



2.8 Policy for Attendance

(including registers, truancy and child missing in education)

(EYFS & KS1-3)

Reviewer responsible:	DHP	Date of last review:	01/25
Reviewed by:	SLT	Date of next review:	01/26

POLICY FOR ATTENDANCE

1. Rationale

All children, regardless of their circumstances, are entitled to a full-time education suitable to their age 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.

Improving attendance is everyone's responsibility; and high pupil attendance will require a safe, supportive school environment working together with parents and other local partners to treat the root causes of absence and remove barriers to attendance. The policy therefore deals with important routine attendance matters, but also pupils with higher absence levels, as well as pupils who might become deemed as missing from education.

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

2. School Responsibilities

The School holds a number of responsibilities regarding pupil attendance. It must:

- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Develop and maintain a whole-school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupil or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work together with other partners in the area, such as local authorities, when absence is at risk of becoming persistent or severe, or when a child is deemed to be missing education.
- Be particularly mindful of pupils absent from school due to mental or physical ill-health or their special educational needs and/or disabilities, and provide them with additional support.
- Promote and incentivise good attendance through the positive relationships which are built with children and parents

3. Designated Senior Leaders/Champions for Attendance

The designated senior leaders/champions for attendance are:

Claire Davies	Head of Lower School	cdavies@nottinghillprep.com
Joanna Skeoch	Head of Middle School	jskeoch@nottinghillprep.com
Katie Shingler	Head of Upper School	kshingler@nottinghillprep.com
Peter Whitmell	Deputy Head Pastoral DSL	pwhitmell@nottinghillprep.com

They are supported by a Registration Administrator.

On a daily basis, pupils and parents with any queries about attendance, or seeking any support with attendance, should contact their form teacher or Head of Section.

4. 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 and Head of Section 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
- Put a request in writing if permission is being sought to take a holiday during term time (see below under **Special Requests**)
- Parents are required to log all absence requests using the Leave Request Form on MySchoolPortal. This includes sickness and 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
- 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 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.

Special Requests

The Head will always aim to grant reasonable special requests for absence during school time. However, the school has a legal responsibility as part of its safeguarding duties to monitor absence carefully, as a result of this we operate the following protocols:

- Parents need to inform the school of a planned absence and give the reason, as this has to be recorded on the register
- Parents are required to lodge their special 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.
- Parents receive a standard response which categorises most absences as 'unauthorised', except in exceptional circumstances.

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

5. Registration

The law requires NHP to have an attendance register.

The legal framework governing school attendance is summarised in Working Together to Improve School Attendance (DfE, 2024) with responsibilities for schools, parents and local partners summarised in its summary companion document. The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Kensington and Chelsea Local Education Authority (LEA), regarding school attendance, which can be found on their website. In addition, Children Missing Education and Education for Children with Health Needs who Cannot Attend School

provide statutory guidance for local authorities, and notes school obligations. Further non-statutory guidance includes Providing Remote Education: Guidance for Schools and Mental Health Issues Affecting a Pupil's Attendance: Guidance for Schools.

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.

The register must show if the pupil is present or 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.

Each day, 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.

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. Attendance is monitored on a regular basis throughout the school year. Termly attendance reports are analysed and any causes for concern are communicated with parents. 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.

6. 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 School Secretaries in all three buildings 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)

7. 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). Copies of attendance records will be kept for six years.

8. 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 impaired, 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 of Microsoft Teams. 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.

9. Acting upon concerns

Form Teachers, Heads of Section 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 discuss the reason for persistent absence.

The School will seek to reduce severe or persistent absence, in accordance with Working Together to Improve School Attendance. The school's strategy when doing so is founded upon the understanding that the child's welfare is paramount, and that respectful and positive relationships between home and school will be the foundation of good attendance; and that the School will be seeking to understand and remove barriers to attendance, together with the parents – particularly where those barriers are complex, for instance for those pupils with long term physical or mental health conditions, or who have special educational needs and disabilities – and any and all relevant pastoral supports will be put in place. Wider support from local authority and other partners will be sought where lower level supports are not proving effective at improving concerning attendance, with enforcement measures as a last resort.

Practices regarding information sharing and collaborative working with local authorities are outlined below. In seeking to address concerning absence, the school will:

- Make informal contact seeking to understand in-school barriers; seek to support pupil and parents to overcoming these or other barriers. These may include welfare or mental health support, mentoring, creating and emphasising positive reasons to attend school; plans for successfully making it to school; voluntary engagement with local authority services.
- Require the presentation of formal medical notes when a child is absent due to five consecutive days of illness, or where a persistent pattern of absence linked to illness emerges.
- Where absence continues/intensifies, so will support. This may include:
 - o More formal meetings with parents, with a senior pastoral lead
 - o Voluntary early-help assessments where such support would be valuable to the family.
- Where voluntary support has not been effective, more formal support may be put in place.
 - o Attendance Contract or Parenting Contract
 - o Education Supervision Order
 - o Comply with the National Framework for Penalty Notices, as outlined by the local authority in the handbook

- available here <https://www.rbkc.gov.uk/children-and-education/education-and-learning/penalty-notice-handbook>
- o Intensify support through a referral to children's social care where there are safeguarding concerns (especially where absence becomes severe, below 50% attendance).
- o Commence prosecution where necessary.

