

# Attendance Policy



SUTTON VALENCE SCHOOL

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

For the purposes of this Policy, the Head of Prep and the Senior Deputy Headmaster will be assigned the roles of SAC (Senior Attendance Champions).

### **Statement of Intent**

1. Sutton Valence School is committed to providing a broad educational experience to all pupils 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 pupils. 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 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 pupils;
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 pupils 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 pupil to full attendance at all times;
6. It is only the Senior Deputy Headmaster at the Senior School and the Head at the Prep School who can authorise planned absences;
7. For the purpose of this policy, Sutton Valence Prep School refers to the Prep School section only, and not Little Lambs Nursery.

### **Principles**

All pupils should attend registration with their Tutors or Form Teachers. Pupils who miss registration should sign in with the School Office. If pupils are not able to attend School, parents should notify us with a phone call. An alternative is to email the School Office. We are a learning community, so pupils are expected to be punctual to all lessons and activities. Lateness may well result in teachers imposing a sanction. Perpetual lateness will be reported to parents.

We value our opportunities to gather as a whole School community. Therefore, attendance at all Chapel and Church services and School assemblies is compulsory. Absence, including non-availability for fixtures, for anything other than illness and medical or dental appointments must be authorised by the Senior Deputy Headmaster/Head and permission should be sought in advance, by email.

**Consequently, 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 pupils 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. Parents / Carers are expected to contact the School in advance (where possible), or by 0830 on the morning of absence. Otherwise, they should expect to be contacted by the School;
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 pupil will undertake the process at any stage;
4. Parents/Carers and pupils should be aware of the School times to ensure punctuality;
5. At the Prep School, registration takes place between 0815 and 0830 in the morning and between 1415 and 1430 in the afternoon session. At the Senior School, pupils should register with their Tutors at 0825 and again at 1405. Some discretion may be shown although after this time pupils may be registered as 'Late'.
6. Pupils who miss registration should sign in with subject teachers at the Senior School and the School Office at the Prep School. 'Late' is therefore defined as after 0830 and 1430 respectively;

7. The close of each day varies according to the year group and the type of provision (boarding or day pupil), details of which can be found in the Parent Handbooks;
8. Parents/Carers will be contacted by the School when pupils are regularly arriving late. At the Senior School, lateness may well result in teachers imposing a sanction;
9. The School provides a dedicated telephone recording facility and email address to enable parents / carers to communicate an absence. Parents can also contact the School Office which is staffed from 8am;
10. When a child is sick whilst at the Prep School, they are brought or sent to the School Office who will contact Parents/Carers to confirm if the pupil may leave the School site. At the Senior School, there is a dedicated Medical Centre and pupils are assessed and, if required, parents contacted by the School Nurses and pupils collected from the Medical Centre;
11. Prior to leaving the School site, all pupils must be officially signed out by either the School Office or School Nurses.

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

1. The Housemasters and Housemistresses at SVS and Form Teachers at SVPS will closely monitor and where necessary seek support to address any issues with pupils, 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, Pupils' 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 pupils below 95% at risk. Pupils who are PA 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. Pupils in the Sixth Form at the Senior School may attend a maximum of three university open days during term time throughout their time in the Sixth Form (Lower Sixth Easter onwards) – permission must be granted from the Senior Deputy Headmaster;
4. Applications for leave of absence must be made in writing to the Senior Deputy Headmaster/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 prosecute parents if absence persists.

### **Reporting duties**

1. The School has statutory reporting obligations if a pupil fails to regularly attend or their absence is unauthorised.
2. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority. Similarly, where appropriate pupils who have accumulated 15 School days of authorised absence (illness), either consecutively or intermittently, might also be reported;
3. In the event that a pupil holding a Student or Child Student visa sponsored by the School under the Points Based System goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points;
4. 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.

### **Monitoring and Evaluation**

1. School attendance data will be published for consideration at every full governor meeting;
2. The Head/Senior Deputy Headmaster 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.

### **Points of Contact**

The School's KPAS Attendance Officer is Lauren Ferrara  
External: 03000 421681 | Mobile: 07920585427

Other useful contacts are:

Exclusion Intervention Advisor - Please contact Colette Todman Monday-Friday  
KPAS Area manager - Please contact Catherine Edwards Monday-Wednesday  
KPAS Area Manager - Please contact Danielle Jenken Thursday-Friday

## Code Description

/	Present during registration (AM)
\	Present during registration (PM)
B	Educated off site and taster days and do not fit K, V, P, or W codes. The activity is supervised by a person considered by our School to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.
C	Exceptional Circumstances (not covered by another appropriate code)
C1	In a regulated performance / undertaking regulated employment abroad
C2	Absent due to part-time timetable
D	Dual registration (i.e. pupil attending another establishment)
E	Suspended or Permanently Excluded (no alternative provision made)
G	Family holiday (Not agreed)
I	Illness (Not medical or dental appointments)
J	Job/School/College/University Visit or Interview
K	Attending provision arranged by the local authority
L	Arrived after the register has started but before it has closed
M	Medical/Dental appointments
N	No reason yet provided for absence (must be corrected within five days)
O	Absent in other or unknown circumstances
P	Sporting activity with prior agreement from School
Q	Unable to attend because of a lack of access arrangements
R	Religious observance (only one day allowed, any more coded as C if agreed)
S	Study leave
T	Parent Travelling for occupational purposes
U	Late after register has closed
V	Educational visit or trip
W	Work experience
X	Non-compulsory School age pupil not required to attend school
Y1	Unable to attend due to transport provided not being available
Y2	Unable to attend due to widespread transport disruption
Y3	Unable to attend due to part of the School premises being closed
Y4	Unable to attend due to whole School closure
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Z	Pupil not yet on roll

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