

# Attendance Policy



SUTTON VALENCE PREPARATORY SCHOOL

## **Sutton Valence Preparatory School Attendance Policy**

This Policy applies to Sutton Valence School (including, as the context requires, the Pre-Preparatory School and the Preparatory School).

### **Statement of Intent**

1. Sutton Valence Prep School is committed to providing a wonderful educational experience to all children and recognises this can only be achieved by supporting and promoting excellent School attendance for all.
2. We employ a wide range of strategies to do all we can to ensure maximum attendance for all children. Any problems that impede punctuality and regular attendance will be identified and addressed as a priority.
3. It is a fundamental part of Sutton Valence Prep School's ethos to celebrate success and achievement. Excellent attendance and punctuality are integral to a productive and successful education and career. The School will actively promote and encourage 100% attendance of all children.
4. Parents and carers have a vital role, as well as a legal responsibility, to ensure good attendance. The School will give high priority to developing effective links and conveying to parents, carers and children the importance of regular and punctual attendance.
5. The need to work in partnership with parents and carers is essential and will be the responsibility of the School to identify, investigate and communicate concerns as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the child to full attendance at all times.
6. It is only the Head who can authorise absence.
7. For the purpose of this policy, Sutton Valence Prep School refers to the Prep School section only, and not Little Lambs Nursery.

### **Principles**

#### **The School will:**

1. Ensure that all staff are aware of the Registration procedures and receive appropriate professional development regarding these.
2. Complete Registration accurately at the beginning of each morning and afternoon session.
3. Stress to parents / carers the importance of contacting the School on each day of absence, and provide effective mechanisms for them to contact the School.
4. Promote the importance that full attendance and punctuality play in achieving the best possible educational outcomes.
5. Ensure that parents and carers are made aware of the attendance pattern and provide an opportunity to discuss how it may affect learning and offer supportive strategies to improve attendance.
6. Work towards ensuring that all children feel supported and valued.
7. Actively promote and encourage 100% attendance.

### **Parents / Carers will:**

1. Actively promote and encourage 100% attendance.
2. Contact the School whenever the child is absent on the first day and on each day after of absence.
3. Provide proof of medical appointments and medical treatment if required to do so by the School.
4. Avoid removing their child during the School day except for approved circumstances.

### **Procedures for recording attendance, absence and punctuality**

1. The statutory recording of attendance and absence at the start of each session is known as Registration. This is undertaken within the first 30 minutes of the morning and afternoon sessions.
2. This Registration is taken electronically by register using the School's management information system, or by paper when not possible electronically.
3. Only designated staff will undertake the recording of attendance and absence. Staff will be reminded of their legal duty to complete and submit the register at the appropriate time using the correct registration codes. No child will undertake the process at any stage.
4. Parents/Carers and children should be aware of the School times to ensure punctuality.
5. Registration takes place between 0815 and 0830 in the morning session and between 1410 and 1425 in the afternoon session. Some discretion is shown thereafter but registration closes 5 minutes after the am/pm session window. After this time the children will be registered as late. 'Late' is therefore defined as after 0835 and 1430 respectively.
6. Parents/Carers will be contacted by the School when children are regularly arriving late.
7. The School provides a dedicated telephone recording facility and email address to enable parents / carers to communicate an absence. Parents should contact the School Office.
8. When a child is sick whilst at the School, they are brought or sent to the School Office who will contact Parents/Carers to confirm if the child may leave the School site.
9. Prior to leaving the School site, all children must report to the School Office and be officially signed out.

### **Strategies for improving attendance and punctuality**

1. The person responsible for leading attendance in the school will meet regularly with relevant staff and make them aware of significant attendance trends and patterns and seek their support to address any issues with children, parents / carers and other stakeholders.
2. Attendance, punctuality and its impact on learning and progress will be a key area for discussion between the School and parents / carers during consultation appointments.

3. Child attendance data may be shared with Parents/Carers, Local Authority, Early Help, School Liaison Officer/Attendance Service, Children's Social Services, the Police, relevant LEA's, ISI and the DfE.
4. A child is deemed to be a Persistent Absentee (PA) if their attendance falls below 90%. The School will consider children below 95% at risk. Children who fall into either of these categories will be monitored by the School.
5. Analysis of trends and attendance should identify strengths and areas for intervention to further improve attendance.

### **Absence during term time**

1. The School will not grant any leave of absence during term time unless there are exceptional circumstances.
2. Exceptional circumstances could include: service personnel returning from tour of duty, absence recommended by a health professional as part of a parent's or the child's rehabilitation, the death or terminal illness of a person close to the family or the attendance at a wedding or funeral of a person close to the family as examples.
3. Applications for leave of absence must be made in writing to the Head, who will make the decision of acceptance or refusal. The School can consider the child's previous record of attendance. The fundamental principles for defining 'exceptional' are 'rare, significant, unavoidable and short'.

### **Attendance concern**

1. If a child's attendance becomes or remains a concern and the strategies for addressing the concern do not result in positive change, the School may consult with the local authority (Kent County Council) attendance service for guidance and / or make a referral to KCC.
2. Parents should be aware that KCC may be able to issue a Penalty Notice to each parent for each child taken out of the School.

### **Monitoring and Evaluation**

1. School attendance data will be published for consideration at every full governor meeting.
2. The Head has responsibility for the attendance figures and actions to improve attendance within the School.
3. Attendance data will be produced regularly and distributed to the senior leadership team to enable interventions to occur.

## CODE DESCRIPTION

/	Present (AM)
\	Present (PM)
B	Educated off site (NOT Dual registration)
C	Other Authorised Circumstances (not covered by another appropriate code)
D	Dual registration (i.e. pupil attending another establishment)
E	Excluded (no alternative provision made)
G	Family holiday (NOT agreed or days in excess of agreement)
H	Family reason (agreed)
I	Illness (NOT medical or dental etc. appointments)
J	Interview
K	Self-Isolating
L	Late
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence (not covered by any other code/description)
P	Approved sporting activity
Q	Shielding
R	Religious observance
S	Study leave
T	Traveller absence
V	Educational visit or trip
W	Work experience
X	Non-compulsory School age absence
Y	Enforced Closure
Z	Pupil not yet on roll
#	School closed to pupils
>	Covid 19 Related Illness

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