Attendance and Punctuality Policy Including EYFS

Abbotsford Preparatory School

1. Introduction

The aim of this policy is to establish the school's expectations regarding attendance and punctuality, the procedures to be followed in this area, and the relevant responsibilities of different groups within the school community.

This policy should be read in conjunction with the policies listed below:

- Safeguarding and Child Protection
- Health and Safety

Our policy reflects the DfE guidance, in particular 'Keeping Children Safe in Education' (DfE, 2025), 'Working together to improve school attendance' (DfE, 2024) and 'Arranging education for children who cannot attend school because of health needs' (DfE, 2023).

This policy meets the requirements of 'Working together to improve school attendance' from the Department for Education (DfE, 2024) and refers to the Statutory guidance for maintained schools, academies, independent schools and local authorities' (DfE, 2024) and 'Arranging education for children who cannot attend school because of health needs ' (DfE, 2023).

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

• Part 6 of The Education Act 1996
• Part 3 of The Education Act 2002
• Part 7 of The Education and Inspections Act 2006
• The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
• The Education (Penalty Notices) (England) (Amendment) Regulations 2013
• The Education (Penalty Notices) (England) (Amendment) Regulations 2024
This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold
• Summary of responsibilities where a mental health issue is affecting attendance
• Support for pupils where mental health issues are affecting attendance (Effective practice examples)
• Keeping Children Safe in Education 2025.

2. Implementation

All of our students should attend school regularly and punctually so that they:

- receive the best education possible, by benefiting fully from the opportunities provided by the school and by accessing the full support needed to fulfil their potential;
- establish healthy attitudes and patterns surrounding attendance, which will extend into later life;
- avoid the detrimental effects that poor attendance has on social development.

All staff members are responsible for monitoring the attendance and punctuality of all members of their class. The school is opened at 08:45 and the first lesson begins at 09:00. The students who arrive after 09:00 must sign in at the office and give a reason for their lateness. School closes at 3:25 for Pre School and 3:30 for children in Reception to Year 6.

Parents are responsible for their children before and after school hours, and also responsible for ensuring that students travel safely to and from school, regardless of transport. Prior written permission must be sought from the school if a student is not to be accompanied by an appropriate adult but is to travel to or from school by cycle, foot, or other transport.

The process for requesting leave of absence requires parents to complete the school leave of absence form which can be requested from the school office, this is then reviewed and signed by the headteacher. This form is then sent home to the parents with a decision as to whether or not it has been approved.

Should an unexpected absence occur parents must notify the school office by 9am this can be by telephone or email. Contact details are as follows: 0161-748-3261 or secretary@abbotsfordprepschool.co.uk

If a student is absent without an explanation, then a phone call home is made from the school office to find out the reason for the absence. Registers are checked on a regular basis by the School Administrator and any concerns or unexplained lengthy absences are referred to the Headteacher. If a student begins to demonstrate a pattern of frequent short absences, this will be investigated by the Headteacher.

2a. **Attendance returns: informing the Local Authority**. The school will record and report absence as required and liaise with the Local Authority attendance team.

1. **Prolonged unauthorised absence:** The school will 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 codes statistically classified as unauthorised (G, N, O, and/or U).

1. **Sickness returns**: The school will provide the local authority with the full name and address 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. Only one sickness return is required for a continuous period of sickness in a school year. This is to help the school and Local Authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on arranging education for children who cannot attend school because of health needs.

In the event of a student contracting an illness or suffering an injury which would result in an absence of 5 days or more, parents should inform the school immediately and subsequently keep the school informed of progress. The school will also make follow up courtesy calls.

Parents are expected to make contact with school on the first day of absence and keep the school informed on a regular basis. If there has been no notification of the absence the school office will contact the parents by 10am that day.

If a student is unable to attend school for long periods due to health needs, the school will pragmatically develop a plan in collaboration with the family and other external agencies to ensure the chid is able to maintain a good education.

Parents are discouraged from organising holidays during term time. If an application is made by any parent, it will be considered by the Headteacher on a case-by-case basis.

The Headteacher has overall responsibility (and is the senior attendance champion) for monitoring the Attendance and Punctuality Policy and its implementation. The Headteacher will ensure that the Attendance and Punctuality Policy is regularly reviewed and implemented effectively, should you require any more detail regarding support of attendance please contact either secretary@abbotsfordprepschool.co.uk or headmistress@abbotsfordprepschool.co.uk

3. Attendance in conjunction with student illness

Please see the Appendix of this policy for common conditions relating to student illness.

