



Attendance Policy

Document Control

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1.00	31/01/2025	S king	J Fox	
2.00	11/09/2025	J Fox	L Latham	Adjustment to attendance officer job role
3.00	21/10/2025	J Fox + D Kennedy	L Latham	Adjustment to include 18 + statement

Purpose

Fable House is an independent special provision supporting students with complex communication and social needs. Many of our students face significant challenges in attending school, often due to extreme anxiety or other mental health conditions, which are recognised as medical needs. This policy outlines our approach to attendance, emphasising a supportive,

non-punitive framework that prioritises the wellbeing and development of each student while adhering to statutory guidance.

Legal and Statutory Framework

This policy is guided by the Department for Education's "Working Together to Improve School Attendance" (August 2024) and the associated statutory requirements, including the School Attendance (Pupil Registration) (England) Regulations 2024. Fable House is committed to promoting good attendance and safeguarding the educational rights of all students, recognising that regular attendance is crucial for their development and future opportunities.

In accordance with Part 1 of the Education and Skills Act 2008, our attendance coding applies to all students who have not yet reached the age of 18. Once students attain the age of 18, personalised arrangements may be made to reflect individual circumstances.

Attendance and Punctuality Expectations

All students are expected to be on base for all their timetabled sessions unless other provisions have been agreed as part of a student's individual education plan, such as working in the home

- Our attendance processes will reflect the needs of our students, prioritising understanding and support over punitive measures.
- Parents must inform the school of any absence by the start of their child's scheduled session and provide a reason for the absence.
- The school will work with families to address barriers to attendance, focusing on trust and mutual understanding.

When a student cannot attend for any reason a parent/carer (or student for post 18) must contact the office on [01484 362176](tel:01484362176) or [07521776543](tel:07521776543) by the scheduled start time of the session to let the office team know. In order to assign the right code to the student's absence it is important to know why the student is absent. A new coding structure has been brought in as part of this new statutory guidance and applies to all our Y7 to Y11 students see appendix 1.

- Students arriving between 9:30 and 10:00 for their morning session will be marked as authorised late. Arrivals after 10am will be marked as unauthorised late.
- For afternoon sessions students will be marked as unauthorised late if they arrive after 13:20pm
- For student sessions that have personalised start times they will be marked as unauthorised late if they attend more than 30 minutes late
- If the student arrives after this time but engages with the session in any capacity, this will be acknowledged as a significant effort given the challenges many of our students face in re-engaging.
- Students who cannot attend will be marked as absent using the designated code for the reason. (see appendix 1 for coding table)
- When students do not attend and there is no given reason they will be marked with an unauthorised absence.
- Any unexplained absences will be followed up by the office. If the absence remains unresolved and contact has not been made with the family the designated safeguarding

lead (DSL) will be involved to ensure the child's welfare is prioritised and appropriate support is provided.

Children Missing From Education (CMFE)

A child missing education is defined as: 'Any child of compulsory school age (5-16) who is not on a school roll, being educated otherwise (e.g. at home, privately, or in alternative provision) and who had been out of any education provision for a substantial period of time.'

- Children who have not arrived to take up a school place or who have been unexpectedly absent for 5 or more consecutive school days are potential Children Missing from Education. In order to safeguard these children and ensure that they are able to access education, schools and other educational establishments must investigate the whereabouts of these children.
- Investigations should include attempts to make telephone contact with all family members, home visits and liaison with any partner agencies involved with supporting the young person. Where a student has an allocated social worker, the DSL will make sure they are informed.
- If contact cannot be established with the family and their whereabouts are unknown, a referral to the Education Safeguarding Service should be made.

Kirklees Education Safeguarding Service: 01484 221 919

Education.safeguardingservice@kirklees.gov.uk

- If at any point the DSL believes that a child has suffered or is likely to suffer significant harm or have any other child protection concerns a referral will be made to Kirklees Safeguarding Children Partnership and Advice or the police in cases of immediate harm.
- We will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities (DfE September 2024).

