



PROSPECT HOUSE  
SCHOOL

*ATTENDANCE, ABSENCE AND  
REGISTRATION POLICY*

*NOVEMBER 2019*

## ATTENDANCE, ABSENCE AND REGISTRATION POLICY (pupils)

### Legislation

- i. Prospect House School encourage good attendance and punctuality.
- ii. Prospect House School follows the Department of Education document entitled School attendance Guidance for maintained schools, academies, independent schools and local authorities on school attendance, July 2019  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/818204/School\\_attendance\\_July\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf)
- iii. Admission and attendance registers are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006 as in force from 1 September 2016 by virtue of amendments in 2010, 2011, 2013 and 2016.
- iv. Statutory guidance related to attendance is also contained in Keeping Children Safe in Education (September 2019)  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- v. DfE advice about wider attendance issues may also be found in Advice on School Attendance (2019).  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/818204/School\\_attendance\\_July\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf)
- vi. Children missing education: statutory guidance for local authorities  
<https://www.gov.uk/government/publications/children-missing-education>

### Procedures

#### Registration

- 1 Registration is carried out twice daily, prior to the morning and afternoon sessions.
- 2 Registers are marked in accordance with Department of Education guidance and codes in this guidance are used in the registers to classify absence.
- 3 Registration is recorded on the school management system; however, in accordance with the pupil registration regulations (2006) cited above, an additional back-up copy of the admission register and the attendance register is made not less than once a month in the form of an electronic, micro-fiche or printed copy and are retained for a period of three years after the end of that school year.

#### Absence

#### Illness

- 4 Parents must telephone the school office or contact it by email before 8.30 to inform us if their child is ill. The school contact details are:

### Prospect House School



- Tel: 020 8780 0456
- E-mail: absence@prospecths.org.uk

- 5 Email notifications are preferred to the relevant address shown above
- 6 If a pupil is absent because of illness for five consecutive days, the school may request supporting evidence.
- 7 If no reason for absence is received by the school then the reason for the child's absence must be pursued by the school office. Any case where a parent refuses to give a reason for absence must be referred to the head and may result in a referral to the Educational Welfare Officer.
- 8 If a pupil is persistently late or absent, the head will write to the parents in the first instance and if the problem continues will invite them to a meeting. If the school's efforts to effect improvement are unsuccessful, it may be necessary to refer the matter to the Education Welfare Officer. In this case the school will write to the parents informing them of the referral.

### **Medical appointments**

- 9 So as to avoid disruption to a child's education, wherever possible medical or treatment appointments should be arranged to take place after school, at the weekends or during the school holidays, rather than during the school day. Where appointments during the school day cannot be avoided, such appointments should still be arranged with a view that these should occasion the least possible disruption to the child's education. Parents must notify the school of any intended absence of their child for such a reason, again by e-mail or telephone.

### **Other authorised absence**

- 10 Absence from school may also be authorised if it is for one of the following reasons:
  - Religious observance
  - Exceptional family circumstances e.g. bereavement.
  - Visits to or interviews at future schools
- 11 All absences must be explained by a parent or, in the case of a planned absence, permission requested in writing.

### **Lateness**

- 12 Pupils who arrive at school after the registers have closed must report to the school office before joining their class. Department of Education codes will be used to record lateness.

### **Requests for absence for any other reason**

- 13 Requests from parents to take their child out of school for any other reason must be made through the head (and not to the form teacher). Parents are requested to e-mail or write to the school. All such correspondence will be kept in the child's record file
- 14 Holidays in term time the school expects each parent to ensure that his or her child has the best attendance record possible. To this end, the schools publish calendar dates well in advance and it

therefore expects total support from parents in this matter. Parents wishing to take a child out of school during term time for the purposes of holiday or other leisure or recreational events are advised that authorisation will not normally be granted, other than in the most exceptional circumstances.

- 15 When because of an imminent exceptional circumstance a parent makes such a request, the head at her discretion will make the final decision as to whether the absence will be authorised or not and thus the manner of the attendance record in the school's register and will communicate this to the parents in writing, usually reiterating a note about the disruption and disappointment often occasioned to a child by he or she missing lessons, sports activities and productions etc.
- 16 Parents should also be made aware that future schools considering a candidate often ask for a history of attendance; a record of unauthorised absence may well prove unhelpful to a candidate and tip the balance against him or her. In addition, many officers do occasionally patrol ports and airports and have been known, during term time, to delay families with enquiries as to whether the child's absence has been authorised by its school.
- 17 While the school tries to be as helpful as it may within reasonable limits, it is the school's policy that staff should not normally be obliged to prepare work for a child to complete during any authorised absences. Nevertheless, the requirement for this in each case will be assessed on its individual merits and any potential offer of assistance determined by the mistress.

#### **Children missing from education**

- 18 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. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Appropriate safeguarding policies, procedures and responses are implemented for children who go missing from education, particularly on repeat occasions.
- 19 In accordance with statutory guidance (KCSIE) the school's Designated Safeguarding Lead will report to the local authority any pupil who fails to attend school regularly or has been absent, without the school's permission, for a continuous period of 10 school days or more.
- 20 In addition, each school will inform its local authority within five days of any pupil who is added to the admission register other than those pupils who are registered at the start of the school's youngest year of entry, unless the local authority requests information on the youngest children.
- 21 Each school will also notify the local authority when a pupil's name is to be deleted from the admission register under any of the 15 grounds set out in regulation 8(1) of the Education (Pupil Registration) (England) Regulations 2006 as amended, or under any of the five grounds set out in regulation 8(3) if the pupil is not of compulsory school age, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register. This duty does not apply where the pupil has completed the school's final year, unless the local authority requests such information is provided.
- 22 Children missing education raises a safeguarding issue particularly when a child leaves with no known destination. For this reason, although the legal requirement under the registration regulations is met by the school reporting to its 'own' local authority, the school may in some circumstances also contact the local authority where the child is normally resident.

### **Promoting attendance/punctuality**

- 23 The school will regularly promote to pupils and parents the value and importance of good attendance and punctuality.
- 24 Staff will set a good example by being punctual.
- 25 Staff will use the school's rewards and sanctions procedures to encourage punctuality.
- 26 Parents will be kept fully informed of any concerns regarding attendance and punctuality.
- 27 Individual cases where pupils experience attendance or punctuality difficulties will be investigated by the form teacher and where appropriate referred to the head.

### **Monitoring**

- 28 Attendance statistics will be monitored each term to identify individuals or cohorts whose attendance causes concern.
- 29 Any member of staff who has concerns about any absence, or any pattern of absence, must inform the head promptly.

