S.Anselm's Prep School Peak District

Policy Title: Attendance Policy

Policy Category: Safety & Wellbeing

Policy Number: PC1

Policy Owner / Author:	AWH, with Heads of Phase: KBA, LFL
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Contact for Queries:	Alison Whawell

📌 This document is controlled and reviewed as part of the School's policy management process. Please refer to the school's website or Teams to ensure you are using the most up-to-date version.

This policy refers to all pupils including those in the EYFS setting.

Introduction

S. Anselm's School sees successful education as a partnership between the family and the school and is committed to providing the highest quality of education possible. In order to do so, it is expected that pupils will, ordinarily, attend school for the duration of each school day and for certain specified school events which occur outside the normal school day. There will be occasions when pupils cannot attend school and this policy details the procedures to be followed on such occasions.

S. Anselm's School has a statutory obligation to maintain an appropriate attendance register in accordance with The Education (Pupil Registration) (England) Regulations 2006 as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013 and Working Together to Improve School Attendance 2024.

In order to comply with its statutory obligations, S. Anselm's School expects that it will enjoy the full support of all parents in implementing this policy. By working collaboratively with pupils and parents we will promote attendance and remove barriers, although it is acknowledged these can be wide and complex including pupil's physical and mental health. This policy is given to all parents of new pupils as they start and all parents are reminded of this policy at the start of each school year.

Regular attendance is fundamental to educational achievement, wellbeing and safeguarding. The school recognises that children who are absent from education or missing education may be at increased risk of neglect, abuse, exploitation, including child criminal exploitation and child sexual exploitation. Attendance is therefore monitored as an integral part of the school's safeguarding arrangements.

The foundation of good attendance is a safe, calm and supportive school environment alongside a strong partnership between the pupil, parents and school. The school will work proactively with families to identify and remove barriers to attendance wherever possible.

The school requires parents to provide at least two emergency contact numbers for every pupil and strongly encourages the provision of a third emergency contact. Contact details should be updated promptly whenever circumstances change. This allows swift communication about attendance as well as other matters.

Attendance Expectations

S. Anselm's School considers good attendance to be above 96%. Attendance below this level will be monitored and, where appropriate, discussed with parents to identify any barriers and support strategies. Persistent absence (attendance below 90%) will trigger enhanced monitoring and intervention.

Registration times

An electronic attendance register is kept for each form in the Pre-School, Pre-Prep (which, for the purposes of this policy also includes EYFS) and Prep departments. The register is completed at the start of each morning and afternoon session.

For pupils in Pre-School and Pre-Prep, morning and afternoon registration takes place in their classrooms. Pupils in the Pre-Prep and Pre-School department are expected to arrive for form time and morning registration between 8.20-8.45am. The afternoon session for Pre-Prep and Pre-School is taken after lunch break at 12:50 pm. Children arriving in Pre-School for lunch, before the afternoon session, should be taken directly to their class teacher, who will note their arrival for fire registration purposes, and will be registered with the rest of their class after lunch for the afternoon session.

For pupils in Prep Forms, Years 3-8, registration takes place in form rooms during the morning and before lesson 1 between 8:20 pm and 8:30 pm. Afternoon registration for the Prep School takes place after lunch break at around 1:20 pm during Form Reading Period. Wednesday is an exception for Years 3 to 8, as the afternoon register is taken in the Dining Hall during the Lunch sitting (12.45-1:00 pm) due to sports matches.

Pupils in the Prep (Years 3-8) are expected to arrive for morning registration no later than 8.20am.

Registration closes at (30 minutes after it was opened):

Pre-Prep: 8:55 am Prep: 8:50 am

Late Arrival of a Pupil

Lateness is considered to be:

Pre-Prep (morning) KS1 8.30 pm, Reception 8.55am (afternoon) 12.55pm
Prep (morning) 8.30am (afternoon) 1.40pm

If a pupil arrives at school after registration ends or after his/her form teacher has taken the register and the form has left to attend assembly or house meeting, s/he must go straight to the office and notify the office staff of his/her arrival and reason for lateness. If a Prep pupil arrives after lessons have started, a parent should bring them into school and sign them in at the school office. They will be recorded as late for the session, and the reason will be sought and the number of minutes late recorded.

All registers are taken in electronic form using ISAMS and records are stored for 6 years, available for the Local Authority or Inspectors. Standard National Codes for Absence are employed.

Leaving school during school hours

If a pupil has permission to leave school, with a parent, during school hours, s/he (or if appropriate his/her parent or guardian) must go to the School Office and notify the office staff that s/he is leaving.

