

Attendance Policy

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1 Introduction

Yateley Manor School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. Staff endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach maximum educational achievement a high level of school attendance is essential. The aim must always be to work towards 100% attendance for all children. Every opportunity will be used to convey to pupils and parents or carers the importance of regular and punctual attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

For details regarding absence through illness, please refer to the [First Aid - Pupil Absence Policy](#)

2 Absence for Medical Appointments or Interviews

Where a pupil needs to attend a medical appointment or interview, parents should write to the Class Teacher or Form Tutor in the first instance. An email, letter or note in the Record Book will suffice.

3 Leave of Absence in Term Time

Leave of absence during term time for events other than medical appointments and interviews, for example, will be discouraged. Parents must apply in advance and in writing for permission for their child to have leave of absence during school hours. Application emails should be sent to the Headmaster (headmaster@yateleymanor.com) and the decision as to whether to grant the request rests with the Headmaster, or any member of the Senior Management Team in his absence.

4 School Procedures

Any child who is absent from school at the morning or afternoon registration must have their absence recorded as being *authorised*, *unauthorised* or *approved educational activity* (attendance out of school). Only the Headmaster or a member of staff acting on his behalf can authorise absence. If there is no known reason for the absence at registration, the absence will be recorded in the first instance as *unauthorised*.

5 Registers

In the Nursery registers are taken by Key Persons. In Pre Prep and up to Year 4, Class Teachers take registers in the mornings and afternoons. In the Prep Department from Year 5 upwards, Form Tutors take registers every morning and afternoon.

6 Lateness

Morning registration takes place at 0840. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation. Pupils arriving late must attend the School Reception office to sign in. In the event of an absence

being for an early morning medical appointment, for example, the appropriate authorised absence code will be entered.

Afternoon registration takes place at 1330 for the Pre Prep and 1355 for Prep departments. Pupils arriving after the start of school but before the end of the registrations period will be recorded as *late before registers close*. On a Wednesday, pupils in the Prep department are registered before lunch due to fixtures and options.

7 First Day Absence

Parents must notify the school by email using absences@yateleymanor.com or on the main school number (01252 405500) if their child is not able to attend school on or before the first day of absence before 0840. In the event that a child is absent from school for a first day absence without notification from parents, the school aims to contact parents before 0930. Every attempt will be made to contact parents before further action is taken.

8 Ten Days Absence

Any pupil who is absent without an explanation for ten consecutive days will be notified to the Local Authority via the submitting of a referral to Children's Services Attendance Staff for the local area. The school will include details of the action taken. The Registration Administrator will alert the Designated Safeguarding Lead who will complete a "Notification to Children's Services of a Child not attending School" and send it to the Children Missing Education Team.

9 Frequent Absence

Within the school it is the responsibility of the Class Teachers and Form Tutors to be aware and to bring attention to any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, every attempt will be made to resolve the problem as quickly as possible.

10 Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of the following categories:

- *Unauthorised absence* - For pupils where no reason has been provided or whose absence is deemed to be without valid reason.
- *Authorised absence* - For pupils who are away from school for a reason that is deemed valid under the Education Act 1996.
- *Approved Educational Activity* - This covers the types of supervised educational activity undertaken off site but with the approval of the school. Pupils recorded in this category are deemed to be present for attendance return purposes. This includes field trips, educational visits and sporting activities.

11 Record Preservation

The school will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups at least once a month and will be available for each month.

12 Legal Reference

The Education Act 1996 Part 1, Section 7 states:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

To his/her age, ability and aptitude and

To any special needs he/she may have

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child. The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.”