The school fulfils its responsibilities to reduce the likelihood of children going missing from education, as outlined in the "Children Missing Education" guidance, by:

- Ensuring that the admission's register is accurate and up to date.
- Informing the local authority when a child is added to the admissions register.
- Monitoring attendance closely through the daily register and addressing poor or irregular attendance. Where appropriate, we inform the local authority of pupils' poor attendance.
- We provide full-time education for excluded pupils from the sixth school day of a fixed period exclusion.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, we will work with the local authorities to establish their whereabouts before removing them from the admissions register, complying with the set grounds on which pupils can be removed from the admissions register outlined in "Children missing education"- Annex

A and “[Working together to improve school attendance](#)” guidance)- Deleting of names from the Admissions Register

Leaves of Absence

Fable House cannot approve term-time holidays for students of compulsory school age as per statutory guidance. However, parents may request time off for exceptional circumstances. These requests must be submitted in writing to the Attendance Officer (D.Kenendy@fablehouse.org), outlining the purpose and benefits of the proposed absence.

Coding of Absences

The school will adhere to the statutory coding framework (seen in appendix 1) balancing accurate recording with an empathetic approach to our students’ unique circumstances.

Absences due to mental health challenges, including anxiety, will be coded appropriately, ensuring sensitivity to the student’s medical needs.

Promoting a Whole School Culture of Attendance

Fable House integrates attendance into its ethos, values, and daily practices to foster a culture where every student feels supported to attend school regularly. Strategies include:

- Celebrating attendance improvements through praise, encouragement and understanding where appropriate
- Regular communication with families about their child’s attendance
- Ensuring all staff understand their role in supporting attendance and receive ongoing training.

Home-Based Transition Programs and Part-Time Timetables

For students working at home or on a part-time timetable, attendance will be recorded as follows:

- Engagement during scheduled activities will be marked as present.
- Partial engagement (e.g., after 20 minutes from the start time) will be recorded as authorised late.

All part-time timetables will:

- Be agreed with parents.
- Include regular review dates to ensure they are temporary and goal-oriented

Designated Senior Attendance Champion

Name: Lizzy Latham

Email: L.latham@fablehouse.org

Responsibilities:

- Oversee and implement attendance strategies across the school.

- Follow procedures for children missing in education, in collaboration with the Attendance Officer.
- Review requested leave for absences alongside the Attendance Officer.

Attendance Officer

Name: Debbie Kennedy

Email : D.kennedy@fablehouse.org

Responsibilities:

Maintain accurate records on the attendance spreadsheet using correlating codes.

- Contact parents for students who are not attending without a provided reason.
- Analyse attendance data to identify trends and address barriers.
- Liaise with families, staff, and external agencies to improve attendance.
- Follow procedures for children missing in education, with support from the Attendance Champion and Designated Safeguarding Lead.
- Review requested leave for absences alongside the Attendance Champion.
- Develop individual support plans for students, including phased returns or additional pastoral care.

Monitoring and Interventions

Attendance data will be reviewed weekly by the Attendance Officer and analysed termly by the senior leadership team and Oversight Board to identify patterns.

Persistent absenteeism will trigger early intervention meetings with parents and, if needed, external agencies.

Fable House is committed to fostering a culture of high attendance through a supportive and inclusive approach. By working closely with families, local authorities, and other partners, we aim to ensure every student has the opportunity to thrive in a nurturing educational environment.

Governance and Policy Review

The Oversight Board will:

- Review attendance data regularly to challenge and support the school's efforts to improve attendance
- Ensure this policy is reviewed annually, incorporating feedback from parents, students, and staff

Publication and Accessibility

This policy will be published on the school's website and shared with parents when students join the school and at the beginning of each academic year

For further details or support, please contact the Attendance Officer.

Appendix 1 - Attendance codes

Colour Key

Colour	Description
	Present
	Authorised Absence
	Approved Educational Activity - Counted as Present
	Unauthorised Absence
	Not Counted in Attendance Calculations

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present (Register closes after 30 mins of the session start time)
K	Attending education provision arranged by the local authority
C0	Authorised absence as pupil is absent due to other authorised circumstances.
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.
E	Authorised absence as pupil is excluded, with no alternative provision made.
I	Illness inc Mental Health Not appointments.
M	Authorised absence due to medical/dental appointments.
R	Authorised absence due to religious observance.

S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided. (This code will not hold on the register and must be changed within 5 days)
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed (Over 20 minutes late)
D	Dual registered (at another establishment - NOT counted in possible attendance)
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available.
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed

Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause