



Carleton House

Preparatory School

ATTENDANCE AND PUNCTUALITY POLICY

DATE OF POLICY

February 2024

To be reviewed February 2027



ATTENDANCE AND PUNCTUALITY POLICY

MISSION STATEMENT

"We live, love and learn with Jesus"

1. Aims and Objectives

At Carleton House Preparatory School we believe that excellent school attendance, and regular punctuality ensures continuity of education and contributes to academic and pastoral progress in school.

We aim to encourage and assist all pupils to achieve excellent levels of attendance and punctuality.

We aim to:

- Promote outstanding attendance and punctuality.
- Ensure that children and parents understand the importance of outstanding attendance and punctuality.
- Work with parents towards good levels of attendance and punctuality.
- Take positive supportive action to address any poor attendance or punctuality.

Our Terms and Conditions State:

"4. Parents must support the School to ensure that their child will: 4.3.2 Maintain excellent attendance and punctuality"

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment. Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have time off often find it difficult to catch up and do well.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation all pupils achieve at least 97%. As a school we define regular attendance as 97% or above.

2. The School Day

The school is open from at 8.00am to enable children to be on time for morning registration. The school doors close at 8.45am.

Morning registration takes place at 8.45am. Children arriving at school after 8.45am must enter school via the school office entrance and will be marked as late for registration. Afternoon registration takes place at 1pm and closes promptly at 1.05pm.

3. Authorised Absence

A child's absence from school will be authorised when:

- A child cannot attend school due to sickness.
- A child attends a medical/dental appointment, which has been made unavoidably during school hours. Medical evidence may be required.
- A child has suffered a traumatic event, i.e. a death in the family.
- A day has been set apart for religious observance

4. Unauthorised Absence

A child's absence from school will be unauthorised when:

- An absence is unexplained by the child's parents or when the explanation is inadequate.
- An unauthorised family holiday is taken.

5. The Role of the School

- To regularly and accurately monitor and record attendance and punctuality.

- To contact and support parents when attendance or punctuality gives cause for concern.

6. The Role of the Parent

- To ensure that their child attends school regularly and arrives on time
- To follow the procedures for absences by informing school as described in this policy.
- To arrange family holidays during school holidays.
- To contact school if there is a problem which may affect regular attendance or punctuality.

7. Procedures for Informing School of Absences

- Parents must inform school via telephone, email or via the school app by 9am of their child's absence and on a daily basis, by 9am, until the child returns to school.
- Attendance registers are checked each day.
- If a child has an unexplained absence, the school office will then contact the child's parents by phone and will ask for an explanation of absence and an estimated length of time for the absence. Follow up contact may be necessary if this is exceeded.

8. Absence Due To Medical Appointments

If a child has an unavoidable medical appointment during school time, a copy of the appointment card must be produced and presented to the school office prior to the appointment.

9. When Attendance/Punctuality Gives Cause For Concern

The Department for Education recognise a pupil as a 'persistent absentee' if they fail to attend 10% or more of his or her possible sessions. Each morning and afternoon is classed as a session.

Attendance figures are monitored half termly by the Head Teacher.

When a cause for concern is identified, the Head Teacher may contact the parents by letter or invite them to a meeting to discuss how the school can support improved attendance. It is the school's intention to support all families to ensure our pupils can attend school and achieve well.

10. Holidays/leave of absence requests

Our school term dates are published well in advance and we ask that our families consult them carefully before booking holidays. Requests for exceptional circumstances leave of absence must be made in advance and can only be authorised by the Headteacher.

The school considers that all absences from school will disrupt a child's continuity of learning. Careful scrutiny of the reasons given and consideration of the current attendance record for the pupil will be taken into account before a request is authorised.

A leave of absence will be considered for a maximum of 5 days per academic year during term time. School work is not provided for pupils removed from school during term time.

A leave of absence may not be authorised if the pupil has an attendance figure lower than 95%.

Where parents take a child on holiday without permission, or fail to apply for permission in advance, then the absence will be recorded as an unauthorised absence on the pupil's educational record.

Leave of absence for religious observance reasons will be authorised upon request.

A copy of the leave of absence request form is available on our school website.