



ATTENDANCE PROCEDURE

These procedures apply to the entire School, including EYFS

Date of Policy	January 2025
Member of staff responsible	Helen Coombs
Role	Headteacher

Last Review	Significant changes

Key School Contacts

Contact to report absence to School Office	Email: info@stfaithsprep.com Telephone: 01304 813 409
Senior Attendance Champion Helen Coombs, Headteacher	Email: head@stfaithsprep.com Telephone number: 01304 813 409

1 **Managing attendance**

- 1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.
- 1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.30am to close at 3.15pm (Years R and 1) 4.00pm (Years 2, 3, 4, 5 and 6), but this period may be extended, for example for after-school clubs, sports fixtures, or School trips.

2 **The role of parents / carers**

- 2.1 The School expects all parents/carers to:
 - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity;
 - 2.1.2 notify the School of any absence or delay as soon as reasonably possible and by 8.25am in accordance with this policy and, when doing so, give an accurate explanation for this; and
 - 2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

3 **Registration and attendance checks**

- 3.1 Morning registration is at 8.30am. The register will close at 9.00am
- 3.2 Afternoon registration will be at 1.45pm. The register will close at 1.50pm.
- 3.3 Registers will be taken electronically using 3Sys from WCBS.

4 **Reporting absence**

- 4.1 Apart from illness, no pupil should be away from School without prior permission from the Head.
- 4.2 If a child is unfit for school, the parent or guardian should contact the School Office by telephone or email before 8.25am on the pupil's first day of absence which has not previously been agreed with the school and each subsequent day of absence.
- 4.3 Where a pupil is ill, the School should be notified of the nature of the illness.
- 4.4 Absence may be authorised in an emergency or for medical appointments that are unavoidably during school time but, wherever possible, appointments should be made outside school hours or in the holidays.

- 4.5 Absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of absence in advance.
- 4.6 The Head has a duty to ensure that term dates are protected and is unable to authorise absence for family holidays or other reasons, unless the Head deems there to be an 'exceptional circumstance'. Exceptional circumstances may include, but are not limited to, illness, family bereavement and agreed leave for medical appointments.
- 4.7 To request absence in exceptional circumstances, parents should write directly to the Head (please send to the School Office) explaining fully why the request is being made to remove a pupil from school in term time and confirmation of approval or otherwise will be sent to you. Each request will be considered on its own merit, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- 4.8 If for any reason a child has any concerns about attending school, it is important that parents or guardians discuss the problem with the School at the earliest opportunity so that appropriate measures can be put in place to address the issues and support the child.
- 4.9 Authorised absences are those which the School agree are unavoidable, e.g. illness or family bereavement, and absences for which authorisation has been given by the Head such as medical appointments. For any authorised absence, it is for the Head to determine the length of the time the pupil is permitted to be away from School. Unauthorised absences are those that the school considers unreasonable, for example a family holiday or other reasons where there are no 'exceptional circumstances, and will be determined by the Head. Authorisation should always be sought in advance of planned absences, as authorisation cannot be given retrospectively, and a child's record will show the leave to be unauthorised. An absence is unauthorised until acceptable explanation is received, and it is for the school, rather than the parent, to decide whether an absence should be recorded as authorised or unauthorised. Providing confirmation of the reason for the absence does not automatically register the absence as authorised, this is solely at the discretion of the Head.

5 **Managing absence**

- 5.1 The School Office will contact parents on the first day and consecutive days of absence if there has been no communication from the parents or guardians explaining reasons for absence. Absence will not be authorised without legitimate explanation.
- 5.2 As the school's nominated Senior Attendance Champion, the Head has responsibility for monitoring the attendance of children in the school and will work with parents to resolve any difficulties. Attendance is reviewed monthly and action taken in line with Appendix A and section 6 below. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely.
- 5.3 If attendance falls below 85%, parents will be contacted in writing and asked to meet with the Head; Section 14 of [Working Together to Improve Attendance \(Feb 2024\)](#) would be a useful tool in this meeting. Where attendance falls below 85%

and there is concern regarding unauthorised absence, the authority attendance officer will be informed. The law states that it is the responsibility of the parent/guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance and ultimately can lead to further action being taken (Education Act 1996).

6 Reporting duties

8.1 The School is legally required to share the following information with the local authority:

- the name and address of any pupil of compulsory school age who fails to attend school regularly or has been absent for a continuous period of ten school days where their absence has been recorded as unauthorised.
- the name and address of any pupil of compulsory school age who has been recorded as ill and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

APPENDIX A

Attendance pathway

	Attendance rate	Action
GREEN	90% and above	None, attendance deemed acceptable
AMBER	Below 90% and 85% or above	Discussed and monitored during regular internal meetings and parents may be contacted
RED	Below 85%	Parents will be asked to attend a meeting with the Head and the School may also be required to report to the local authority in line with section 6 above