



Notting Hill Preparatory School

2.8 Policy for Attendance (including registers, truancy and child missing in education)

(EYFS & KS1-3)

Reviewer responsible: **Deputy Head Pastoral**
Reviewed by: **HF**

Date of last review: **05/21**
Date of next review: **07/23**

POLICY FOR ATTENDANCE

Rationale

All children, regardless of their circumstances, are entitled to a full-time education suitable to their age and which takes account of any special educational need they may have.

Only by receiving full time education through regular and punctual attendance at school can they develop their abilities and build their potential.

The school acknowledges its duty of care to monitor the attendance of its pupils.

There is also the danger that, should we fail to identify children who are missing education, we expose them to the risk of harm, exploitation or extremism.

All staff have a part to play in promoting the children's welfare and happiness and in promoting regular attendance among their pupils.

Aims of the policy

- To foster a climate where regular attendance and punctuality are valued by the whole school community
- To actively maintain good attendance and punctuality
- To ensure procedures are in place to deal with poor attendance and any attendant safeguarding risks
- To provide support and guidance for parents and pupils in ensuring good attendance and punctuality
- To develop a systematic approach for gathering and analysing data in order to monitor attendance and punctuality of pupils and act upon findings where we believe a threat is posed to the children's safety, or their access to full-time education is threatened

Absence and communication

Information on punctuality, unauthorised absence and illness is set out in the **Parents' Handbook**. This emphasises the importance of being at school on time and notifying the school if a child is absent for any reason.

Parents are requested to:

- Ensure that their children attend school every day
- Ensure that their children arrive on time each day (between 8.10 and 8.25)
- Collect children promptly in the afternoon, particularly young children as they can become upset if left behind to wait (under supervision) in school (**See also Policy for Non-Collection of a Child**)
- Notify the school if someone else is collecting their child from school
- Notify the school if for a legal reason someone is not permitted to collect their child from school
- Let the Form Teacher know if there are any worries which might cause a child to be unwilling to come to school
- Take holidays during the holiday period and not during term time as this can be very disruptive for everyone – term dates are given well in advance so that parents have plenty of time to arrange trips in the school holidays
- Discuss with the Head, and put a request in writing, in the event that permission is being sought to take a holiday during term time (see below)
- Put in writing any request to take their child out of school for any other reason, such as appointments, school visits, etc. so that relevant information may be passed on to the Form Teacher, who may have to prepare work for the child

The Head will always aim to grant reasonable requests for absence during school time. However, in response to the growing number of absences - sometimes requested at short notice or even after the event, particularly close to the end of term - the school, cognisant of its safeguarding duties to monitor absence carefully, now operates the following protocols:

- Parents need to continue to inform the school of a planned absence and give the reason, as this has to be recorded on the register
- Parents receive a standard response which categorises most absences as 'unauthorised', except such circumstances as: weddings (bridesmaids and page boys), funerals, grandparents or family members who are ill, parents for whom an important family gathering means travelling to another country, provided prior notice is given
- Serious or urgent situations, which might be conveyed by an email or telephone call, will be agreed to immediately and considered an authorised absence

Parents are required to lodge their requests via the Head's PA. If the PA is in any doubt as to whether the absence should be authorised or unauthorised, they will consult the Head.

The Head's PA then notifies relevant staff, teachers and/or Admin, of upcoming absences.

If a child is going to be absent, the parent should telephone the school first thing in the morning, so that the reason can be noted in the register. When all the registers have been completed, the School Secretaries will check for any unreported absences and, if necessary, ring the child's home for confirmation that the child is legitimately absent from school. This is particularly important for children who travel to school on their own – the school must ascertain whether they have arrived safely or have a legitimate reason for absence.

If contact cannot be made with a parent or carer about an absence, then the DSL must be informed and an assessment made on appropriate action. This could include contacting relatives or emergency contacts or choosing a suitable member of staff to visit the family home, particularly when there are already concerns about a child or family or it is known that the family has complex or acute needs. To aid this procedure and to adequately safeguard all of the children at NHP, the school will, where possible, have more than one emergency contact.

The School Secretaries will also investigate any absences which are unaccounted for when the afternoon registers have been completed.

Registration

Notting Hill Prep uses a digital registration system and the Register is completed in the morning at 8.25am by the Form Teacher, and in the afternoon by the teacher who teaches the first lesson of the afternoon. A pupil will receive a late mark after registration closes.

The School Secretaries are responsible for collating and backing up Attendance Records in school and notifying the DSLs if there is any cause for concern. At the end of the year, each child's attendance is analysed and recorded on his/her school report which is sent to parents. The school report, including punctuality and absences, may also be sent to prospective or future schools. Information regarding punctuality and absences will not be removed from the report, thus enabling an accurate summary of attendance to be communicated.

Sign Out

Pupils are handed to parents or designated carers at the end of their school day under the supervision of a form teacher, or in their absence, a teaching assistant.

The administrative staff in the Middle and Upper School are responsible for updating the sign-out lists in case children have left the premises during the day (for example, for an appointment or sports fixture or because of illness). The sign-out lists are held in JCB and PGB Reception until the form teacher collects them. The form teacher returns them after sign-out, communicating any absentees to the administrative staff, who will call home to find out if a child has been collected but neglected to sign out.

(Please see Lower, Middle and Upper School Handbooks)

Attendance Registers

The law requires NHP to have an attendance register.

Form Teachers must ensure that their registration is accurate. **This is a legal requirement.**

Registers should be completed at the start of each morning session (AM) and afternoon session (PM). No child should ever be allowed to complete the register.

The register is completed electronically via the ISAMS system – each teacher has their own log in. The information contained on ISAMS can also be accessed via the internet so that registers can be recorded on staff ipads.

The register must show if the pupil is:

1. Present
2. Absent

If a child is absent, the reason for the absence **must** be identified and the appropriate code inserted. The registration codes can be found in **Appendix 1 of this policy.**

If the teacher taking the register does not know the reason, or is uncertain of the code to be used, they should enter *Code N* in the mark box and the relevant School Secretary will make enquiries and insert the correct code, ideally that day or as soon as possible thereafter. The code N must not be allowed to remain indefinitely.

If any child arrives after registration has been completed the teacher must check that he/she has been to the relevant School Secretary so that his/her name has been registered as present at school. It is essential that the School Secretaries are aware that the child is in school.

The School Secretaries ensure that all registers have been completed for both AM and PM sessions.

In the Lower School the School Secretary completes absence lists for the three fire-exits. In JCB/PGB the School Secretaries complete one absence list so that, in the event of a fire, teachers will be able to account for all the children. The Fire Marshall for each building gives out class lists for the teachers to check their classes against. Whoever is teaching the class at the time takes the list and checks children off. These are then handed back to the Fire Marshall who cross references each class register against the absence list of that day.

Any amendments to the register must show the original and amended entries, the reason for amendment, the date of amendment and the name of the person making the amendment.

Acting upon concerns

Form Teachers and the Deputy Head Pastoral are responsible for monitoring pupil attendance. If there is a frequent pattern of absence, the School Secretaries or Form Teacher will inform the DSL or the DDSL for their section. Similarly, if a form teacher has concerns about a child's non-attendance or lack of punctuality, they must consult the DSL immediately.

The Heads of Lower, Middle and Upper Schools or the Deputy Head Pastoral will telephone the parents to ascertain the reason for persistent absence. They would look to ascertain what the reason is for the child's absence. For example, if a child is reported to be ill, is there a note from the GP to justify this?

A meeting with the parent/s may be arranged at which records of poor attendance or lateness are shown and a discussion as to how to remedy the situation is held. If absences or poor punctuality persist, the Deputy Head Pastoral will work with the family to develop an Action Plan designed to encourage and support the child and family.

The school will also inform the local authority of any pupil who fails to attend school regularly**, or has been absent without the school's permission for a continuous period of 10 days or more, at such intervals as are agreed between school and the local authority. The advice given by the local authority may inform any future meeting the school has with a parent to discuss their child's absenteeism, in particular in framing any action plan. Where there is a concern, action may also include recording all absences for illness as unauthorized, unless a doctor's note is provided.

**There is no statutory definition of 'regularly' but we would anticipate a figure of 90% or below, over a sustained period of time (e.g. three terms) or an amount of time which we believe is having a detrimental effect on a child's wellbeing or academic performance

Record keeping

The School Secretaries will prepare hard copies of class registration forms in the event that computer systems are not available. Staff will complete these forms by hand and the School Secretaries will transfer the information onto ISAMS as soon as the computer systems return.

Attendance registers are taken electronically and hard-copies of the information are printed out half-termly (as well as being backed up onto tapes which are kept securely).

Absence through Illness

Children who are unwell should be kept at home to recuperate and return to school when they are fit for the school day. The school will not provide (home)work for children taking short-term absence from school due to illness. Their first priority is to rest and recuperate.

Attendance of those pupils who are absent from school because of short-term or chronic illness is monitored, and close links are maintained with parents.

Where a child's indisposition keeps them from school for a longer period but their general health is not imperilled, such as recovery from an injury, Notting Hill Prep will provide as much education as the child's medical condition allows to keep up the momentum of their learning.

Educational support, including the provision of work and materials, is provided for those pupils who are absent from school with medical conditions for more than 10 days. Technology is used if practicable, including the use of e-mail and the school intranet site to access information. The teaching staff will liaise with doctors or medical advisers and/or home tuition providers so that during prolonged absence pupils receive suitable work for their age and ability group.

Admission Register

The law requires all schools to have an admissions register.

The NHP Admissions Register is kept electronically on the ISAMS system:

The register is printed every time a pupil is added or removed from the register. A monthly back-up is taken, the back-up of the year is kept for three years.