Absence Reporting Procedure

There is a clear process for you to follow to inform the school that your child may not be attending because they are ill.

- The parent/carer must telephone 0161 748 3262 or send an email to secretary@abbotsfordprepschool.co.uk before 9.00 am to inform the school that their child is absent and the cause of the absence. Parents are expected to phone on a daily basis to report a child's absence and keep the school updated.
- The school will ask for the nature of the illness and the expected duration of the absence
- The office will give guidance on the recommended length of absence if appropriate.
- Parents coming into school to drop off siblings of the sick child must inform the office of the absence as well as the respective teacher.
- Parents are notified of attendance data on a termly basis at parents evening, however if the child's attendance has fallen below 94% at any point during the school term a notification will be issued immediately.
- The school attendance champion reviews the weekly school attendance and highlight any areas of concern, this information will be highlighted to the class teachers who will liaise with parents to support improvements in attendance. If there is no improvement in attendance, a meeting with the headteacher will be arranged. One hundred percent attendance is celebrated in the prize giving assembly.
- Should a child have a persistent or several absences which the school feels needs additional support we will contact the governors and the local authority for support and guidance. The school will act on the advice of the local authority in regards to penalty notices or other interventions.

For children missing in education, please refer to our Safeguarding and Child Protection Policy.

The school has nominated a senior attendance champion (The Headteacher) who monitors attendance throughout the school. Contact details: headmistress@abbotsfordprepschool.co.uk Telephone number 0161 748 3261

Decisions Regarding Attendance or Absence

Common sense is the best guide when deciding whether to send your child to school. Ask yourself:

Q Is your child well enough to join in the varied activities of the school day?
A If not, keep your child at home. *(Please note that the school cannot always offer to supervise your child if you do not think they can go outside at playtimes.)*

Q Does your child have a condition that can be passed on to other students or staff?
A If so, keep your child at home.

Q Would you take a day off work if you had this condition?
A If so, keep your child at home.

4. Uncollected child procedure

In the event of a child not being collected by a parent / carer at the end of the school day, a member of staff stays with the child while attempts are made to contact parents/carers, until the child has been collected, and will ensure the child is kept calm and doesn't become distressed by the situation. The secretary or appropriate member of staff will make all attempts possible to contact the parent/carer, using information provided on the application form and on the school's database. If it is not possible to contact the parents after 1-hour, social services will be contacted (for contact details please refer to the Safeguarding and Child Protection policy). Social services will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority. Under no circumstances do staff to go to look for the parent, nor do they take the child home with them. A full written, dated and signed report of the incident is recorded in the child's file and in the safeguarding file. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

5. New starters and leavers

Informing the local authority about starters and absences is a crucial responsibility. Abbotsford reports all new starters and leavers to the local authority in a timely and accurate way. Reporting ensures compliance with legal requirements and helps ensure that pupils are not lost in education. Abbotsford also makes contact with the previous or new school of the child so that there is a handover of compliance material. (This also links to our Safeguarding Policy).

6. Sponsored Students

All visa-sponsored students have additional attendance requirements we must be aware of. UK Visas and Immigration (UKVI) require the school to check attendance and engagement on your course and take action if students are absent from studies without permission or have not been engaging sufficiently.
Continued or serious cases of non-attendance can result in withdrawal of your Student Visa sponsorship and withdrawal from the school.
All absence will be recorded in Sponsor Notes on the SMS.

7. Monitoring and evaluation of the policy

As with all our policies, the school will strive to ensure this policy is effective, follows the relevant guidance, and adheres to the principles of the school. This will be achieved through regular monitoring and evaluation by the Headteacher, who holds the responsibility of this policy. During this review, amendments will be made where necessary and agreed upon with the Proprietor.

Date	Position	Name of Reviewer	Date of Next Review
August 2025	Headteacher	C Howard	August 2026
August 2025	Proprietor	Mr A. Khan	August 2026

Appendix A

Common Conditions relating to Student Illness

Most conditions can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend how serious you judge the illness to be. This guidance can help you make that judgement.

Coughs and Colds – a child with a minor cold or cough may attend school. If the cold is accompanied by shivers, drowsiness or a fever please keep your child away from school until the symptoms have been reduced and your child feels well enough to join in with a normal school day – usually 24 to 48 hrs.

If your child has a severe cough, it is best to consult your GP, who can provide guidance as to whether the child should stay at home. A severe cough can be debilitating for the child, interrupt lessons and your child will not be at their best.

Raised temperature – if your child has a raised temperature, they should not attend school until the temperature has returned to normal and they are feeling better.

