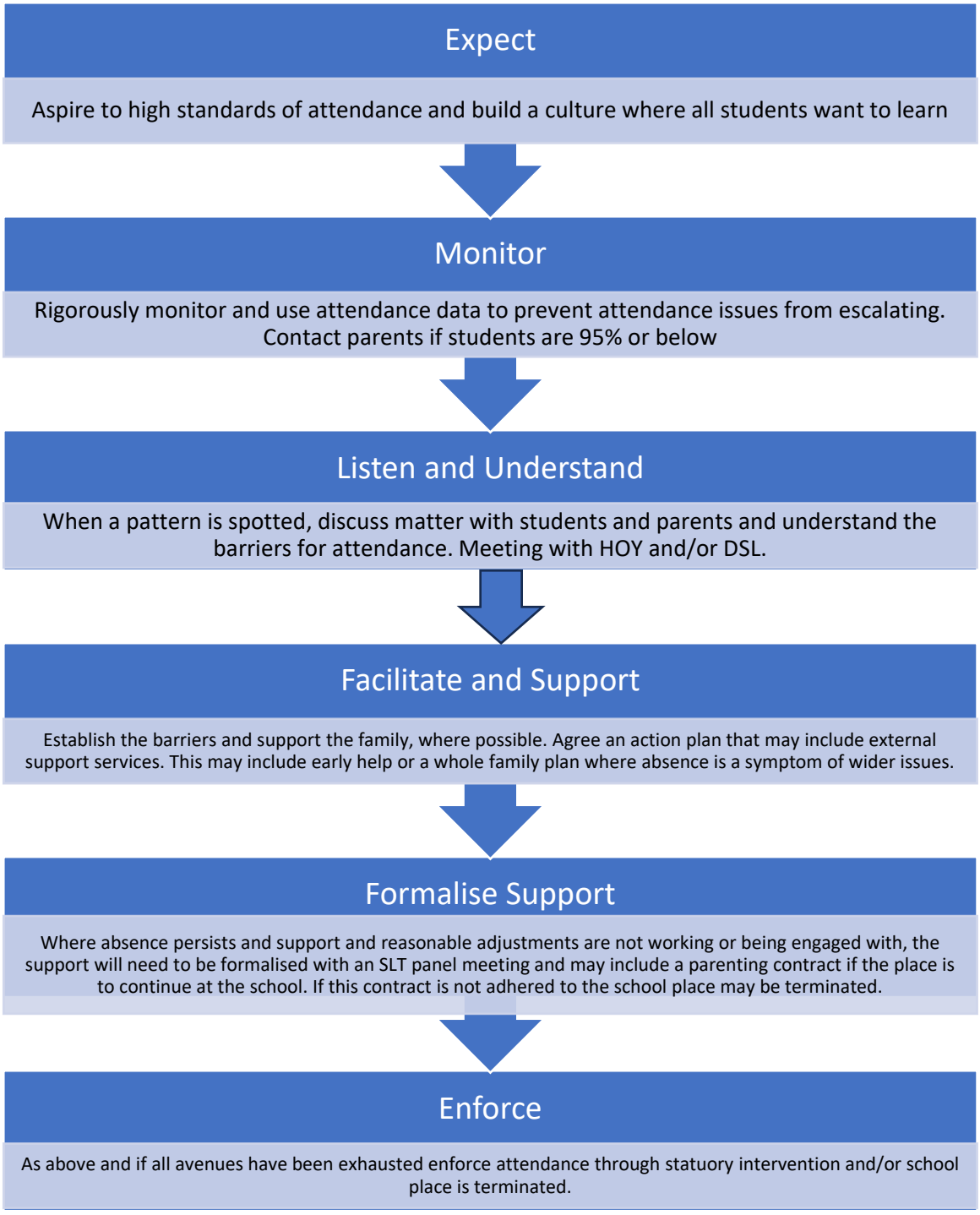
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Child-on-Child Abuse

- Every student has the right to feel safe and respected. Bullying or abuse of any kind is not tolerated.
- Abuse may affect attendance. The school promotes an inclusive culture (The Respect Programme) and responds seriously to all reports.
- All incidents are investigated, and referrals made to external agencies where appropriate.
- See the Anti-Bullying and Safeguarding Policies for full details.

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Appendix 1



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Appendix 2

Attendance codes – the following are taken from the DfE's guidance for attendance:

Code	Scenario	Definition
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered

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Leave of Absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study Leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend
C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a “mobile child” who is travelling with their parent (s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made

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Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend school because the LA has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within distance of their home
Y2	Widespread disruption to travel	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: • In police custody • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public heath guidance	Student's travel or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

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Absent – unauthorised absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, but approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school is not satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the registration has closed but before the end of the session
Administrative codes		
Z	Prospective student not on admission register	Student has not joined yet but has been registered
#	Planned whole school closure	Whole school closures that are known and planned in advance, including school holidays

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