The School will record and evaluate the success of interventions at each stage. The School will be particularly mindful and sensitive when supporting pupils whose attendance is impaired by long term medical conditions (physical or mental health), disabilities or special educational needs.

10. Sharing and working collaboratively with local authorities and other partners

The School is obligated to work closely with local partners, including the local authority Education Welfare service, and Children's Social Care, including sharing data on individual cases, to help remove barriers to appropriate school attendance.

11. Children who fail to attend school regularly

The School is required to agree with the LEA, the regular interval that the School will inform the LEA of any pupil who fails to attend school regularly, or has been absent without the School's permission, in accordance with the Attendance policy. The School has agreed to inform the LEA if, for any pupil, unauthorised absences exceed 5% of their total attendance for the year (an 'Attendance Return'). Other Attendance Returns include the School informing the relevant local authority and/or Children's Social Care (CSC) as appropriate immediately if a single absence raises child protection concerns (see above), or a pupil has ten days of unauthorised absence (other than for reasons of sickness or leave of absence, or where the context is understood and there are no safety concerns regarding a child); or in any situation where it is deemed necessary to escalate concern regarding poor attendance on the basis of rising concerns about a child's welfare, in the judgement of senior pastoral staff. Further, the School is obligated to inform the local authority of any child who accumulates 15 consecutive or cumulative absences across a school year (a 'Sickness Return').

12. Children missing from education

Where a child has not returned from a period of leave or has had a continuous period of absence, the school and its local authority may need to carry out joint reasonable enquiries to find out where the pupil is.

13. 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 six 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

14. 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.

15. 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.

16. 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

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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

Summary of Responsibilities for Monitoring Attendance

Head of Attendance

- Oversee swift and accurate completion of the attendance processes, including accurate maintenance of the Attendance Register (and confirming the Admissions Register is kept accurately, including undertaking administrative and safeguarding steps following non-standard pupil departures.
- Ensure appropriate registration response to incidents as they arise, for instance major traffic incident/strikes.
- Advise teachers and Heads of Section on matters regarding Attendance and Lateness.
- Work with Heads of Section to identify any apparent persistent patterns of absence or lateness, identifying pupils who have reached thresholds and ensure appropriate actions are taken
- Prepare pertinent reports for the relevant pastoral teams reviewing lates and absence patterns across the school

Registration Administrator

- Assist the Head of Attendance with maintaining the school's absence and lateness records;
- All absences must be cleared with the correct code every day.
- Contact parents of all pupils who are registered as Absent: N – No reason yet provided
- * Where no contact is received from parents, inform the Head of Attendance, the teacher and the Designated Safeguarding Lead (DSL).
- Register pupils who arrive later than 8.25am and maintain a record of reasons given for late arrival.
- Enter, as applicable, the following codes in the School Register:

Present Codes

/ - Present in school am
\ - Present in school pm
B – Other Off-site educational activity
K – Attending education provision arranged by the local authority
L – Late
P – Supervised sporting activity
V – Educational visit or trip
W – Work experience

Authorised Absence Codes

C – Leave of absence for exceptional circumstances
C1 – Regulated performance/regulated employment abroad
C2 – Agreed leave for child on part-time attendance
E – Excluded
I – Illness
J1 – Interview for employment/educational institution
M – Medical or dental appointment
R – Religious observance
S – Study leave
T – Travelling Parent (of a 'mobile' child)
Absent – Unable to attend because of unavoidable cause (all to be recorded as: 'not a possible attendance')
D – Dual Registered
Q - Unable to attend the school because of a lack of access arrangements
16 X – Non-compulsory school age absence
Y1 – Transport not available
Y2 – Widespread disruption to travel
Y3 – Unable to attend due to part of the school being closed
Y4 – Whole site closed
Y5 – Child in criminal justice detention
Y6 – Public Health guidance/law prohibits
Y7 – Other unavoidable cause

Unauthorised Absence Codes

G – Unauthorised Holiday
N – Reason for absence not yet provided
O – Unauthorised/Unknown absence
U – Arrived in school after registration closed Administrative Codes (code not to be collected for statistical purposes) Z -
Prospective pupil not on admission register
#- Planned Whole School Closure

APPENDIX 2 – RBKC Starters and Leavers template

Starters

To be completed each F

School name:

Local Authority:

UPN (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.

Leavers

To be completed each Friday

School name:

Local Authority:

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

UPN (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/notes

Select reason below for more information

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.