



Attendance Policy including EYFS

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. All schools have a continuing responsibility to proactively manage and improve attendance across their school community. Attendance is the essential foundation to positive outcomes for all pupils and should therefore be seen as everyone's responsibility in school.

Good attendance is a learned behaviour, and the most effective schools recognise the importance of developing good patterns from the outset. Schools that have good attendance recognise that it is not a discrete piece of work but rather it is an integral part of the school's ethos and culture.

Pupils at Fairfield are encouraged to take full advantage of their educational opportunities through maximum attendance and are expected to attend all prescribed lessons and activities. Punctuality is equally important. Parents and teachers have a duty to ensure that pupils attend for every school day except in the case of illness or if prior permission for absence has been granted.

Only the school (and not parents/guardians) may authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for the absence is provided by the parent/guardian, the school may decide to grant leave of absence which must be recorded using the appropriate code.

Fairfield Prep School Attendance Protocol

Admission Register

- The Admissions registers are stored by the LSF data team, this is updated on the 1st of every month.

Attendance Registers

The attendance register is a legal document. Schools must take a register at the start of the morning session and again at the start of the afternoon session. For the welfare, health and safety and educational benefit of all pupils, the school registers pupils in all years twice daily.

- Registers are taken in iSAMS.
- Registers are taken, usually by Class Teachers, at 08:45 and 13:30. It is expected that a supply or cover teacher will take the registers at these times.
- If a pupil is absent and the reason is unknown, an absence (N) mark will be used.
- If a pupil is late and the register has already been submitted, the pupil will be registered as late.
- Statutory registration codes are used.

Monitoring the registers

- Registers are monitored by the School Secretary twice daily.
- The parents of any children not marked present or without prior absence information are contacted before 10:00.
- If a parent of an absent child cannot be contacted the Deputy Head Pastoral/Deputy Head Academic is informed.
- The school has a safeguarding responsibility to investigate unexplained absences.

Monitoring Attendance

- Student attendance is monitored in the first instance by the Class Teacher. Any concerns are reported to the HOY/Deputy Head Pastoral/Deputy Head Academic.
- Attendance of less than 95% is discussed at Pastoral meetings and class teachers are informed.
- Attendance towards the end of each half term of less than 90% could generate a letter or phone call to the parents. This would be made by Class Teacher/HOY/Deputy Head Pastoral, circumstances dependant. We take note that some pupils may have absence of less than 90% for specific reasons which would usually be known to the Class Teacher. Appropriate analysis and discussion of the data would show this, and extenuating circumstances are taken into consideration.
- Attendance of less than 80% would generate a formal meeting with parents.
- Any contact with parents will be noted in CPOMS using the Attendance tag.
- The Senior Attendance Officer is a member of SMT.
- The Attendance dashboard on iSAMS is used to monitor attendance and trends.

Punctuality

Good punctuality is essential to maximise learning and develop positive behaviours. Pupils who are late to morning registration report to the Main Reception where the late mark is recorded on the school registration system, iSAMS. Class teachers manage issues related to punctuality in the first instance. Where there are high levels of pupils being late for school, this is reported to the Deputy Head Pastoral or Deputy Head Academic who will follow up with parents and continue to monitor. Thereafter, a meeting for parents with the Headmaster will be called. Pupils being late to school is discussed at Pastoral meetings and a half termly report is run to identify pupils of concern.

The role of parents

- Parents have a legal responsibility to ensure their children receive efficient full-time education by regular school attendance. Full attendance is essential to the all-round development of a child, and they should be allowed to take full advantage of the educational opportunities available to them.
- Parents also have a responsibility to inform the school of the reason for a pupil's absence and when they may be expected to return and resume their studies.

Parents are asked to:

- notify the school if their child is absent via an email to Fairfield.office@lsf.org or by telephoning the absence line on 01509 638994 on the morning of absence or the night before. We kindly ask that you confirm the date, duration (if known) and the reason for the absence.

- be aware that permission for a pupil to be out of school for a day's absence or more is at the discretion of the Headmaster. Requests should always be made in writing by the parents, to the Headmaster.
- Parents are asked to notify the school of any medical/dental appointments, but we encourage these to be taken out of school time where possible.

Holidays

- In line with DFE expectations laid out in Working Together to improve school attendance, parents are expected to use school holidays for family holidays etc. We ask that parents and guardians adhere to the school term dates which are published in advance. Holidays in term time will not be authorised except in extenuating circumstances.

Requests for absence due to religious festivals will be considered favourably.

Requests for regular time out of school: Requests for pupils to miss school on a regular basis should be made in writing to the Headmaster. Only requests for elite/high performance pupils will be considered. The explicit expectation is that these pupils will actively catch up on work missed in these lessons and the impact of the time out of school will be reviewed regularly. Safeguarding information about this alternative provision will be required by the school.

Children at risk of missing education

The school will report to the Local Authority if it has a serious concern over a child's attendance or the child has been absent, without the school's permission, for a continuous period of 10 days or more.

The Local Authority will also be contacted if a child has been recorded with illness absence for 15 consecutive or cumulative days because of sickness.

In cases of persistent or severe absence the school will work collaboratively with parents to identify and address barriers to attendance. This could include meetings, monitoring or referrals to external services if appropriate.

Written with reference to
Working Together to Improve School Attendance September 2024
(publishing.service.gov.uk)
Keeping Children Safe in Education 2024 (publishing.service.gov.uk)

September 2024