Rash – rashes can be the first sign of many infections such as chicken pox and measles. Students with these conditions should not attend school. If your child has a rash, check with your GP or nurse before sending them to school.

Headaches – a child with a minor headache does not normally need to be kept off school. If the headache is accompanied by a fever or rash, then keep your child off school and consult your GP.

Vomiting and Diarrhoea – **non-viral** – students can be sick for many reasons – eating too many sweets and fizzy pop, eating a food which disagrees with them; you know your child and whether any of the above have caused the sickness. Some students also have specific intolerances to certain foods; they may be sick or have diarrhoea but are then well once the offending food has left their system. If any of the above are the reason for the vomiting, then the child may return to school once they feel well – after 24 hrs.

Vomiting and Diarrhoea – **viral** – vomiting can also be caused by a viral condition. It is this form of sickness that concerns us most as we do not want other students to be infected and viral conditions can spread through a school quickly. If you cannot identify a reason for your child's sickness and perhaps other members of the family have been ill, the sickness is accompanied by a fever, listlessness, a temperature and a general feeling of being unwell do not send your child to school for 48 hrs following the last incident of vomiting or diarrhoea. Some students recover very quickly and may appear to be well after 24 hrs but if the vomiting was not linked to overeating or type of food eaten, please keep your child away from school for the full 48 hrs just in case they are still carrying the virus.

If you return your child to school before the 48 hrs and the cause of the vomiting is known to be viral, the school will ask you to take your child home for another day even if they appear well.

Sore Throat – a child with a sore throat alone does not have to be kept from school. If your child is ill with it, the child should stay at home. A sore throat is often a precursor to a cold. If your child has not been their normal self at home but is not showing signs of illness when brought to school, parents should mention this to staff and ensure that contact details are correct and that they are obtainable.

APPENDIX B

Registration using Registration Codes

The following registration is effective from the 19th of August 2024- 'Working Together to Improve School Attendance' (August 2024) . Mapped codes definition:

Code	Reason	Reporting Options			Classed by DfE	DfE Stats Classification
		Absence	Statistics	Authorised		
/	Present AM	No	Yes			
\	Present PM	No	Yes			
L	Late before reg closes	No	Yes			
K	Educational Provision Arranged by LA	No	Yes	Yes	Attending a place other than the school	Attending an approved educational activity
V	Educational Visit Or Trip	No	Yes	Yes	Attending a place other than the school	Attending an approved educational activity
P	Participating In A Supervised Sporting Activity	No	Yes	Yes	Attending a place other than the school	Attending an approved educational activity
W	Work Experience	No	Yes	Yes	Attending a place other than the school	Attending an approved educational activity
B	Off-Site Educational Activity	No	Yes	Yes	Attending a place other than the school	Attending an approved educational activity
C1	Regulated Performance	Yes	Yes	Yes	Absent – Leave of absence	Authorised absence
M	Medical Or Dental Appointment	Yes	Yes	Yes	Absent – Leave of absence	Authorized absence
J1	Employment/Educational Interview	Yes	Yes	Yes	Absent – Leave of absence	Authorized absence
S	Study Leave	Yes	Yes	Yes	Absent – Leave of absence	Authorized absence
X	Non-Compulsory School Age	Yes	No	Yes	Absent – Leave of absence	Not a possible attendance
C2	Temporary Reduced Timetable	Yes	Yes	Yes	Absent – Leave of absence	Authorized absence
D	Dual Registered At Another School	Yes	No	Yes	Absent – Leave of absence	Not a possible attendance
C	Leave Of Absence Granted By The School	Yes	Yes	Yes	Absent – Leave of absence	Authorized absence

T	Traveller Absence	Yes	Yes	Yes	Absent – Other authorised reasons	Authorized absence
R	Religious Observance	Yes	Yes	Yes	Absent – Other authorised reasons	Authorized absence
I	Illness	Yes	Yes	Yes	Absent – Other authorised reasons	Authorized Absence
E	Excluded But No Alternative Provision Made	Yes	Yes	Yes	Absent – Other authorised reasons	Authorized Absence
Q	Lack of Access Arrangements by LA	Yes	No	Yes	Absent – Unable to attend school because of unavoidable cause	Not a possible attendance
Y1	Normal Transport Unavailable	Yes	No	Yes	Absent – Unable to attend school because of unavoidable cause	Not a possible attendance
Y2	Widespread Travel Disruption	Yes	No	Yes	Absent – Unable to attend school because of unavoidable cause	Not a possible attendance
Y3	Part of School Out of Use	Yes	No	Yes	Absent – Unable to attend school because of unavoidable cause	Not a possible attendance
Y4	Session Cancelled - School Closed	Yes	No	Yes	Absent – Unable to attend school because of unavoidable cause	Not a possible attendance
Y5	Subject to Sentence of Detention	Yes	No	Yes	Absent – Unable to attend school because of unavoidable cause	Not a possible attendance
Y6	Infection or Disease	Yes	No	Yes	Absent – Unable to attend school because of unavoidable cause	Not a possible attendance

