

Attendance Policy and Procedure

<i>Approved by:</i>	<i>Headmistress</i>	<i>Date: October 2024</i>
---------------------	---------------------	---------------------------

<i>Last reviewed on:</i>	<i>10th October 2024</i>
--------------------------	-------------------------------------

<i>Next review due by:</i>	<i>10th October 2025</i>
----------------------------	-------------------------------------

Contents

1. Aims
2. Regulatory Framework
3. Publication and Availability
4. Responsibility Statement and Allocation of Tasks
5. The Importance of Good Attendance
6. School Responsibilities
7. Staff Responsibilities
8. School Arrangements
9. Monitoring Attendance
10. Parent/Carer Responsibilities
11. Registration and Attendance Checks
12. Information Sharing
13. Authorised Absences
14. Applications for an Authorised Leave of Absence
15. Reporting Duties

Key School contacts

Mrs Ruth Vayro	Email: mail@haleprepschool.com Telephone number: 0161 928 2386 All absences to be requested through the School Spider App
-----------------------	--

1. AIMS

The school aspires to high attendance levels from all pupils. Good attendance is essential for all pupils to get the most out of their school experience.

The aims of this policy are as follows:

- a. to develop and maintain a whole school culture that promotes the benefits of good attendance;
- b. to ensure, so far as possible, that every pupil in the school is able to benefit from and make their full contribution to the life of the school;
- c. to prioritise and, where possible, improve attendance and punctuality across the school, reduce absence and set out the school's approach to the management of absence / non-attendance;
- d. to recognise the linkages between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- e. to help to promote a whole school culture of safety, equality and protection.

2. REGULATORY FRAMEWORK

This policy has been prepared to meet the school's responsibilities under:

- a. Education (Independent School Standards) Regulations 2014;
- b. Children Act 1989;
- c. Childcare Act 2006;
- d. Sponsorship Duties (UKVI, July 2023);
- e. The School Attendance (Pupil Registration) (England) Regulations 2024;
- f. Equality Act 2010; and
- g. Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

3. PUBLICATION AND AVAILABILITY

- a. This policy is published on the school website.

- b. This policy will be available to parents when pupils join the school, and parents will be reminded of it at the beginning of the school year and when the policy is updated.

4. RESPONSIBILITY STATEMENT AND ALLOCATION OF TASKS

- a. The Directors have overall responsibility for all matters which are the subject of this policy.
- b. The Directors recognise that improving attendance is a school leadership issue and have appointed Ruth Vayro, the Headmistress, to have overall responsibility for championing and improving attendance in School, referred to in this policy as H.M.
- c. To ensure the efficient discharge of its responsibilities under this policy, the Directors have allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	H.M	As required, and at least termly
Monitoring the implementation of the policy	H.M	As required, and at least termly
Analysing attendance and absence data	H.M	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, and Parents) to consider improvements to the school's processes under the policy	H.M	As required, and at least annually
Formal annual review	The Directors	Annually

5. THE IMPORTANCE OF GOOD ATTENDANCE

The school recognises the importance of developing good attendance patterns from the outset. This is an integral part of the school's ethos and culture. In building a culture of good school attendance, it recognises:

- a. The importance of good attendance and good behaviour as central parts of the school's vision, values, ethos, and day-to-day life.
- b. The interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and/or disabilities, mental health issues and safeguarding wellbeing.
- c. Children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

6. SCHOOL RESPONSIBILITIES

- a. The school acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the school community.
- b. The school will consistently promote the benefits of good attendance, set high expectations for every pupil, and consistently communicate those expectations to pupils and Parents.

7. STAFF RESPONSIBILITIES

The Directors have appointed the Headmistress as H.M to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within school.

The H.M's responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- to have oversight of and analyse attendance data; and

- to communicate clear messages on the importance of attendance to pupils and Parents.

ALL STAFF

The school ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and Parents about it.

8. SCHOOL ARRANGEMENTS

The school will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically.

9. MONITORING ATTENDANCE

The school will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, look at historic and emerging patterns across the school, and develop strategies to address them. Such analysis may include:

10. PARENT / CARER RESPONSIBILITIES

- a. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- b. This means pupils must attend every day that the school is open, except in a small number of allowable circumstances, such as being too ill to attend or being given permission for an absence in advance from the school.
- c. The school will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development.

The school requests all parents to:

- a. make any application for an authorised leave of absence at the earliest opportunity through the School Spider App
- b. notify the School via the School Spider App of any absence or delay as soon as reasonably possible in accordance with this policy.

11. REGISTRATION AND ATTENDANCE CHECKS

- a. Morning registration is at 8.45 am.
- b. If a pupil is absent when the register starts being taken but arrives before the register is closed, they will be recorded as a late arrival (code L).
- c. Afternoon registration will be taken at 1.00 pm (Reception), 1.15pm (Year 1 and 2) and 1.30pm (Juniors) during afternoon registration.
- d. Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.
- e. The school uses SIMS to record attendance. (School Information Management System)

12. INFORMATION SHARING

- a. Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.
- b. The school, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g., health services where there are medical conditions or the police where there are extra-familial harms).
- c. The school is legally required to share information from the registers with the local authority. As a minimum this includes:
- d. New pupil and deletion return;
- e. Attendance data is returned to Trafford Local Authority.**
- f. Sickness returns.
- g. The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the school's registers.
- h. The school must provide specific pupil information on request to the Secretary of State. The school meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE. The school also uses this tool to monitor pupil-level attendance and understand trends in attendance patterns.

13. AUTHORISED ABSENCES

Authorised absence means that the school has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence. The only person who can authorise an absence is the Headmistress.

14. APPLICATIONS FOR AN AUTHORISED LEAVE OF ABSENCE

- a. Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and will only be permitted if made in writing via the School Spider App.*
- b. The Headmistress will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.*
- c. Apart from illness or where there are additional needs, no pupil should be away from school without prior permission from the Headmistress.*
- d. Dental or medical appointments should be made during school holidays or after the school day whenever possible, except in cases of emergency, when the form teacher should be informed.*
- e. If a leave of absence is granted, it is for the Headmistress to determine the length of the time the pupil is or was permitted to be away from school. It will be recorded as an authorised absence.*
- f. A leave of 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 leave of absence in advance.*

15. UNAUTHORISED ABSENCE

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the school is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- a. holiday has not been authorised by the school or is in excess of the period determined by the Headmistress.*

- b. the reason for absence has not been provided;*
- c. a pupil is absent from school without authorisation;*

16. REPORTING DUTIES

The school has statutory reporting obligations if a pupil fails to regularly attend, their absence is unauthorised. The school must report unauthorised absences for a continuous period of 10 days or more to the local authority.

Each time the school's attendance register is completed it is treated as a contact point for these purposes.

Action will also be taken in accordance with the Missing child policy and safeguarding and child protection policy if any absence of a pupil from the school gives rise to a concern about their welfare.