The School Office staff will record on the book the child's name, date, time of departure and reason for leaving.

If pupils are accompanied on a school trip by a member of staff during school hours, it is the responsibility of the member of staff to notify the School Office staff that they are leaving.

Returning to school during school hours

If a pupil, who has been marked absent in the register, returns to school during the school day but outside a registration period, s/he (or if appropriate his/her parent) must go to the school office and notify the office staff of his/her return.

The School Office staff will record, on iSAMS, the time of return.

If pupils return from a school trip during school hours but outside a registration period, it is the responsibility of the member of staff to notify the School Office staff that they have returned.

Pupil illness or unplanned absence

If a pupil is ill or unable to attend school for any other reason and the school has not been previously notified, parents should telephone or email the school office by 8.45am at the latest. If telephoning early, before the office is staffed, parents may leave a message on the answerphone.

Parents should not e-mail form teachers of unplanned absence as teachers may not be able to check emails during registration periods.

If a pupil is ill for more than one day, parents should telephone the office each morning to confirm the pupil will be absent for that day.

The school may request medical evidence where absences are frequent, prolonged or where there are concerns regarding a pupil's attendance pattern.

Where absence relates to physical health, mental health, SEND or other vulnerabilities, the school will work collaboratively with parents and relevant professionals to support a return to regular attendance.

Pupil planned absence

S. Anselm's School values the strong relationship it has with parents and the support they afford in ensuring their children are in attendance throughout the school day. There are, however, occasions when a pupil may need to be absent for all or part of the school day.

If a parent needs to take a child out of school for a pre-arranged medical appointment, the Head needs to be notified preferably by e-mail, in advance.

Parents may apply for pupil absence due to personal reasons such as a family event. Requests must be made in writing to the Head in advance including through the Pupil Dashboard. Absence during term time will only be authorised in exceptional circumstances. Family holidays during term time will not normally be authorised**.**

Impact of absence

Missing school days affects a child's progress. If attendance falls towards 90% it is likely to reflect significantly on a child's progress and their attainment could fall by a whole attainment grade.

It should be noted that the first and last day of each term are very important. On the first day children are settling in, picking up friendships and receiving induction information that helps them feel more settled in school and less anxious. On the last day of term, we always celebrate achievement and effort. Positive feedback is important for children and, whether or not your child is receiving a prize on a particular day, they experience the sense of importance given to pupils' effort and achievement which is highly formative.

If a child's attendance starts to cause concern (less than 93 %), the school will contact parents to discuss the reasons for the low attendance and to offer any support the school can to ensure the child can get back on track.

The school recognises that poor attendance is often a symptom of wider issues and seeks to identify barriers at the earliest possible stage. These may include physical health difficulties, mental health needs, SEND, family circumstances or safeguarding concerns.

Staff will listen to pupils and parents to understand barriers to attendance and will agree supportive actions where appropriate. These actions will be reviewed regularly.

Unauthorised absence

It is expected that all parents will notify the School Office of any absence in accordance with this policy in order that the school can safeguard the welfare of all pupils. It is therefore unlikely that there will be an unexplained absence by the end of a registration period.

If a pupil has been marked 'N' on the register at the close of registration because no reason for the absence has been given, the School Office staff will contact parents, as a matter of priority, to establish a reason for the absence.

The school will make enquiries regarding any unexplained absence and vulnerable pupils will always be prioritised. Where repeated attempts to contact parents are unsuccessful, safeguarding procedures may be initiated, including consultation with Children's Services or the Police where appropriate.

In such situations, School Office staff will seek to contact parents between 9.00am and 9.45am once the registers have been checked.

International Pupils with a Child Student Visa

It is a statutory obligation to monitor the attendance of all Child Student Visa sponsored students, including when they commence a course of study at school (they will be expected on the first day of proposed study) and during their programme of study. When ten consecutive days of absence are registered the UKVI will be informed. Please see the Admissions Policy including The Child Student Visa Attendance Monitoring Policy for more details.

Monitoring and Review

The school adopts an early intervention approach to attendance concerns. Form Tutors and Class Teachers are the first point of contact for monitoring attendance and punctuality and will work closely with pupils and parents when concerns emerge. Where concerns persist, these will be escalated to the relevant Head of Phase, who will work with families to identify and address barriers to attendance and agree appropriate support strategies. The School Attendance Champion, Alison Whawell (Deputy Head), provides oversight of attendance across the school, monitors attendance patterns and trends, liaises with Heads of Phase, the DSL and parents where necessary, and ensures statutory attendance procedures are followed. Support may include attendance meetings, action plans and, where appropriate, involvement of external agencies. Where attendance remains a significant concern despite support and intervention, the school may seek advice from or make referrals to the Local Authority Attendance Team, Children's Services or other relevant agencies to ensure the pupil receives appropriate support and safeguarding.