Y7	Other Unavoidable Cause	Yes	No	Yes	Absent – Unable to attend school because of unavoidable cause	Not a possible attendance
G	Holiday Not Granted Or In Excess	Yes	Yes	No	Absent – Unauthorised Absence	Unauthorised absence
N	Reason For Absence Not Yet Provided	Yes	Yes	No	Absent – Unauthorised Absence	Unauthorised absence
O	Absent Without Authorisation	Yes	Yes	No	Absent – Unauthorised Absence	Unauthorised absence
U	Arrived In School After Registration Closed	Yes	Yes	No	Absent – Unauthorised Absence	Unauthorised absence
Z	Prospective Pupil Not On Admission Register	Yes	No	Yes	Administrative code	Administrative code

APPENDIX C

Summary of Attendance Roles, Responsibilities and Key Principles

1. The Importance of Good Attendance

- Attendance is a fundamental part of the School's ethos and culture at Abbotsford.
- Attendance directly supports pupil achievement, wellbeing, behaviour, and safeguarding.
- High expectations for attendance and punctuality are set for all pupils and communicated regularly to parents and pupils.
- Attendance is an ongoing focus that requires continuous monitoring and updating of strategies, we do this by regularly reviewing the attendance registers.
- Unexplained or frequent absences can be a warning sign of safeguarding concerns, including neglect or exploitation.

2. School Responsibilities

- Promote good attendance and ensure that it is embedded in all areas of school life. This is shared with parents at parents evening and celebrated at our annual prize giving celebration.
- Communicate expectations consistently and proactively with parents to address issues of non-attendance or lateness.
- Record, track, and analyse attendance data accurately and use it to inform early intervention and support strategies.
- Respond to attendance concerns proportionately, referencing safeguarding and behaviour policies.

3. Staff Responsibilities

Senior Attendance Champion (SAC):

Champion attendance improvement at a leadership level

- Set a clear vision and oversee attendance systems.
- Monitor and evaluate attendance data and school strategies.
- Communicate key attendance messages to pupils and parents.

Designated Attendance Staff:

- Maintain accurate attendance records and follow school register routines.
- Investigate unexplained absences and obtain formal explanations.
- Identify trends or patterns in individual pupil attendance and inform the SAC.
- Consistently address lateness and consider appropriate sanctions.
- Communicate with pupils and parents regarding attendance concerns.

All Staff:

- Understand the significance of good attendance and communicate this in interactions with pupils and families.
- Participate in ongoing training relevant to their role in attendance management.

4. Monitoring Attendance

- Conduct regular analysis of individual and cohort attendance data.
- Use findings to provide support and inform interventions.
- Share attendance data with relevant school governors and leadership.
- Benchmark data to identify areas needing improvement.
- Review and evaluate the impact of attendance strategies and initiatives.

5. Pupil Responsibilities

- Attend school daily and on time for every scheduled lesson.
- Remain on site unless permission has been granted to leave.
- Engage with attendance systems and explain absences where required.
- Understand consequences of poor attendance, which may include:
- Support offers to overcome barriers.
- Communication with parents.
- Referral to external agencies.
- Sanctions in line with school policies.
- Speak to a trusted staff member if facing challenges affecting attendance.

6. Supporting Pupils with Additional Needs

- Support will be tailored to pupils with SEND, mental health issues, or social/emotional challenges.
- Reasonable adjustments will be made for pupils with disabilities.
- For pupils with Education, Health and Care (EHC) plans, the school will liaise with local authorities when attendance concerns arise.
- Early help or external referrals may be considered where barriers lie outside the school's control.

7. Parent / Carer Responsibilities

- Legally responsible for ensuring their child's regular school attendance.
- Expected to communicate reasons for absence and engage with school efforts to support attendance.
- Must comply with the parent contract, including attendance clauses.
- Failure to do so may be deemed a breach of contract or unreasonable conduct.

8. Staff Training

- All staff receive induction and regular refresher training on attendance policy and procedures.

Staff with specific attendance duties receive additional training, including:
- Legal obligations and register requirements.
- Working with external agencies.
- Interpreting attendance data.
- Supporting pupils to overcome common barriers to attendance.