



The Children's House

Attendance and Punctuality Policy

This policy should be renewed annually and as required by legislation.		
Action	Reviewer	Date
Review	TH	Jan 2024
Approved by Chair of COM	DB	Jan 2024
Date for next internal review		Jan 2025

ATTENDANCE AND PUNCTUALITY POLICY AT THE UPPER SCHOOL

Aims:

- To enable all children to access a full educational experience through regular and punctual school attendance.
- To inform parents and carers of their role and responsibilities in ensuring good attendance and time-keeping.
- To maintain a record of children's daily attendance in compliance with the DfE requirements which state that all registered pupils of compulsory school age are required, by law, to be in school.

School Attendance – the Statutory Framework:

This Policy is based on The Education Act 1944 and 1996, the Pupil's Registration

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998 (SI 1998/1607).

This policy takes into regard Part 3 of the Independent Schools Standards Regulations, Welfare, health and safety of pupils, section 15, in regard to admissions and attendance registers.

Expectations:

The school expects its parents and carers to:

- Ensure their children attend school every day, on time
- Contact the school before 9.15am if their child is going to be absent
- Arrange holidays and medical appointments outside school hours



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- Keep the school informed about updates in emergency contact details

Authorised Absence:

Absence may be authorised for the following reasons:

- Sickness
- Religious Observance
- Medical or Dental appointments which cannot be arranged outside of school hours.
- Special circumstances (see below under Exceptional Leave)
- Permanent or fixed exclusions

Unauthorised Absence:

Absences may be recorded as unauthorised for the following reasons:

- Late after registration has closed ie. after 9.15am (unless the parent or carer provides a legitimate reason or evidence for the absence)
- Any absence which the school has not been informed about, either by letter or telephone
- Any family holiday that has not been authorised by the Headteacher

Leave of Absence in Term Time:

The law does not give any entitlement to parents to take a child of compulsory school age (term following child's fifth birthday) on holiday during term time. Any application must be on the grounds of exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Family holidays are **not** exceptional leave. If a leave of absence request during term time is turned down by the Headteacher, the absence will be recorded as unauthorised in the school register. For repeated unauthorised absences the Headteacher is obliged to contact the child's local authority.

If parents wish to apply for exceptional leave they must request and complete the school's Leave of Absence Request Form at least 4 weeks in advance wherever possible. The Headteacher may request a meeting with parents prior to the start of leave of absence or the granting of it. The Headteacher will take into consideration:

- Exceptional circumstances
- Attendance for the previous school year
- The child's stage of education and progress
- The nature of the absence (duration and purpose)
- School work arrangements that can be put in place for the child to complete during the exceptional leave of absence

Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.

Unauthorised Absence

Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent by way of a Fixed Penalty Notice.



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Applications for exceptional leave which are refused will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent by way of a Fixed Penalty Notice.

Late Arrival:

Parents and carers who arrive after 8.55am must take children straight into their class. The register will then be amended.

Sharing Information with Parents:

Parents will be informed about their child's annual attendance and punctuality in End of year school reports. Where a child shows poor attendance or punctuality, parents will be invited to a meeting with the Headteacher.

Sharing Information with the Local Authority

Where a child is entered on the admission register, the school must inform the local education authority by the end of the 5th day, except where the child was entered on the register at the start of the first year of education.

Where the name of a pupil is deleted from the admission register, the school must inform the local education authority, giving full name and contact details for the child and parents.

This obligation does not apply when a child leaves the school at the normal point of exit.

Where the parent of a pupil notifies the school that the pupil will live at another address, the school must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date when the pupil first attended, or is due to start attending that school.

This Policy was reviewed, amended and agreed by the Council of Management in January 2024. It will be reviewed again in one year's time.

Signed Danielle Dufey Chairman of the Council of Management