

Attendance

At Frank Wise School we recognise the importance of consistency if learning is to be effective. Consequently, it is our policy to encourage full attendance, if possible, for all pupils and to act early in order to address patterns of absence. We know that attendance rates for special schools are generally below those of mainstream schools because of the complex nature of some of our pupils' special needs including associated medical needs. As a result of this, some of our pupils are more prone to illness and hospitalisation. We also fully understand the value of close home-school partnership. It is these three main factors which underpin the school's policy towards attendance.

The school will:

- Take an Attendance Register at the beginning of each morning (any amendments for the afternoon session will also be recorded) and will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024 . This will be done by using the agreed Oxfordshire coding system.
 - Authorised absence would usually be:
 - when a pupil is prevented from attending by sickness or any unavoidable cause (e.g. - when the school transport does not run).
 - absence exclusively set apart for religious observance by the persuasion to which the pupil's parents belong.
 - attending an approved off-site educational activity
- Follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.
- Fulfil our obligations to publish data on absence. However, as individual pupils could be identified in this data, these requirements will be sensibly and sensitively applied by only publishing figures for the whole school and not individual year groups.
- Ensure that teachers discuss any concerns about a pupil's attendance rate with the senior leadership team so that, if necessary, appropriate action can be taken. The Special School Nurse based on the school site supports us in this aspect of our work.

We ask parents to :

- Remember that registration time at school is between 9.00 a.m. and 9.30 a.m. and that pupils arriving after this time will be registered as late.
- Let us know immediately, either by phone or email, if their child is sick so that their absence is not recorded as unauthorised.
- Make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The headteacher may allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).

These circumstances are:

Taking part in a regulated performance, or regulated employment abroad

Attending an interview

Study leave

A temporary, time-limited part-time timetable

Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible by request from the school office.

Reviewed by: Simon Knight

Date: September 2026

