



# *Leicester Preparatory School*

## *Attendance Policy*

*Last Reviewed: Sept 2018*

*Next Review Due: Sept 2019*

## Attendance Policy

### **Purpose**

Regular attendance at school is essential in allowing pupils to develop in all aspects of school life. We will work closely with parents to ensure regular attendance.

### **Procedure**

Pupil attendance and lateness will be monitored regularly. Where appropriate the Leicester City Council Education Welfare Officer will be involved.

### **Practice**

- Registers are marked twice daily in accordance with statutory requirements.
- Staff use the registration codes detailed in their Registers
- Registers should always be completed in ink at the time of registration.
- Morning registration is from 8.50am-9.00 am.
- Afternoon registration is from 1.10pm-1.20pm for Lower Prep and from 1.50pm-2.00pm for Upper Prep.
- Staff should ensure that all registers are returned promptly to the Office as soon as registration ends.
- In the case of pupils unavoidably absent from school, the school should be informed before 9.00am or as soon as possible. Immediately on return to school a note from the parent or guardian should be brought confirming the dates and reason for the absence.
- Pupils leaving school before the end of the day should be signed out by a parent at the Office giving date, time and reason.
- Pupils arriving late to school should be signed in by a parent at the Office giving date, time and reason.
- Office staff should inform the Chef of any absences before 10.00 am daily.
- Children's attendance will be monitored on a regular basis. Persistent absence will be followed up by the Headmaster. If a child is absent from school without authorisation, the school secretary will ring before 11.00am to check the reason. For longer periods of absence or any other attendance concerns, the Leicester City Council Education Welfare Officer will be involved.
- Should attendance of any individual fall below 90%, the Headmaster will arrange a meeting with the parents of the pupil concerned.

### **Responsibility**

Leicester Preparatory School firmly believes that regular attendance at School is vital for children's progress. Whilst understanding that there are sometimes unavoidable reasons why children may be absent from School, for situations other than illness, we do not condone children being taken away from School for extended periods.

Parents are responsible for ensuring that any holiday absences are requested, in advance, in writing from the Headmaster before bookings are confirmed. The Headmaster is at liberty to refuse the request if he feels it will adversely affect the child's learning.