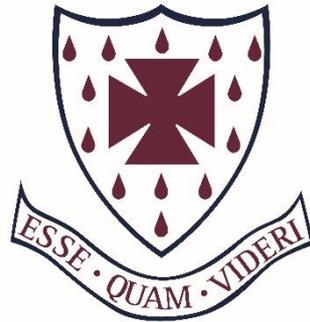


S. Anselm's School



Policy Title: Attendance Policy

Policy Category: Safety & Wellbeing

Policy Number: 9B

Policy Owner / Author:	AWH, with Heads of Phase: KBA, LFL
Approved by:	Head
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Contact for Queries:	

✦ This document is controlled and reviewed as part of the School's policy management process. Please refer to the school's website or Teams to ensure you are using the most up-to-date version.

This policy refers to all pupils including those in the EYFS setting.

Introduction

S. Anselm's School sees successful education as a partnership between the family and the school and is committed to providing the highest quality of education possible. In order to do so, it is expected that pupils will, ordinarily, attend school for the duration of each school day and for certain specified school events which occur outside the normal school day. There will be occasions when pupils cannot attend school and this policy details the procedures to be followed on such occasions.

S. Anselm's School has a statutory obligation to maintain an appropriate attendance register in accordance with The Education (Pupil Registration) (England) Regulations 2006 as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013, and Working Together to Improve School Attendance 2024.

In order to comply with its statutory obligations, S. Anselm's School expects that it will enjoy the full support of all parents in implementing this policy. By working collaboratively with pupils and parents we will promote attendance and remove barriers, although it is acknowledged these can be wide and complex including pupil's physical and mental health. This policy is given to all parents of new pupils as they start and all parents are reminded of this policy at the start of each school year.

Registration times

An electronic attendance register is kept for each form in the Pre-School, Pre-Prep (which, for the purposes of this policy also includes EYFS) and Prep departments. The register is completed at the start of each morning and afternoon session.

For pupils in Pre-School and Pre-Prep, morning and afternoon registration takes place in their classrooms. Pupils in the Pre-Prep and Pre-School department are expected to arrive for form time and morning registration between 8.35-8.45am. The afternoon session for Pre-Prep and Pre-School is taken after lunch break at 12:50 pm. Children arriving in Pre-School for lunch, before the afternoon session, should be taken directly to their class teacher, who will note their arrival for fire registration purposes, and will be registered with the rest of their class after lunch for the afternoon session.

For pupils in Prep Forms, Years 3-8, registration takes place in form rooms during the morning and before lesson 1 between 8:20 pm and 8:30 pm. Afternoon registration for the Prep School takes place after lunch break at around 1:40 pm during Form Reading Period. Wednesday is an exception for Years 3 to 8, as the afternoon register is taken in the Dining Hall during the Lunch sitting (12.45-1:00 pm) due to sports matches and also for Years 6-8 on Saturdays, when registration is taken between 12:30-1:00 pm and is taken by games staff.

Pupils in the Prep (Years 3-8) are expected to arrive for morning registration no later than 8.20am.

Registration closes at (30 minutes after it was opened):

Pre-Prep: 8:55 am

Prep: 8:50 am

Late Arrival of a Pupil

Lateness is considered to be:

Pre-Prep (morning) 8.55am (afternoon) 12.55pm

Prep (morning) 8.30am (afternoon) 1.45pm

If a pupil arrives at school after registration ends or after his/her form teacher has taken the register and the form has left to attend assembly or house meeting, s/he must go straight to the office and notify the office staff of his/her arrival and reason for lateness. If a Prep pupil arrives after lessons have started, 8:55 am, a parent should bring them into school and sign them in at the school office. They will be recorded as absent for the session and the reason will be sought and the number of minutes late recorded.

All registers are taken in electronic form using ISAMS and records are stored for 6 years, available for the Local Authority or Inspectors. Standard National Codes for Absence are employed.

Leaving school during school hours

If a pupil has permission to leave school, with a parent, during school hours, s/he (or if appropriate his/her parent or guardian) must go to the School Office and notify the office staff that s/he is leaving.

The School Office staff will record on the book the child's name, date, time of departure and reason for leaving.

If pupils are accompanied on a school trip by a member of staff during school hours, it is the responsibility of the member of staff to notify the School Office staff that they are leaving.

Returning to school during school hours

If a pupil, who has been marked absent in the register, returns to school during the school day but outside a registration period, s/he (or if appropriate his/her parent) must go to the school office and notify the office staff of his/her return.

The School Office staff will record, on iSAMS, the time of return.

If pupils return from a school trip during school hours but outside a registration period, it is the responsibility of the member of staff to notify the School Office staff that they have returned.

Pupil illness or unplanned absence

If a pupil is ill or unable to attend school for any other reason and the school has not been previously notified, parents should telephone or email the school office by 8.45am at the latest. If telephoning early, before the office is staffed, parents may leave a message on the answerphone.

Parents should not e-mail form teachers of unplanned absence as teachers may not be able to check emails during registration periods.

