RUPERT HOUSE SCHOOL

ATTENDANCE PROCEDURE
FOR EYFS, PRE-PREP AND PREP SCHOOL

Responsible Role	**Deputy Head - Pastoral**
Last Review Date	
March 2025	• **Significant changes**
December 2025	• **Update**
September 2026	• **Edits made to link with Wishford Attendance Policy, further clarification on registration procedure and session timings, unauthorised absences and absence notifications. MB (DH – Pastoral), SS (ASBM).**

1. Key School Contacts

Attendance oversight: DH - Pastoral (including EYFS provision) **Marta Bakinowska**	Email: marta.bakinowska1@ruperthouse.co.uk Telephone number: 01491 574263
Senior Management Team Review Nick Armitage – Head Wendy Emslie – School Business Manager	**Key staff / contacts** Penny Gibson – Head's PA Arlette Halfhead – Registrar Sally Saker – Assistant School Business Manager

2. The Importance of Good Attendance

The school recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the school's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

3. Managing Attendance

Rupert House School uses iSAMS to register pupils and monitor attendance.

The school monitors, records and shares data about pupil attendance as part of its duty to safeguard and protect pupils and promote attendance.

The school completes admission and attendance registers as required by law and as set out in the Wishford Education Attendance Policy. The admission and attendance registers must be kept electronically and retained by the school for the relevant time period as stated by law.

The school expects all pupils to be present at school for the whole of the school day.

- Children should arrive in school from 8.15 am and by 8.25 am for morning registration with their form groups.
- Registration takes place from 8.25 am to 8.35 am.
- The school day ends at 3.15 pm for pupils in Pre-prep (EYFS to Year 2) and 3.45 pm for Prep (Year 3 to Year 6). This period may be extended for pupils in, for example, wraparound clubs, sports fixtures or school trips.

4. The Role of Parents/Carers

The school expects all Parents/Carers to:

- make any application for a leave of absence during school term time at the earliest opportunity;
- notify the school of any absence or delay as soon as reasonably possible in accordance with this policy and, when doing so, give an accurate explanation for the absence; and
- cooperate with the school to explore possible barriers to attendance and to improve attendance where it has been raised as an issue.
- Parents should ensure their child attends school promptly in the morning and by no later than 8.35am for morning registration.

5. Registration and Attendance Checks

I. Daily Registration Procedure

- Children should arrive in school from 8.15 am to 8.25 am (registers open) and proceed to their form rooms, where they will be registered by 8.35 am during form time. Only pupils who are physically in the room will be registered.
- The registers are checked by the Head's PA and pupils participating in the morning clubs will be marked as present.
- Absence forms that have been submitted via the Parent Portal are logged on the register.
- Any pupils still showing as unaccounted for or absent will be followed up by the Head's PA, who will phone and email the parents to acquire a reason for absence.
- Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.
- If a pupil is absent when form registration is taken but arrives before the statutory register is closed at 8.45 am, they will be recorded as a late arrival (code L), with the minutes late and reason for lateness also recorded.
- If a pupil arrives after the statutory register has closed but before the end of the session (AM or PM) without a pre-approved or satisfactory explanation, then this will be recorded and reported as an unauthorised absence (code U) and the reasons given/not given will be recorded.
- Afternoon registration for Pre Prep (Rupert Bears to Year 2) opens at 1 pm at the end of Pre Prep lunch and closes at 1.30 pm.
- Afternoon registration for Prep (Year 3 to Year 6) opens at 1.30 pm at the end of Prep lunch and closes at 2 pm during class time.
- The Register is not complete until every child has been accounted for.

II. Notifying the school of an absence

If a pupil is to be absent from School for any reason:

- The Parent/Carer should contact the school by 8.30 am by submitting an absence form on the Parent Portal and communication will be This should happen on the first morning of absence and each subsequent day of absence unless agreed otherwise.
- Details must given as to why the pupil is absent and the nature of any illness.

Absence and the reasons for the absence will be recorded on the attendance register.

Subsequent absences will follow the same procedure outlined above, unless agreed otherwise with the relevant staff.

III. Daily Monitoring and Pupils of Concern

- The Head's PA will report any concern regarding specific children and absences to the Deputy Head – Pastoral.
- The Deputy Head – Pastoral reports on any children of concern to SMT and also in the weekly staff meetings.

6. Authorised absences

Authorised absence means that the school has either given approval in advance for a pupil to be away (granted an authorised leave of absence), or has accepted an explanation offered afterwards as justification for absence.

I. Applications for an authorised leave of absence

- Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances. Applications must be made in advance in writing to Mr Armitage (Head) at Nick.Armitage@ruperthouse.co.uk.
- The school will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- Term time holidays and extended holidays are not considered as authorised absences and should be avoided. Applications for this type of leave must still be made but are likely to be classified as unauthorised.
- Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head or Senior Attendance Champion authorised to grant permission.
- Dental or medical appointments should be made during school holidays or after the school day except in cases of emergency. Penny Gibson (Head's PA) should be informed in advance of all such appointments during the school day.
- If a leave of absence is granted, it is for the Head and Deputy Head - Pastoral to grant permission and to determine the length of the time the pupil is permitted to be away from school. Only granted leave will be recorded as an authorised absence.
- A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request in advance as outlined above for this type of leave.

7. Unauthorised Absence

Unauthorised absence codes will be used when:

- prior permission for absence has not been given;
- the school is not satisfied with the explanation given for absence
- there is delayed attendance where no explanation has been given; and/or
- the code for "unable to attend due to an exceptional circumstance" is not appropriate.

Examples include:

- holiday has not been authorised by the school or is in excess of the period determined by the Head or Senior Attendance Champion who are authorised to grant permission;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

8. Reporting Duties

The school is legally required to share information from their registers with the local authority. As a minimum this includes:

- **New Pupil and Deletion returns**: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- **Attendance returns**: providing 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).
- **Sickness returns**: providing 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.

If a pupil holding a student or child Student visa sponsored by the School under the Points Based System goes missing, the school will report to UKVI if the pupil misses ten consecutive expected contact points. Each time the school's attendance register is completed it is treated as a contact point for these purposes. The report will be made by the School's Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance.

Action will also be taken in accordance with the Critical Incident Policy (Missing child) and safeguarding and child protection policy if any absence of a pupil from the school gives rise to a concern about their welfare.

This policy should be read in conjunction with the Wishford Education Attendance Policy.