Leicester Preparatory School

Attendance Policy

Review date: September 2026

Next Review: September 2027

ATTENDANCE POLICY AND PROCEDURES

This policy has regard to the DfE document 'Working together to improve attendance July 2026' and applies to all pupils of compulsory school age and, where applicable, to children in the EYFS.

https://assets.publishing.service.gov.uk/media/6a4f9ec6a6586e258d371bd0/Working_together_to_improve_school_attendance_2026.pdf

Applies to:

This policy applies to the whole school, and all staff (teaching and support), the Head of School, Proprietor and volunteers working in the school.

Other relevant documents:

- Safeguarding and Child Protection Policy
- Health and Safety Policy

1. STATEMENT OF POLICY

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Attendance is vital to ensure that children receive the best education possible, benefiting from all learning opportunities and accessing the support required to reach their full potential. Regular attendance is also essential in developing positive habits and attitudes that will support their future endeavors, and building strong and consistent relationships in school. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation. Further information can be found on www.gov.uk and searching 'Keeping Children Safe In Education' (KCSIE).

Our school has a responsibility to maintain accurate and regular registers to allow the efficient identification of pupils who are absent. In accordance with "The Education (Pupil Registration) (England) Regulations 2006", the school takes a register daily with absences being followed up at the earliest opportunity. Every effort is made to support and encourage those pupils who for any reason avoid school, but persistent unauthorised absences will be reported to the LEA.

Aims

- Set out the attendance and punctuality expectations of the school.
- Set out the responsibilities of the parents.
- Maintain daily attendance registers.
- Monitor levels of attendance and punctuality, spot patterns, listen and understand reasons for absence.
- Provide support, advice and guidance to families.
- Work with the Local Authority to help families improve attendance. • Promote and

incentivise good attendance across the school, to parents and pupils.

Responsibilities of the School supported by the Advisory Board

- Recognise and promote the importance of school attendance and punctuality.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance and punctuality data, discussing and challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it the most.
- Ensure school staff receive adequate training on attendance management and administration.
- Ensure school staff promote and encourage good attendance to parents and pupils.
- Focus on early intervention, and work proactively with parents and pupils to remove barriers to attendance.
- Account for specific needs of certain pupils and barriers to attendance in line with the Equality Act 2010.
- Share effective practice on the management and improvement of attendance and punctuality across schools.
- Appoint a Senior Attendance Champion, who will oversee the management and promotion of good attendance.
- The Senior Attendance Champion at Leicester Preparatory School is Laura Neale who can be contacted on l.neale@leicesterprep.co.uk
- For contact about attendance on a day-to-day basis, please contact the relevant classroom teacher:
    - Reception- Charlotte Saunders- charlottesaunders@leicesterprep.co.uk
    - Year 1 & 2- Laura Neale- l.neale@leicesterprep.co.uk
    - Year 3 & 4- Paula Cooke- p.cooke@leicesterprep.co.uk
    - Year 5 & 6- Siamaa Khalifa- s.khalifa@leicesterprep.co.uk
- For contact about more detailed support please contact the Senior Attendance Champion and Assistant Head- Laura Neale- l.neale@leicesterprep.co.uk

Expectations of the School

- Every pupil of compulsory school age is entitled to full-time education suitable to their age, aptitude, and any special educational needs they may have.
- Leicester Preparatory School expects high standards of attendance and punctuality from all its pupils and will work together with families to achieve this.
- Develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality, and incentivises good attendance, using assemblies and regular communication with parents and pupils.
- Students with 100% attendance will be awarded with a certificate at the end of each term, and house points/ ClassDojo points, which will lead to a house trip/ prize, to further incentivise a school-wide attendance culture.
- Fulfil its legal responsibility to complete attendance and admissions registers in line with statutory regulations.
- Encourage a good level of attendance.
- Encourage a good level of punctuality.

- Monitor attendance within the school, identify issues and put procedures in place to work with families and the Local Authority to support children in accessing their right to a high-quality education.
- Provide parents and pupils with clear expectations about attendance, as stated in this policy.

Responsibility of Parents

- Parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. This starts at the beginning of the term after that in which the child becomes five.
- Support a good level of attendance.
- Support a good level of punctuality.
- Contact the school on the first day of any absence to explain the reason for the absence. Parents should understand that by law, it is the school who decides whether the absence is going to be authorised or not. Schools will base this judgement on the reason provided for the absence and/or the level of absence.
- Parents must write/email the school offering a reason for any proposed absence and provide medical evidence where possible.
- Parents must NOT expect any leave of absence to be granted for the purpose of a holiday unless there are clear exceptional reasons.
- Parents should ensure that their children arrive at school on time.
- Parents should ensure that their children are in the correct, clean standard uniform.
- Parents should ensure that their children are in a condition to learn, i.e., they have had enough sleep, regular meals etc.