If a pupil is ill for more than one day, parents should telephone the office each morning to confirm the pupil will be absent for that day.

Pupil planned absence

S. Anselm's School values the strong relationship it has with parents and the support they afford in ensuring their children are in attendance throughout the school day. There are, however, occasions when a pupil may need to be absent for all or part of the school day.

If a parent needs to take a child out of school for a pre-arranged medical appointment, the Head needs to be notified preferably by e-mail, in advance.

For all other absences, parents must seek permission for absence from the Head.

Impact of absence

Missing school days affects a child's progress. If attendance falls towards 90% it is likely to reflect significantly on a child's progress and their attainment could fall by a whole attainment grade.

It should be noted that the first and last day of each term are very important. On the first day children are settling in, picking up friendships and receiving induction information that helps them feel more settled in school and less anxious. On the last day of term, we always celebrate achievement and effort. Positive feedback is important for children and, whether or not your child is receiving a prize on a particular day, they experience the sense of importance given to pupils' effort and achievement which is highly formative.

If a child's attendance starts to cause concern (less than 93 % without clear reasons such as a child has had an operation), the school will contact parents to discuss the reasons for the low attendance and to offer any support the school can to ensure the child can get back on track.

Parents may apply for pupil absence due to personal reasons such as a family event, holidays etc. These are strongly discouraged but reviewed on a case by case basis by the Head.

Unauthorised absence

It is expected that all parents will notify the School Office of any absence in accordance with this policy in order that the school can safeguard the welfare of all pupils. It is therefore unlikely that there will be an unexplained absence by the end of a registration period.

If a pupil has been marked 'N' on the register at the close of registration because no reason for the absence has been given, the School Office staff will make contact with parents, as a matter of priority, to establish a reason for the absence.

In such situations, School Office staff will seek to contact parents between 9.00am and 9.45am once the registers have been checked.

International Pupils with a Child Student Visa

It is a statutory obligation to monitor the attendance of all Child Student Visa sponsored students, including when they commence a course of study at school (they will be expected on the first day of proposed study) and during their programme of study. When ten consecutive days of absence are registered the UKVI will be informed. Please see the Admissions Policy including The Child Student Visa Attendance Monitoring Policy for more details.

Monitoring and Review

Prep form teachers and Pre-Prep and Junior Forms class teachers should monitor lateness in their tutor/class group and report any worrying patterns to the head of phase. This should include frequent late marks or regular patterns of late marks (eg late every Monday).

Likewise, any worrying patterns of absence should be reported to the head of phase. This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (e.g. the same day on a number of weeks).

The head of phase has responsibility for monitoring the attendance of children in their phase and will work with the form/class teacher and parents to resolve any difficulties. Attendance is reviewed regularly and the form/class teacher, in consultation with the head of phase, should inform the

parent / guardian if their child's attendance falls below 90% and where the reason for such a level of absence is unknown. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely.

The head of phase will review the attendance register for their pupils on at least a half termly basis in order to ascertain whether there are any patterns of children missing education on a repeat basis and/or for extended periods. These will then be followed up and, in some cases may require reporting to the Local Authority (see below). These records are kept at the School Office.

International Pupils do have specific monitoring requirements- see above and also refer to the Admissions Policy including The Child Student Visa Attendance Monitoring Policy for more details.

Our Attendance Champion, Alison Whawell, Deputy Head (Alison.whawell@anselms.co.uk) is responsible for following up with the pupils and families where there are attendance issues.

Tick Off

It is equally important that we know when your child leaves school each day. If this is before the normal departure time, please ensure that as a parent you sign them out at the School Office. Lists are compiled daily to determine whether a child is leaving at the end of the teaching day, after attending a club or is staying for boarding. It is essential we can account for every child leaving with their parent or designated person on a daily basis.

For Pre-Prep tick off is always from the Pre-Prep classrooms with their form tutor or teaching assistant. This is at 3:20 pm. If your child is attending After School Club, please collect your child from staff in the After School Club room (situated in the Pre-Prep building) at the scheduled booked in time, up to 5.30pm.

For Prep (Years 3-8) early tick off is at 5:00-5:10 pm Monday, Tuesday, Thursday and Friday. On Wednesday it is at 4:00-4:10 pm. It is from Hargreaves Hall.

Late tick off is at 6:00-6:10 pm from Hargreaves Hall, Monday to Thursday and at 7:20 pm on Friday.

Saturday tick off is at 3:20 pm from the Sports Hall Foyer.

Duty to report absence to Local Authority

Local Authorities have a legal responsibility to identify children of compulsory school age who are not in education. Schools may therefore receive an enquiry about whether they are educating a specific child and the school is obliged to provide this information to the Local Authority.

Schools are required to alert their local authority after a pupil of compulsory school age has been absent without authority for fifteen consecutive days or fifteen cumulative days as they may need additional support from the L.A. If a pupil is removed from the school roll without the pupil's next school being known, the school is required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.

For international pupils we report to UKVI after 10 days of consecutive absence (see above and also refer to the Admissions Policy including The Child Student Visa Attendance Monitoring Policy for more details).