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## ATTENDANCE POLICY

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This policy relates to all sections and activities of the school e.g. Prep & Senior School, Nursery & Infant School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

This policy should be read in conjunction with the following School policies and procedures:

Safeguarding Policy (Child Protection )

- Transition Policy
- Special Educational Needs
- Anti-Bullying and E-Safety
- Behaviour Management

Red House School is committed to providing a full and effective education for all its pupils to ensure they achieve their potential in all that they do.

The School believes that all pupils benefit from the education it provides and from regular and punctual school attendance and good behaviour. To these ends, the staff will do all they can to ensure that all pupils attend regularly and that any problems which impede this are identified and acted upon as soon as possible.

### 1 EXPECTATIONS

**1.1** We expect that all pupils will:

- attend school regularly
- arrive on time, appropriately dressed in school uniform and prepared for the school day
- through our effective pastoral system, tell a member of staff about any problem which is making it hard for them to attend school regularly

**1.2** We expect that all parents:

- ensure their son / daughter attends school every day and on time
- ensure that they contact the school as soon as possible, i.e. on the first day of absence before 9.00am., whenever their child is unable to attend school
- ensure that their children arrive in school appropriately dressed and fully prepared for the school day
- provide the school with up to date home, work and emergency telephone numbers
- not to arrange family holidays to take place during the school term if at all possible
- inform the school in confidence about any problem which might affect their son's/ daughter's attendance or behaviour

**1.3** Parents/carers can expect that the school will:

- provide a good quality education
- record their son's/daughter's attendance regularly, accurately and efficiently; this will be done via electronic registration
- on the first day of absence make every reasonable effort to contact the parent when their child fails to attend and the school has not been notified by 9.30 am
- deal discretely and properly with any problem notified to the school by the parent
- provide access to online attendance data
- encourage good attendance and behaviour

### 2 UNEXPLAINED ABSENCE

To ensure that there are no unexplained absences, the School secretaries will follow the procedure below without delay:

- check iSAMS for absentees whose reason for absence is unknown at the end of registration. Print out a registration status report.
- check classes to ensure a child, whose reason for absence is unknown, has not arrived late into School and not signed in (Prep & Senior School only).
- telephone contact numbers, leaving messages where possible, to ascertain if the child is at home unwell. Record time on registration status report.

- follow up with text and email if no contact made by telephone, recording time sent on registration status report.
- if child is missing, in conjunction with parents, contact police.

### **3 LATENESS**

Lateness is monitored by the form teacher. If a pupil is persistently late, parents will be informed and then, if necessary, invited into school to discuss the matter with the Senior Tutor/Head Nursery & Infant School.

### **4 RESPONSIBILITIES**

- Form Teacher to alert poor attendance record/non-attendance pattern to Pastoral Team Leader/Head Nursery & Infant School
- Team Leader/Head Nursery & Infant School to investigate absence record and take appropriate action following consultation with Senior Tutor.
- Designated Safeguarding Lead to contact the Local Authority Attendance and Exclusion Officer when a pupil has been absent for 10 consecutive days without permission or earlier if felt necessary (The Local Authority Family Information Service to be contacted if the child is an EYFS pupil).
- Headmaster to notify the Local Authority Attendance & Exclusion Officer if a pupil is permanently excluded from the school.

Reviewed by K D James  
February 2017