2. MORNING REGISTRATION

For all pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during the afternoon session.

Registers at Leicester Preparatory School

- It is important that all pupils are punctual. All pupils should be present in their classroom by 08.50am when the attendance register opens. If a student arrives after 08:50am they will be marked as L *(Arrived after the register has started but before it has closed)*. If a student arrives after 09.00am they will be marked as U *(Arrived after the register has closed).*
- The class teacher will call the register and enter marks on the Register.
- All codes are listed on the Register and comply with government guidance.
- The class teacher will complete the register by 08.50am.
- If a pupil is absent without known cause, the teacher will inform the office who will telephone parents to ascertain the reason.
- If a pupil is absent from school without prior permission, the register will be marked as O (*absent in other or unknown circumstances*) until a reason is ascertained for their absence.
- Code C will only be used in exceptional circumstances, which is judged individually,

considering the specific facts, circumstances, and relevant background context behind the request. Generally a need or desire or need for a holiday or other absence for the purpose of recreation or leisure would not constitute an exceptional circumstance.

3. AFTERNOON REGISTRATION

Pupils must be in their classrooms by 13:00pm (Reception to Year 6)

- As well as being a legal requirement and a necessary safety procedure in case of fire, it is essential that pupils attend registration.

4. REPORTING ABSENCES

Parents need to notify the school office of their child's absence either in writing (If the absence is planned), by email at: office@leicesterprep.co.uk or by telephone on**: 0116 - 270 7414** at the beginning of the first day of absence. The school should be informed of the reason for the absence and, if possible, the expected date of the child's return to school. The school will always contact the parent on the first day of an unexplained absence in order to obtain a reason for a child's absence.

The school has an emergency contact number for the parent and will contact them if required.

The school will publish term dates on the school website in advance at Home - Leicester Preparatory School and Nursery so parents are aware when to book holidays. Please note that it is the school's policy usually not to allow holiday to be taken during term unless there are exceptional circumstances requiring such absence.

5. UNEXPLAINED ABSENCE

If a pupil is present in the morning but absent at afternoon registration, without prior knowledge, the absence is noted, and the case is followed up as quickly as possible by the office. However, if a pupil is absent all day, without notification from parents, parents will be contacted to ascertain a reason for the absence. Parents are asked to contact the school as soon as possible if their child is absent. In individual cases, contact will be made with parents at an earlier time if there is any cause for concern.

6. NOTIFICATION FOR ABSENCE

For absence requests of over half a day, written notification must be requested from the

Headmaster and will only be authorised in exceptional circumstances. **It is expected that family holidays will not be arranged in term-time.** In such cases, the Headmaster is unable to authorise holidays during term time unless there are exceptional circumstances and there is compliance with government guidance detailed in 'Working Together to Improve Attendance (August 2024)'.

7. AUTHORISED ABSENCE

Authorised absence is when the school has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the Headmaster is satisfied that the reason for absence is genuine and meets the following criteria:

- The child is attending an approved educational activity off-site, i.e., interviews, school trips, sporting events, music examinations, work experience etc.
- The child is unable to attend due to exceptional circumstances (unavailability of transport provided by school or local authority, where the home is not within walking distance).
- The child is observing a religious festival.
- The child has an agreed medical appointment, and the school has been notified in advance.
- The child is too ill to come to school and parents have given specific symptoms. • There are specific circumstances, usually agreed in advance by the Headmaster, where a child is unable to attend the school, i.e. parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for 1 day only, although for weddings in foreign countries, the Headmaster has the discretion to authorise a reasonable level of absence).
- A temporary time-limited part-time timetable, where the pupil is of compulsory school age, both the parents of whom the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- Leave for Exceptional circumstances can be granted at the discretion of the Headmaster. Each application will be considered individually by considering the specific facts and circumstances and relevant background context behind the request. If granted, the Headmaster will determine the length of time the pupil can be away from school.

8. UNAUTHORISED ABSENCE

All other absences must be treated as unauthorised and referred to the Headmaster. The appropriate code will be used in the register.

9. ILLNESS

If a pupil feels ill during a lesson, they should go to a First Aider. They will be

accompanied there by a member of staff or a student. If a pupil does not arrive at a lesson because they are with the First Aider, information should be sought from the first aid room or office. The teacher should check this with the First Aider or notify the school office at the earliest opportunity.

Pupils should never be on their own if they are unwell. They should not be allowed to go to the nominated area.

The First Aider informs the class teacher of pupils who miss lessons. If a pupil is too ill to remain at school, the First Aider should advise the office staff as necessary, and the First Aider will contact the parent or guardian of the child.

10. CHILD MISSING FROM EDUCATION

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and criminal exploitation.

