



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

(EYFS & KS1-3)**

Reviewer responsible:	DHP	Date of last review:	08/26
Reviewed by:	SLT	Date of next review:	08/27

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 pupils 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
- Recognise, in line with KCSIE 2026, that unexplained, repeated or prolonged absence, or a significant change in a pupil's attendance or punctuality, may be an indicator of a safeguarding concern. Attendance concerns will therefore be considered in the wider context of the child's welfare, including possible abuse,

neglect, exploitation, child-on-child abuse, mental health needs or other vulnerability, and will be shared promptly with the DSL/DDSL where appropriate.

3. Roles and Responsibilities

Senior Attendance Champion (SAC)

Working Together to Improve School Attendance (DfE, updated July 2026) NHP has appointed a Senior Attendance Champion, a member of the Senior Leadership Team, to lead strategic attendance improvement.

Designated SAC: Katie Shingler (Deputy Head Pastoral)

Email: k.shingler@nottinghillprep.com

Responsibilities include:

- Setting a whole-school vision for excellent attendance
- Overseeing attendance systems and staff training
- Monitoring attendance data and evaluating interventions
- Ensuring attendance is embedded in safeguarding culture
- Liaising with families and external agencies

Attendance Leads by School Section

- **Lower School:** Claire Davies
- **Middle School:** Charlotte Griffiths
- **Upper School:** James Hadley

Each lead monitors attendance within their section and reports concerns to the SAC.

All Staff

- All staff have a duty to maintain accurate registers and to report any trends they recognise independently to the relevant attendance lead

4. Absence and communication

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
- Parents should be aware that attendance under 90% is classed as persistent absence, and will be discussed with the local authority
- Parents should be aware that a pupil who misses 10% or more of possible school sessions is classified as persistently absent. The school monitors persistent absence closely and will work with parents and, where appropriate, the local authority and other relevant agencies to understand and address barriers to attendance. . Parents should also be aware that attendance around 50% is classed as severe absence and triggers further significant intervention

Process for following up on unreported absences ("N" Codes):

- 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 SAC and 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 require more than one emergency contact.

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

Attendance below 90%

The school monitors attendance closely and will share information with the Local Authority where attendance falls below 90%. This includes both authorised and unauthorised absence. In most cases, this information sharing provides context about the reasons for absence (such as illness or exceptional circumstances) and the actions being taken by both the school and parents to support improved attendance.

Where appropriate, the school may invite parents to meet or for a phone call to discuss further support. (Appendix 3)

Special Requests

Reasonable special requests may be granted at the discretion of the Head. 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 through MySchoolPortal. 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 agreed by the head.

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 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 for absence, or is uncertain of the appropriate code, Code N should initially be entered. The relevant School Secretary will make enquiries to establish the reason for absence. Code N must only be used temporarily while the reason for absence is being established. The appropriate attendance code must be entered as soon as the reason is known and no later than five

school days after the session. Where the reason for absence has not been established within five school days, Code N will be replaced with Code O.

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. Attendance is monitored on a weekly basis throughout the school year in pastoral tracking meetings, by the Heads of Section and the SAC. Attendance is a weekly agenda item for the Safeguarding and Pastoral Team. 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.

Attendance data will be analysed at whole-school, year-group and individual-pupil level and, where appropriate, by relevant pupil groups, including pupils with SEND and other vulnerable pupils. This analysis will be used to identify emerging patterns, disparities or barriers to attendance, inform appropriate intervention and support, and evaluate the impact of actions taken to improve attendance.

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, and the form teacher 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 in event of issues with computer systems

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.

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 Senior Attendance Champion are responsible for monitoring pupil attendance. If there is a frequent pattern of absence, the School Secretaries or Form Teacher will inform the SAC and DSL or the DDSL for their section, or this will be identified in the weekly tracking meeting. Similarly, if a form teacher has concerns about a child's non-attendance or lack of punctuality, they must consult the SAC and DSL immediately.

The Form Teacher, Head of Year or Head of section 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.

On a case by case basis, require medical notes to ensure that a supportive attendance plan can be put in place

Where attendance drops below 90% parents may be invited for an informal Attendance Support

Meeting or phone call – outlined in Appendix 3.

- Where voluntary support has not been effective, more formal support may be put in place.
 - o This may take the form of an Attendance Contract or other measures as advised by the local authority
 - 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.

This is completed on a half termly basis, when a log of pupils whose attendance has fallen below 90% is shared with the local authority. This records the pupil's attendance percentage, and the percentage of authorised and unauthorised absence. The report notes actions taken by the school in support, including any Attendance Support Meetings which have taken place.

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 LA 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 in cases of Persistent Absence of (10%) and with significant escalation in cases of Severe Absence (50%). 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. The School will also make a Sickness Return to the local authority where a pupil of compulsory school age has been recorded with Code I (illness) and the School has reasonable grounds to believe that the pupil will miss 15 school days, either consecutively or cumulatively, because of sickness.

12. Children missing from education

The school recognises that children who are missing education are at significant risk of harm, including neglect, exploitation, radicalisation, and involvement in serious violence. Attendance is therefore a key safeguarding priority in line with KCSIE.

