

Attendance Connections Summary

25 September 2025


Lead Officer: Fliss Falconer

Topic: Strengthening Legal Attendance Processes & Avoiding Common Errors

Key Points Covered

1. Social Media as Evidence:
 - Schools must tread carefully when using social media to investigate absences.
 - Only public posts may be used, and systematic searches are prohibited under RIPA (Regulation of Investigatory Powers Act 2000).
 - Evidence from personal accounts requires a separate witness statement and may involve court attendance.
 2. Documentation Standards:
 - Headteacher's signature is mandatory on attendance certificates.
 - Witness statements must be clearly labelled, signed, and dated.
 - Schools must use the Capita One Module correctly and check for updates regularly to avoid delays.
 3. Coding Absences:
 - Use G Code for holidays or absences for leisure-related purposes not authorised by the school.
 - Use O Code for unknown or **other** reasons – consider the reasons given by the parents for the absence. Is it reasonable to call it a holiday? Schools must justify their coding decisions clearly, especially when parental reasons are ambiguous.
 4. Correspondence with Parents:
 - Letters must be professionally written, legally sound, and clearly addressed.
 - Individual letters are preferred over joint ones.
 - Emails must include the full letter content, not just attachments.
 5. Policy Compliance:
 - Schools are asked to confirm their attendance policies are legally compliant by October half-term.
 - Resources and checklists are available on the SchoolsNet Attendance Connections page.
- 💡 Tips & Tools:
- Use Copilot to draft clear, tailored letters and templates.
 - Refer to the SchoolsNet Legal Intervention page for training, templates, and FAQs.

For further support, contact:

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