Leicester Preparatory School is required to inform the Local Authority of any pupil who is going to be deleted from their admission register where the child:

- Has been taken out of school by parents and is being educated outside the school system, e.g., home educated.
- Has ceased to attend school and no longer lives within a reasonable travelling distance.
- Has a medical condition certified by the school medical officer/school nurse that the child is unlikely to be in a fit state of health to attend school.
- Has been permanently excluded.
- Leicester Preparatory School is required to inform the Local Authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a consecutive period of 10 school days or more. Leicester Preparatory School is also required to inform the Local Authority if the proprietor:
    - Has reasonable grounds to believe that a pupil will be unable to attend due to sickness for at least 15 consecutive days.
    - Or the pupil will be, or will have been unable to attend success for a total of at least 15 school days during the year, whether consecutive or not.

10.2 PROCEDURE TO FOLLOW IF A CHILD IS MISSING FROM EDUCATION

- The Headmaster will be informed by teaching staff or the office that a pupil is unexpectedly off.
- The Headmaster or members of the senior leadership team will speak to members of staff to establish reasons for absence.
- The Headmaster or a member of the senior leadership team will, as a matter of priority, phone the parents/guardians.
- The Headmaster will use their discretion about whether to contact the

LSCB.

- The incident will be logged on the School's Safeguarding log,
- If the child has been absent for longer than ten days, the Headmaster or member of the senior leadership team will inform the Local Authority.

Identifying pupils at risk of poor attendance

Leicester Preparatory School are committed to monitoring attendance, to ensure all students receive the best education possible.

The Attendance team will use attendance and punctuality data rigorously to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission, before it becomes a regular pattern. The Attendance team will also use this data to identify cohorts who may need additional support.

11. THE ADMISSIONS REGISTER ('THE SCHOOL ROLL')

The school maintains an online Admissions Register and the names of all pupils (both compulsory and non-compulsory school age) are entered on the Admissions Register, in line with the statutory regulations as set out in 'The School Attendance (Pupil Registration) (England) Regulations 2024'.

Expected first day of attendance

The school enters pupils' names on the admissions register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before or at the beginning of the first session on that day.

Pupil information

The school records the personal details of every pupil at the school in the admission register. The register includes the following information for every pupil:

- Full name.
- Name that the pupil uses at school.
- Sex.
- Address.
- The full name and address of each of the pupil's parents.
- Which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. *The DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil.*
- Day, month and year of pupil's birth

- Day, month and year of the pupil's starting day at the school.
- Name and address of the last school the pupil attended, if any.

Pupils with a new address and/or school

Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupil currently lives, the school ensures that the admission register contains:

- The address.
- The full name of each parent the pupil will normally live with.
- The date when the pupil will start normally living there.

Where a person with control of a pupil's attendance has told the school that the pupil is or will be attending another school, the school ensures that the admissions register contains:

- The name of the other school.
- The date when the pupil began or will begin attending that school.

This also applies where the school itself is requiring the pupil to attend another school, for example, to receive education intended to improve their behaviour (off-site direction).

Maintaining the Admissions Register

It is vital that the Admissions Register is kept up to date. The school encourages parents to inform them of any changes whenever they occur and ensures the admissions register is amended as soon as possible.

Deletion of names from the Admissions Register

A pupil's name can only be deleted from the Admissions Register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with regulation 13(4) to (6) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will make a return to the local authority when a pupil's name is deleted from the admissions register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class (for example, pupils who leave the school at the end of Year 6), unless the local authority has requested such information.

Where a school notifies the local authority that a pupil's name is deleted from the

admissions register, as set out in regulation 13(4) of the School Attendance (Pupil Registration) (England) Regulations 2024, the school will provide the local authority with the following information about the pupil from the admissions register:

- Full name.
- Address.
- The full name and address of any parent the pupil normally lives with. • If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there.
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school.
- The reason set out in regulation 9 (1) or (3) of the School Attendance (Pupil Registration) (England) Regulations 2024, under which the pupil's name has been deleted from the admissions register.

A school will not retrospectively delete a pupil's name from the admissions register or attendance register. The admissions register and attendance register is an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance is recorded up until the date that the pupil's name is deleted from the admissions register.

Detailed reasons for deleting the name of a pupil of compulsory school age are available in The DfE's 'Working Together to Improve Attendance (August 2024)'.

Maintaining and amending registers

The school keeps an electronic system to keep the Attendance and Admissions Registers.

The school will preserve every entry in the Attendance or Admission Register for 6 years from the date the data was entered. Backups of the Attendance Register and Admissions Register are made monthly, and preserved for 6 years from the date the data was entered. Where amendments are made, all schools must ensure the registers show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. As the Attendance Register is a record of the pupil's presence at the time it was taken, this register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry.