ATTENDANCE POLICY

INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	Regulatory Governance and Compliance
Date last formally approved by the Governors :	Autumn Term 2026 (interim updates Autumn 2025, Summer 2026)
Period of Review:	Two Yearly
Next Review Date :	Autumn Term 2028

Person responsible for implementation and monitoring :	**Deputy Heads - Attendance Champions**
Other relevant policies :	● Admissions Policy ● Safeguarding and Child Protection Policy ● Staff Behaviour Policy ● Crisis Management Plan ● Health and Safety Policy ● Health & Safety Activities outside School ● Missing Pupil Policy (Senior) ● Missing Child Procedure (Prep) ● Fire Evacuation Policy ● Accessibility Plan ● Support for Learning (Special Educational Needs and Disability) Policy ● Site Security Policy

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

Aims and Ethos

SAFEGUARDING STATEMENT
Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its Safeguarding and Child Protection Policy.

EQUAL OPPORTUNITIES STATEMENT
The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their characteristics and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

1. Introduction

Felsted is committed to providing an education of the highest quality for all pupils and recognises this can only be achieved by supporting and promoting excellent attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play.

It is expected that all pupils will attend school during the published term dates and at the published times unless they give good reason (and obtain permission where required) for absence. Such absence should be explained in writing to the school.

This policy is published on the School website.

This policy will be sent to Parents when pupils join the School and Parents are reminded of it at the beginning of the school year and when the policy is updated.

This policy is available in hard copy on request.

2. Regulations

This policy is written in compliance with The Education (Pupil Registration) (England) Regulations 2006 as amended and the Department for Education Guidance: Working together to improve school attendance. The relevant Statutory Instrument 2006 No. 1751 is available at www.legislation.gov.uk.

3. Reporting to the Local Authority and UK Visas and Immigration (UKVI)

Felsted recognises its legal duty to report certain attendance issues to the local authority and reporting duties as a sponsor of Child Student and Student visas. Failure to attend regularly (or any other immediate concern) will result in such a report being made, and ten successive days of unauthorised absence will routinely trigger that report.

The School will:

- Notify the Local Authority (Essex County Council) of any additions or deletions to our admissions register, at standard and non-standard transition points, with the exception of pupils leaving at the end of Year 13.
- Inform the local authority of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.
- Provide the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the attendance codes classified as unauthorised (G, N, O, and/or U).
- Comply with the School's UKVI sponsor reporting duties, including changes in student circumstances and / or reporting if a sponsored pupil misses ten consecutive expected contact points.

The School recognises that the Essex County Council (as the local authority) may view and take extracts from the Attendance Register from any school in their area and the Secretary of State may also access and take extracts of the registers.

4. Schools' roles and responsibilities

The School's Senior Attendance Champion is George Masters, Senior Deputy Head. Email: dhpa@felsted.org

The Senior Attendance Champion is a member of the Senior Leadership Team and is supported by the Deputy Head (Prep), Assistant Head Pastoral and Wellbeing (Prep) and the Head of Student Services (Senior).

Registration is a legal requirement and requires pupils' attendance to be checked twice a day and a record kept.

As a matter of good practice, electronic registration has the facility for registration of every lesson, which is employed routinely as well as for other activities. This allows continuous tracking of pupil whereabouts and immediate information to staff as to whether they are in a music lesson or other sanctioned activity if absent from their lesson.

AM and PM Standard Registration Times
Morning registration is at 8.20am. The register will remain open for 30 minutes.
Afternoon registration is at 1.55pm The register will remain open for 30 minutes.

Saturday PM Registration for Years 9-13 is at 12.50pm. The register will remain open for 30 minutes.

If a pupil arrives after the register has been taken but before the register is closed they will be recorded as late (Code L). If a pupil arrives after the register has closed a pupil will be recorded as Code U 'Arrived in school after registration closed' or another absence code that is more appropriate.

Senior: Housemasters/Housemistresses are responsible for ensuring that registers are taken in Houses.

Pupils arriving late must sign in at their House offering an explanation for their lateness if this has not already been provided.

Prep: Form tutors / class teachers are responsible for taking the register.
Pupils arriving late must register with the School Office (Pre-Prep or Prep) offering an explanation for their lateness if this has not already been offered.

5. Absence

Senior School

Absence from Registration:
If a pupil is absent at **morning** registration this will be visible via iSAMS to the CR Secretary who will email or telephone home, if required, after consultation with the HM. The name of the absent pupil will be identified as Absent on iSAMS and is visible to other staff.

Afternoon registration is dealt with by Houses, as appropriate to the situation.

Absence from lessons:
The attendance of all pupils is registered on the iSAMs for every lesson. The iSAMS shows authorised activities or reasons for absence. If a student is marked absent without obvious reason and has previously been marked present at other activities in the day, the member of staff will immediately inform the HM or Common Room Secretary who will follow this up, if appropriate to do so.

Attendance at Activities:
All pupils are expected to attend their activities. Any pupil who is off exercise (off-ex) for health reasons must bring a standard chit from the Medical Centre (or letter from home for day pupils).

It is the responsibility of the member of staff taking an activity or sport to register attendance.

If a pupil is absent without reason and the pupil's whereabouts are unknown the HM (or Senior Deputy Head) must be informed immediately and the Missing Pupil Policy (Senior) followed.

Prep School
The School Office follows up on any unexplained absence and ensures that every child in the School is accounted for. All pupils who are absent without reason are contacted by phone straight after registration and will be constantly followed up until contact is made. If a pupil is absent without reason and the pupil's whereabouts cannot be established, the Missing Child Plan and Procedure will be followed. Phase.

Absence recording
Any child who is not present will be marked Absent subject to the DfE absence codes. unless leave has been granted by the School in advance or the reason for absence is already known and accepted by the School as legitimate. (Good reason for absence must be given as per Government Attendance Codes.)

Any pupil absent for an extended period of time, and certainly when that period of time is five days or more, will be offered support, a call from a Tutor and the opportunity to catch up on work at home, if appropriate.

5.1 Authorised Absence
Absence will be authorised in the following circumstances:
(i) where leave has been granted by the School in advance;
(ii) where the School is satisfied that the child is too ill to attend;
(iii) where the pupil has a medical appointment;
(iv) university visits (once approved by the pupils HM)
(v) where there is an unavoidable cause for the absence that is beyond control, for example because of poor weather conditions or as a result of national or international travel delays or restrictions;
(vi) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil or the pupil's parents belong;
vii) for special circumstances, for example a bereavement in the family

Parents should let the school know as early as possible and at the latest by 8.15am on the morning of the absence, if a pupil needs to miss school for the above reasons, via the following contacts:
Prep: The School Office - prepadmin@felsted.org or 01371 822613
Senior: The pupil's HM via the House mobile (on the day) or HM email address (in advance).

Term time absence requests in exceptional circumstances
Parents must request permission from the Head in advance if a pupil needs time off school in exceptional circumstances.

For all exceptional circumstance requests for absence, parents are required to complete the following form: Parent Request Form - for authorised absence in exceptional circumstances

The Head will then review the request as well as the current level of attendance before making a final decision with regards to granting authorisation. The Head will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If leave of absence is granted, it is for the Head to determine the length of the time the pupil can be away from school.

A School cannot grant a leave of absence retrospectively. If the parent did not apply in advance, authorised leave of absence cannot not be granted.

The School will consider every exceptional circumstance application individually. Generally, the Department for Education (DfE) does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to qualify as an exceptional circumstance. It is therefore policy for the Head to not authorise leave of absence for a holiday.

Extended and Specific Period of Absence
For a request for any extended and specific period of absence, for example participation in a sport or external activity, the Head will require an initial meeting to determine the following facts:

- Appropriateness of activity so that it is always in the pupil's best interests
- Safeguarding of the pupil during the activity
- Details of the venue and safeguarding protocols
- An agreed review date/s
- Monitoring of the pupil's academic performance
- Attendance/participation should be checked and documented
- Parental agreement to help support any additional learning from home where appropriate

These arrangements should be confirmed in writing with a copy placed in the pupil's file and a copy sent to parents.

