

# Jack & Jill Family of Schools: Attendance Policy

## Applies to:

- Jack & Jill School Twickenham
- Nightingale House Pre-Preparatory School
- Clarence House Preparatory School

## Related Legislation:

- The Education (Pupil Registration) (England) Regulations 2006 and Amendment 2016
- Education (Independent School Standards) (England) Regulations 2014

## Related Policies and Documents:

- Admissions Policy
- Early Education Funding (EEF) Policy
- Equality and Diversity Policy
- Inclusion Policy
- Special Educational Needs and Disability (SEND) Policy
- Parent Contract Terms and Conditions

## Who is this policy for?

- Staff and volunteers;
- Parents;
- External agencies.

## Available from:

- School Office;
- SharePoint.

## Monitoring and Review:

To be continuously monitored and reviewed by date on cover page.

## References:

- "Parents" refers to parents, guardians and carers;
- "Family" refers to the School's Management Information System;
- "Staff" refers to employees, peripatetic staff, external providers (Springboard Swimmers) or specialist staff provided by an external provider;
- The "School" refers to the Jack & Jill Family of Schools (Jack & Jill School Twickenham, Nightingale House Pre-Preparatory School and Clarence House Preparatory School (CHPS));
- "EYFS" refers to The Early Years Foundation Stage which is the curriculum for children from birth to aged 5, including the Reception year group;
- "Strategic Leadership Team" refers to the team managing the School, currently including the Deputy Principal, Headteacher of Clarence House, Pre-Preparatory Lead Teacher and Digital Learning Lead.

**Reviewer:** Designated Safeguarding Lead (August 2021)

**Effective:** August 2021

**Next review:** September 2022

**Proprietor's Signature:**



The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. We promote the principles of fairness and justice for all through the education that we provide in our School.

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## Section One: Policy

### 1. Introduction

At the Jack & Jill Family of Schools all children on roll are expected to attend regularly, every day the schools are in session assuming they are fit and healthy to do so. This is a legal requirement for children of compulsory school age and here at the Family of Schools we also expect the same as far as possible from our nursery children.

In the case of children attending Jack & Jill School where some or all sessions/hours are funded by Early Education Funding (EFF) full attendance is essential, including during the term time plus weeks which parents choose for their children and are scheduled for 5 weeks beyond the normal school term time. High absence levels may result in withdrawal of funding by either the school or AfC, who audit the take up of such funding.

Staff do everything possible to encourage high attendance levels and put in place appropriate procedures when attendance falls below acceptable levels. The most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

### 2. Definitions

#### **Authorised absence**

- An absence is classified as authorised when a child is absent from school for a legitimate reason and the school has been notified of this by the parent. For example, if a child is unwell, the parent logs the absence on Family or emails the school to explain the absence.
- Only the school can make an absence authorised; parents do not have this authority.
- Not all absences supported by parents will be classified as authorised. For example, taking a child out of school to go shopping is unlikely to ever be an authorised absence.

#### **Unauthorised absence**

- An absence is classified as unauthorised when a child is absent from school without the permission of the school.
- Absence is likely to be unauthorised if a child is away from school without good reason, even with the support of a parent.

### 3. Procedures

- If a child is absent from school for registration, the class teacher either records the reason for absence if he/she has heard from the parent directly or leaves the entry blank for the school administrator to investigate and complete.
- By 0930 the school administrator will call the parent/guardian of children absent from school to ascertain the reason for absence and check on the safety of the child, unless the parent/guardian has already informed the school of illness or reason for absence.
- The school administrators ensure all attendance entries are correctly entered on the register and alert the Head of School/DSL when action is required for unacceptable absence levels as detailed below.
- Request for absence for a pre known reason e.g. medical appointment must be sent to the school prior to the day of absence. This will either be authorised or not depending on the reason for the request. Further details may be requested before a decision can be made.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school administrator who will then contact the parents immediately.

## **Attendance data**

- For girls of compulsory school age attendance above 96% is the level expected in normal circumstances.
- Should levels fall within 95-91% parents will receive an alert advising them of this with an opportunity to discuss any reason for such levels.
- Attendance below 90% requires a meeting with the parents to investigate and discuss the reason for this and ways to improve achieve regular attendance.
- Nursery age children are expected to attend as regularly as possible even though they are under compulsory school age.
- Once children enter the Early Years setting and some or all of the child's sessions/hours are funded by EEF, the child's attendance during that period will be monitored to ensure that attendance is in line with the School's general attendance expectations for pupils of compulsory school age.

## **4. Requests for Leave of Absence**

- Children must attend school for all sessions. Our school year is short and holidays should not be taken during term time; even two or three days affect not only a child's progress but that of the rest of the class.
- In exceptional and unavoidable circumstances, the Principal's permission for absence may be requested but this must be sought before any booking or travel arrangements are made.

## **5. Long-term Absence**

- When children are unable to attend school for a period over five days arrangements will be made with his/her parents to ensure contact is maintained and every assistance is given to ensure the child covers work missed.
- Depending on the reason for absence this could either be through a period of online learning, or programme to cover once the child has recovered sufficiently from a lengthy illness.
- The class teacher together with the school administrator and head of school will manage this process with the parents.

## **6. Repeated Unauthorised Absences**

- Contact will always be made with the parent of any child marked as absent without reason.
- If no explanation is given or the reason for absence cannot be authorised this will be recorded as unauthorised.
- If a child has repeated or high level of unauthorised absences, the parents will be contacted to explain the circumstances preventing the child from attending school.
- At this stage the DSL will be informed to take whatever action is appropriate to ensure the safety of the child and that he/she is able to access the education provided.

## **7. Monitoring and Review**

- The SLT ensure the admissions and attendance registers are compliant and accurate and monitor levels of attendance with scaled action as required for those not achieving acceptable levels.
- The Principal scrutinises attendance data to ensure attendance remains high.
- Attendance records are retained for a minimum period of five years.
- Class teachers are responsible for monitoring attendance in their class.
- The school administrators manage all associated administrative requirements and ensure the admissions and attendance registers are kept in accordance with regulatory requirements.
- Any concerns about the attendance of a child must be reported to the Head teacher/Lead teachers/DSL.