



## Attendance Policy

### Policy Statement

For the welfare, health and safety and educational benefit of all pupils, Rowan Preparatory School registers pupils in all years, including EYFS. Pupils are expected to attend full-time from Reception to Year 6. Nursery and Kindergarten pupils are expected to attend agreed sessions in their entirety. Rowan Preparatory School requires 100% attendance and the presence of pupils is checked daily in the morning and in the afternoon. The attendance register is a legal record for all day students of compulsory school age, this is stored electronically in the school information system (iSAMs) and subject to the Education (Pupil Registration) (England) Regulations 2006, Education (Pupil Registration) (Amendment) (England) Regulations 2016. For this reason Form/Class teachers must ensure that they are completed properly in accordance with the procedures in this document. Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedures in this document.

This policy applies to all members of our school community, including those in the EYFS setting. This document is available in line with the Provision of Information Policy and should be read in conjunction with the Missing Pupils Policy document and the school daily timetable.

Rowan is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Rowan seeks to implement this policy through adherence to the procedures set out in the rest of this document.

### Procedures

The attendance register includes the following:

- The pupil's form group
- Session Registration Hill: *8:40am-1:50pm; Brae 8:45am-12:30pm (Nursery and Kindergarten) or 1.15pm (Reception) or 1:30pm (KS1).*  
or afternoon session Hill: *1:50pm-4.00pm; Nursery 12.30pm – 3.15pm, Kindergarten 12.30pm – 3.20pm, Reception 1.15pm – 3.30pm, KS1 1:30pm-3:45pm.*
- Coded information about authorised and unauthorised absences including:
  - information about approved educational activity outside school for pupils
  - information about exceptional circumstances absences (e.g. unavoidable closure of school site or part of it, unavailability of transport provided by the school where the home is not within walking distance)
  - information about authorised absence (e.g. sickness, unavoidable cause, religious observance by the religious body to which the parent belongs)
  - information about taking unauthorised absence (if no reason is established when the register is taken the entry may be corrected later when the reason is established or when permission has not been given for an absence e.g. term time holiday)

The register is taken at the beginning of the session and remains open for 10 minutes before being closed. Form/Class teachers are expected to have the full attention of the pupils as the register is taken.

The school's Management Information System (Engage to December 2015, then iSAMs from January 2016) which includes the Registers is regularly backed up and data is maintained for at least three years. In addition the School

Business Manager creates a read-only copy of the register at the end of each half term and stores it in a restricted area on the network. The daily register is printed out and kept for a calendar year in the school office.

The registers show the name or title of any person making an amendment and the date the amendment is made. Any inclusion/deletion of a pupil from the school's register is made according to Education (Pupil Registration) (England) Regulations 2006. Education (Pupil Registration) (Amendment) (England) Regulations 2016.

In the case that a child is not in school at the time of registration and the school has not been contacted by the parents, the school office will contact the parents directly.

The Headmistress will report to Surrey Local Authority the following attendance issues:

- Failure to attend school within 10 school days immediately following an authorised absence
- Continuously absent from school for a period of not less than 20 days and at no time during this period is the absence authorised; there are no reasonable grounds to believe the pupil is unable to attend school; the school and local authority have failed, after jointly making reasonable enquiries to ascertain where the pupil is
- Unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age
- Ceased to attend school and written notification has been received from the parent that the pupil is receiving education otherwise than at school
- Deletion from the school registers when the next school is not known.

### **Request for Absence**

All girls are required to attend every session enrolled for at school. It is essential that every teaching day is maximised. Any request for absence should be made in writing to the Headmistress of the school (Susan Clarke). Absence will only be authorised in the most exceptional/extra-ordinary circumstances. The school requests that family holidays are not arranged during term time. Absence for personal reasons is sometimes unavoidable and will be considered on an individual basis. When unforeseen absence occurs the school office should be telephoned in the morning of the first, and each subsequent day.

Girls requesting time off for open days and inductions will only be authorised to do so in the Summer term of Year 5 and the Autumn term of Year 6. Girls invited to take part in taster/induction days will also be permitted, please provide the school office with a diary of all dates. Medical and dental appointments should be made outside of school hours or during the school holidays where possible.

### **Absence related to illness**

If your daughter is unwell and unable to attend school she should be off for the entire day, this includes swimming and games sessions. If your daughter has been physically unwell she will be off school for a period of 48 hours from the most recent incident. You should continue to call the school office for everyday of the absence (013 72 462 627).

If your daughter is absent for more than three days please provide the school with a copy of the doctor's certificate.

It is important that registers are correct and absences are followed up for legal, fire and pupil safety reasons.

### **School Events and Functions**

At times throughout the year the school hosts events outside of school hours. It is expected that all girls attend whole school events such as Open Day, awards, productions. Only in the most extenuating circumstances will girls be authorised an absence.

This document is reviewed annually by the Compliance Administrator or as events or legislation change requires. The next scheduled date for review is November 2018.

## Appendix: Attendance Codes

Extra Rowan code	Gov Code	When to apply	Notes	In Attendance	Out of School (A/UA) Authorised Unauthorised
	/ P	Present AM		Yes	
	\ P	Present PM		Yes	
PA ->	(P)	Music/Drama Lesson	Present but not in form	Yes	
LS ->	(P)	Learning Support Lesson	Present but not in form	Yes	
SP ->	(P)	Sport & Swimming Lesson	Paper Offsite register for lesson	Yes	✓
	L	Late (before register closes)	During form time	Yes	
	U	Late (after register closed)	e.g. traffic, family issue	Yes	
	P	Agreed Sporting Activity	Sport competitions / fixtures	Yes	✓
	V	Educational Visit or Trip	Day and residential trips	Yes	✓
	B	Educated Offsite		Yes	✓
	#	School Closed to pupils	e.g. bank holiday	No	✓ A
	Y	Enforced Closure	e.g. due to snow	No	✓ A
A ->	X	Non-compulsory School age	Not expected (Nursery & KG)	No	
	C	Authorised absence not covered by another code		No	✓ A
	O	Unauthorised absence not covered by another code		No	✓ UA
	J	Interview /Taster day	Inc. taster day, open day & interview	No	✓ A
	G	Family holiday – NOT Authorised		No	✓ UA
	H	Family holiday - Authorised	Letter of request received by Headmistress well in advance	No	✓ A
	I	Illness		No	✓ UA
	M	Medical or dental appointment	Letter of information received by teacher in advance	No	✓ A
	R	Religious Observation	Letter of information received by teacher in advance	No	✓ A
	E	Excluded but no alternative provision made	Necessary as per Behaviour and Discipline Policy	No	✓ A