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Agreed by Directors and Available to Staff–

To be Reviewed – Annually

Last Review Date – Jan 2025

Attendance Policy

Principles:

This document describes procedures and processes relating to school attendance, punctuality and welfare. It sets out the arrangements that must be implemented to enable pupils to fully benefit from the educational opportunities available and in addition to support families to fulfil their statutory obligations

Aims / Objectives

- To improve attendance and punctuality and encourage children and parents to realise the importance of good attendance and punctuality, aiming at a target of 95% attendance.
- To give a high priority to attendance and punctuality amongst all stakeholders
- To ensure that statutory requirements, including the proper maintenance of registers and the submission of attendance data, are met.
- To allow effective use of attendance data in the school.
- To give clear guidance on expectations and procedures regarding attendance and punctuality and the taking of registers to all stakeholders.

Procedures

Children should be encouraged to take responsibility for:

- Being punctual to all lessons
- Asking their teachers for missed work and catching up after any absence

Parents:

Parents are required by law to ensure that all children of compulsory school age (aged 5 to 16) receive a full-time education either by registering a child at a school or by arranging an alternative to school in line with the Department for Children, Young People, Education and Skills (CYPES) policy.

These responsibilities extend beyond ensuring regular attendance and punctuality, it requires parents to make certain that each child arrives at school on time, dressed in line with the school's dress code, with the correct equipment and prepared for learning.

Parents can support their child/ren by keeping requests for absence to a minimum. It should not be assumed that schools will agree to absence requests and unjustified absences from school should not be condoned. If a pupil is unable to attend school for whatever reason, parents are responsible for notifying the school on the first day of absence, by phone or email (by 8.45am) and to keep the school updated on subsequent days.

Parents should work in partnership with schools in all matters concerning their child/ren's education by actively supporting school policies on attendance, punctuality, behaviour and homework.

Parents should avoid taking their child/ren out of school during term time. Such absences can seriously disrupt continuity of learning. It is at the discretion of the Head teacher to grant leave and a request should always be made in writing.

Form Teachers and Nursery staff have responsibility for:

- Being aware of their legal obligation to complete accurate registers
- Keeping a head count of all students in class so that in the event of a fire drill or alarm, teacher knows how many students should be at assembly point
- Ensuring that registration is complete by 8.45am / 14.00
- Ensuring students who arrive late report to the office to sign in
- Contacting the office as soon as possible should a student who has attended registration be absent in a subsequent lesson without explanation
- Dealing with individual students regarding punctuality to their lessons
- Assisting students to keep up to date with work should they need to miss or have missed lessons
- Promoting good attendance and punctuality amongst their form group
- Monitoring the attendance and punctuality of students in their form group and raising concerns with DSL
- Informing office of any communication from parents regarding absence of a student

SLT line managers have responsibility for:

- Supporting form and subject teachers in ensuring that children attend school and arrive punctually
- Informing staff in phase briefings of actions and children to monitor in relation to attendance and punctuality

Office Staff have responsibility for:

- Ensuring that morning registration is complete by 8.45am / 14.00
- Ensuring that should a student be absent without a reason provided, parents are contacted in order to determine the reason for the absence.
- Communicating with Nursery staff to ensure all nursery children are present – in case of unknown absence – contacting the parents.
- Communicating with staff when registers have not been submitted.
- Communicating with DSL if specific members of teaching staff are not completing the registers regularly.
- Collating accurate attendance statistics for DSL/ Headteacher when required.

Designated Safeguarding Lead has responsibility for:

- Leading and managing cases where attendance is a serious barrier to learning
- Communicating to parents in writing when there are concerns about attendance / punctuality (this will occur if attendance drops below 90%)
- Setting up a meeting with parents and the child (if appropriate) if this action is considered necessary
- Communicating to parents in writing to praise student if attendance improves significantly
- Speaking to members of staff who are regularly failing to complete morning or afternoon registration.
- Liaising with parents and negotiating a plan in the event of long-term absence
- Liaising with Education Welfare Officer where there is a serious concern and we are not satisfied with the results of our own action
- Providing statistics to the Headteacher and Directors as required.

Headteacher has responsibility for:

It is the responsibility of the Head Teacher to ensure that all staff tasked with recording pupils' attendance are made fully aware of the legal requirement placed upon them in regard to these procedures. Furthermore, the Head Teacher of St George's Prep School should encourage all staff to maximise pupil attendance and work proactively to that end. They are also required to report attendance statistics at Directors meetings and provide annual attendance data to Education and Independent Schools Association.

Relationship to other policies

1. External Policies : Data Protection