- A child may be considered at risk of becoming missing from education where there is: A continuous period of absence
- Repeated unexplained absence
- A failure to return from leave

In such cases, the school will:

- Make immediate and proportionate enquiries to establish the child's whereabouts and well-being
- Attempt contact with all known parents/carers and emergency contacts
- Conduct home visits where appropriate and proportionate to risk
- Liaise with the Designated Safeguarding Lead (DSL) to assess safeguarding risk
- Record all actions and decisions clearly in line with safeguarding recording procedures

Where a child's whereabouts cannot be established, or concerns for their safety remain, the school will:

- Notify the Local Authority CME team promptly, in line with RBKC procedures
- Share relevant information to support joint enquiries
- Consider referral to Children's Social Care where there are safeguarding concerns

The school will not remove a pupil from the admission register until all statutory procedures have been followed and reasonable enquiries have been completed in partnership with the Local Authority.

The school recognises that early identification of attendance concerns is critical to preventing children from becoming missing from education, and will act proactively where patterns of absence emerge.

13. Admission Register

The law requires all schools to have an admissions register.

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

A monthly electronic back-up is taken and saved on the S:Drive.

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. 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.

NHP maintains a record of the confirmations from receiving schools that past pupils have moved on to. 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 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

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
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 – Bi-Borough Contacts

New Pupil & Deletion Returns: Notifying the local authority when a pupil's name is added to or deleted from the admission register <u>outside of standard transition times</u> .	
Westminster: schooladmissions@Westminster.gov.uk 0207 745 6432 Kensington & Chelsea: school.admissions@rbkc.gov.uk 0207 745 6433	
Attendance Returns: Providing the local authority with the names and addresses of all pupils of compulsory school age who <u>fail to attend school regularly or have been absent for a continuous period of ten school days</u> where their absence has been recorded with one or more of the codes statistically classified as <u>unauthorised</u>	
School Attendance Westminster City Council Email: schoolattendance@westminster.gov.uk	School attendance Royal Borough of Kensington and Chelsea Email: school.attendance@rbkc.gov.uk
Persistent Absence: Where pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year).	
Westminster Statutory School Attendance Manager: Simone Paul Contact: spaul@westminster.gov.uk 07852 206 544	Kensington & Chelsea Statutory School Attendance Manager: Charlotte Auguste Contact: Charlotte.Auguste@rbkc.gov.uk 07976 060213
Severe Absence: Pupils who are absent from school more than they are present (those missing 50% or more of school)	
Family Information Hub Early Help Westminster City Council Contact: accesstoearlyhelp@westminster.gov.uk	Family Information Hub Early Help Kensington & Chelsea Contact: earlyhelp@rbkc.gov.uk
Sickness Returns: Providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will <u>miss 15 days consecutively or cumulatively because of sickness</u> .	
Westminster: Family Information Hub What happens if a child/young person is missing school due to illness? Kensington & Chelsea: Family Information Hub What happens if a child/young person is missing school due to illness?	
Minor sickness and school attendance Westminster City Council Contact: illnessabsence@westminster.gov.uk	Minor Sickness & School Attendance Kensington & Chelsea Contact: illness.absence@westminster.gov.uk
Additional Reporting Requirements: Please refer to the following points of contact in Bi-Borough School Place Planning & Access to Education	
Health Needs Notification: Where a long term health condition impacts on education Arranging education for children who cannot attend school because of health needs	
Bi-Borough Medical Needs Co-ordinator: Filiz Bayram Contact: Fbayram@westminster.gov.uk 07971 920 531	
Child Missing Education: The whereabouts and circumstances of a child is unclear or unknown for a continuous period of 20 school days Children Missing Education	

Bi-Borough Child Missing Education Lead Officer: Filiz Bayram
Contact: Missing.Education@rbkc.gov.uk 020 7745 6448

Elective Home Education: When a parent or carer elects for their child to receive suitable and sufficient education otherwise than at school [Elective Home Education](#)

Bi-Borough Elective Home Education Lead Officer: Filiz Bayram
Contact: home.education@rbkc.gov.uk 0207 745 6439

Pupil Exclusions: Where a pupil's name is deleted from the school admissions register because of a permanent exclusion [School suspensions and permanent exclusions](#)

Bi-Borough Senior Exclusions Officer: Paul Worts
Contact: Paul.worts@rbkc.gov.uk 020 7745 6614

Appendix 3

NHP Attendance Support Plan

Notes of meeting/phone call with Form Teacher and Head of Year/Head of Section

Name of Student:	
Form/Year Group	
Date:	
Present Attendance %:	
Number of Sessions:	
Unauthorised Absence:	

What has caused attendance to drop below 90%
What has the school done so far to support the student and the family? What can the school do in future?
What have the family tried to do to encourage better attendance? What can the family do in future?
Is further support from Health or other external agencies required?
Target Attendance 95% By When? _____
Actions Required by Parent:
Actions Required by the School:
Review phone call – date agreed Date: _____