



ATTENDANCE POLICY

1. Introduction

- 1.1. This policy informs practice in the Preparatory School and Nursery only. See also "Attendance (Senior) Policy."
- 1.2. We expect all pupils to attend every day (or when registered in the Nursery) when the school is in session so long as they are fit and healthy enough to do so. We do all we can to encourage pupils to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We see education as a partnership between the family and the school. We are committed to providing the highest quality of education for every child, and we look to parents to support this objective. We will make the best provision we can for those pupils who, for whatever reason, are prevented from coming to school.
- 1.3. Any child with diarrhoea and/or vomiting symptoms must stay away from the school or early years setting until they have been free of symptoms for 48 hours (the '48 hour rule') and feel well.**
- 1.4. Under the Education (Pupil Registration) Regulations 1995 the Director is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised. Attendance records are kept for a minimum of 7 years.

Authorised Absence

- 1.5. An absence is classified as authorised when a pupil has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a pupil has been unwell and the parents write a note or telephone the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a pupil out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised Absence

- 1.6. An absence is classified as unauthorised when a pupil is away from school without the permission of both the school and a parent. This means an absence is

unauthorised if a pupil away from school without good reason, even with the support of a parent.

2. Absent Pupils

- 2.1. When a pupil is absent unexpectedly, the teacher will record the absence in the register or electronically and inform the School Office, which will endeavour to contact a parent. When the pupil is absent, the parent should contact the school by email or telephone before 9.00am on the first day of absence. Parents should contact the school prior to the day of absence if the absence is planned (e.g. dental appointment).
- 2.2. If there is any doubt about the whereabouts of a pupil, the teacher will take immediate action to notify the School Office which will contact the parent in order to make sure the child has not suffered an accident.

3. Requests for Leave of Absence

- 3.1. We believe that pupils need to be in school for all sessions so that they can make the most progress possible. Requests for absence must be made in writing and reach the school at least 14 days in advance (except in an emergency, when parents are asked to telephone the school before 9.00am). Requests for exceptional absence (e.g. absence for days other than Religious Festivals, medical or dental appointments for illness) should be sent to the Head at least two weeks in advance.
- 3.2. We always send parents the term dates over a year in advance so that holidays can be arranged without disrupting your child's education. It is school policy usually not to allow holidays to be taken during term time.

4. Long Term Absence

- 4.1. When pupils have an illness that means they will be away from school for over 5 days, the school will do all it can to send material home, so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to establish if arrangements can be made for the pupil to be given some tuition outside school.

5. Repeated Unauthorised Absences

- 5.1. The school will contact the parent or guardian of any pupil who has an unauthorised absence. If a pupil has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LEA support services who will visit the home and seek to ensure that the parents understand the seriousness of the situation. The school reserves the right to consider taking action against any parents who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

6. School Hours

- 6.1. All pupils are required to be in school before 8.30am. The school day ends at 3.30pm for Pre-Prep and 4.30pm for the Preparatory School.

6.2. Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for trips or sporting fixtures, the dates of which will have been notified in advance.

7. Policy Owner

7.1. The policy owner is Head of the PrepSchool

8. Issue Date

8.1. Issue date: September 2018.

9. Review Date

9.1. This policy will be reviewed annually. The next review is due in September 2019.

Director Signature:



Mr G Perrin

September 2018