The school adopts a graduated response to attendance concerns:

Step 1: Prevention

Attendance patterns are monitored routinely. Early conversations with pupils and parents take place when attendance or punctuality concerns emerge.

Step 2: Early Intervention

Where attendance concerns continue, additional support will be offered and, where appropriate, external agencies may be involved.

Step 3: Targeted Support

Formal attendance meetings may be held with parents and pupils. Strategies and action plans will be agreed and monitored.

Step 4: External Agency Involvement

Where concerns remain unresolved, the school may seek advice from the Local Authority Attendance Team, Children's Services or other relevant agencies.

Our Attendance Champion, Alison Whawell, Deputy Head (Alison.whawell@anselms.co.uk) is responsible for following up with the pupils and families where there are attendance issues. The Attendance Champion will monitor attendance and punctuality trends, identify pupils requiring support, liaise with Heads of Phase, the DSL and parents, and ensure that statutory attendance procedures are followed.

Tick Off

It is equally important that we know when a child leaves school each day. If this is before the normal departure time, a parent/ carer must sign them out at the School Office. Lists are compiled daily to determine whether a child is leaving at the end of the teaching day, after attending a club or is staying for boarding. It is essential we can account for every child leaving with their parent or designated person on a daily basis.

For Pre-Prep tick off is always from the Pre-Prep classrooms with their form tutor or teaching assistant. This is at 3:20 pm. If a child is attending After School Club, the child should be collected from staff in the After School Club room (situated in the Pre-Prep building) at the scheduled booked in time, up to 5.30pm.

For Prep (Years 3-8) tick off is at 5:00-5:10 pm Monday, Tuesday, Thursday and Friday and on Wednesday it is at 4:00-4:10 pm. It is from Hargreaves Hall.

After school club tick off is at 6:00-6:10 pm from Hargreaves Hall, Monday to Thursday and at 7:20 pm on Friday.

Saturday tick off is at 12:30 pm from Hargreaves Hall.

Duty to report absence to Local Authority

Local Authorities have a legal responsibility to identify children of compulsory school age who are not in education. Schools may therefore receive an enquiry about whether they are educating a specific child and the school is obliged to provide this information to the Local Authority.

Schools are required to alert their local authority after a pupil of compulsory school age has been absent without authority for fifteen consecutive days or fifteen cumulative days as they may need additional support from the L.A. If a pupil is removed from the school roll without the pupil's next school being known, the school is required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.

A Child Missing Education (CME) is defined as a child of compulsory school age who is not registered at school and is not receiving suitable education otherwise than at school.

The school recognises that children missing education may be at increased risk of harm, neglect, abuse, exploitation, radicalisation and poor life outcomes.

Where there are concerns that a pupil may be at risk of becoming a Child Missing Education, the school will work with parents, the Local Authority and other agencies as necessary.

The school will undertake reasonable enquiries to establish the whereabouts of a pupil where contact has been lost. Such enquiries may include:

- Contacting parents and emergency contacts.
- Contacting known relatives where appropriate.
- Liaising with previous or proposed schools.
- Working with the Local Authority CME Team.
- Liaising with other agencies involved with the child or family where appropriate.
- The school will maintain clear records of all enquiries and actions taken.

For international pupils we report to UKVI after 10 days of consecutive absence (see above and also refer to the Admissions Policy including The Child Student Visa Attendance Monitoring Policy for more details).

Notification of Pupils Leaving School

When a pupil leaves S. Anselm's School, the school has a statutory duty to notify the Local Authority Children Missing Education (CME) Team within five days where required under pupil registration regulations. Parents are expected to provide details of the pupil's next educational setting and, where applicable, their new home address. Where a destination school or suitable education provision cannot be confirmed, the school will work with the Local Authority to ensure the child remains visible within the education system and does not become a Child Missing Education. Detailed records of all communications and actions taken will be maintained.

Elective Home Education

Where parents indicate their intention to educate their child at home, the school will offer a meeting to discuss the proposal and ensure that parents understand the implications of Elective Home Education.

If parents proceed with Elective Home Education, the school will notify the relevant Local Authority in accordance with statutory requirements and update its admission records accordingly.

Where there are safeguarding concerns relating to the child, these will be considered and acted upon in accordance with the Safeguarding and Child Protection Policy.