For each pupil, the admission register contains:

- Full name
- Sex
- Name and address of every person known to the school to be a parent of the child (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise

- At least two telephone numbers at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any

The school will inform the local authority when adding a new pupil to the register within five days of their admission using the 'Starters Form' (**Appendix 2**) of this policy. This will not include children who start in Reception whose names have been added at the start of the year, although the school recognises the local authority's discretion to require this information.

In addition, the register will contain the following information:

- The address of any new or additional place of residence of a child, the full name of the parent with whom the child will normally live in the future and the date from which the child will normally live there, where it has been reasonably practicable for the school to have obtained this information
- The name of any destination school notified by a parent and first day of attendance where the child leaves the school at non-standard transition points and it has been reasonably practicable for the school to have obtained this information

Date of admission or re-admission

The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

Deletion of pupil from register

NHP will inform the local education authority (Royal Borough of Kensington and Chelsea) of any pupil who is going to be removed from our admissions register where:

- the child is going to be home schooled
- the child has been certified as medically unfit to attend
- the family has moved away
- the child is in custody for more than four months or has been permanently excluded
- the name of the next school is not known

The local education authority will also be informed of any starters (see above), or leavers who exit the school at non-standard transition points. The definition of 'non-standard transition points' is agreed by the school and the local authority. In sending leavers' details to the local authority, the school will use the 'Leavers' Form' (in **Appendix 2** of this policy).

When a pupil is leaving the school, his/her name may only be deleted from the admission register and added to the past pupil section on ISAMS once the school has received confirmation from the receiving school (ie the school to which the pupil will be moving onto) that they are enrolled there (except where the pupil has died, been permanently excluded or is of no fixed abode).

Before deleting a pupil's name from the admission register on the grounds that he/she has not returned from a leave of absence exceeding 20 days, both the school and the local education authority must have failed, after reasonable enquiry, to ascertain where the pupil is.

The reintegration of children into school after a long absence through ill health is considered a high priority. The school consults parents about general concerns, medical issues and the timing and pace of return. Staff, including the class teacher, teaching assistants and home or hospital tutor, would meet as appropriate to discuss the return to school. Friends and other pupils are encouraged to help the child settle back in school. Extra support will be provided (subject to available resources) after an analysis of the child's needs.

Truancy

All staff at Notting Hill Prep believe in the importance of continuity in every child's learning. Staff are also concerned about each child's safety, welfare and happiness. It is anticipated that truancy will be very rare at Notting Hill Prep. If staff are suspicious that a child might be playing truant, action must be taken immediately.

If truancy is suspected, the Head will be notified. Parents will be contacted. We will encourage parents to bring their child to school, so that the reasons for truancy could be discussed and, we hope, resolved. If problems are identified, these will be considered and every effort made to try to resolve issues and put a support plan in place to help the pupil overcome his/her need to resort to truancy. DSL, Form Teacher, SENCO and any other appropriate member of staff may be involved in monitoring and mentoring the pupil.

The efficacy of this policy will be reviewed should we have a case of truancy.

APPENDIX 1**Registration codes for teachers**

B.	Educated off site
C.	Other authorised circumstances
D.	Dual registered
E.	Excluded but no alternative provision made
F.	Agreed extended family holiday
G.	Family holiday not agreed
H.	Agreed family holiday
I.	Illness
J.	Interview
L.	Late but arrived before register closed
M.	Medical or dental appointment
N.	No reason for absence provided yet
O.	Other unauthorised
P.	Approved sporting activity
R.	Day set aside exclusively for religious observance
S.	Study leave
T.	Traveller absence
U.	Late and arrived after register closed
V.	Educational visit or trip
W.	Work experience
X.	Un-timetabled sessions for non-compulsory school-aged pupils
Z	Pupil not on roll yet
#	School closed to all pupils

APPENDIX 2 – RBKC Starters and Leavers template

Leavers

To be completed each Friday

School name: - pick from list -

Local Authority: - updates automatically -

< please note that Special, Alternative Provision and Independent schools are towards the bottom of the pick-list

UPI (if known)	Child's Surname	Child's Forename	Date of Birth	Address	Postcode	Main parent/carer	Contact telephone	Contact email	Date off roll	Reason for off roll/n/notes

Select reason below for more information

- pick from list -

n/a

Please select a reason for removing the child from school roll. More information is available about each reason in the red box below the table. Please do not return this sheet without selecting a reason. Incomplete information will be returned to you.

Starters

To be completed each F

School name: - pick from list -

Local Authority: - updates automatically -

UPI (if known)	Child's Surname	Child's Forename	Date of Birth	Address	Postcode	Main parent/carer	Contact telephone	Contact email	Date on Roll	Previous School	Country of origin

Include the name AND location of the previous school (if known). If child has moved from abroad, complete next column instead.

Only required if child has moved from abroad.