5.2 Approved educational activity
Where a pupil is engaged in off-site approved educational activities, the School will check their attendance on a daily basis before entering the appropriate code in the register.

5.3 Unauthorised Absence Legal Requirements
Felsted School is required by law to inform Essex County Council of any child who is regularly absent, or who have missed 10 days or more without the school's permission. As part of the 2002 Education Act, Schools are required to investigate any unexplained absences.

The School will monitor unauthorised absence (as part of 5.4) and respond accordingly, working with parents and in accordance with the School's Safeguarding and Child Protection Policy.

5.4 Monitoring absence
In addition to responding to absences as part of section 5 of this policy, the School monitors pupil absence at an individual and group level. The Leadership Team (Prep) and the Senior Deputy Head and Head of Student Services (Senior) review timely (approximately monthly) reports from the School's management information system (iSams). This review includes analysis of attendance patterns and trends as well as using thresholds to identify any pupils of concern.

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. All pupils who have attendance levels of 90% or below are

considered to be a persistent absentee. Follow up action is taken as appropriate, including engagement with parents and pastoral staff as necessary.

6. Young carers, pupils with an EHCP, pupils with a social worker or a youth offending team worker

Where pupils have responsibilities at home as a young carer and their caring role may be contributing to absence, the school will work in partnership with the pupil and their parents to understand barriers to attendance and to put appropriate support in place. Where relevant, the school will work with the local authority to facilitate access to support through local early help arrangements and other relevant organisations.

The School will inform a pupil's social worker and / or youth offending team worker if there are unexplained absences.

Where a pupil has an education, health and care plan (EHCP) the School will communicate with the local authority which maintains the EHCP about any significant issues emerging over attendance.

The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

7. Attendance Register

The Attendance Register is kept electronically on the School's Management Information System (iSAMS) which is backed up daily. This Attendance Data (register and backup copies) are kept until six years (previously three years) from date of entry.

The attendance register is completed at the start of each morning session and once during each afternoon session. It shows whether the pupil is:
(i) present;
(ii) absent;
(iii) attending an approved educational activity outside school;
(iv) unable to attend through exceptional circumstances
The relevant attendance code (as per section 6.2) is also recorded for any of the above categories.

7.1 Registration of Boarders

Felsted's policy is, as a check on pupils' whereabouts for reasons of welfare, health and safety, to register boarding as well as day pupils. Felsted's Policy is that day pupils and boarders, irrespective of age, are registered in the same way during the school day. Boarders will additionally be registered in their boarding house every evening and at bedtime, and at other times, as required by the Housemaster or Housemistress. All absences will be followed up.

7.2 Attendance Register Codes

Detailed explanation of attendance codes is available from the DfE website in Absence and Attendance Codes Guidance (Working together to improve school attendance - GOV.UK). Felsted uses a system of codes which covers all of these categories, as they are relevant to Felsted.

8. Parents'/Carers' Responsibilities

The prime responsibility for ensuring that children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and

encouraged by the School. Parents will be expected to notify the School in writing explaining absence.

9. Leadership Team Responsibilities

The Leadership Teams are responsible for ensuring that attendance data is complete, accurate, and analysed, and that matters of concern are dealt with appropriately.

10. Governors' Responsibilities

The Governing body has ultimate responsibility for the safeguarding and promoting of the welfare of children who are pupils at the School and it delegates operational discharge of that responsibility to the Heads.

A summary of attendance, including trends and any areas of concern, is reported to and discussed termly with the Governance Committee, and subsequently reported to the Board, as part of the School's termly safeguarding report to governors,

11. Monitoring & Evaluation

This policy is applied on a daily basis and monitored by the Leadership Teams on a frequent and regular basis. Records are kept appropriately. The Schools will evaluate and review this policy in line with the agreed cycle of review.