



## EATON HOUSE SCHOOLS ATTENDANCE POLICY

**This policy applies to Eaton House Schools including EYFS**

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# Policy Statement

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Regular attendance is expected at Eaton House Schools. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Eaton House Schools recognises the importance of developing good patterns of attendance. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the Schools 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.

Children learn best when they are happy, relaxed and focused. All staff show concern and care about each child's welfare.

As attendance is crucial to effective learning and the continuity of learning experiences the school informs the parents of this on joining.

## Aims of the Policy

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The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the Schools approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

## Scope and application

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This policy is designed to address the specific statutory obligations on the School to record attendance and absence which applies to the Eaton House Schools including the Early Years Foundation Stage (EYFS).

## School responsibility

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Eaton House Schools acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the wider School community. We consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents. Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

The School have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

# Staff responsibilities

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Eaton House Schools has appointed the Data Manager as Senior Attendance Champion (SAC) to have overall responsibility for championing and improving attendance in school. The details of SAC are below;

Name	Hasnain Raza
Position	Data Manager
Contact details	020 7924 600 Ext: 1256

The SAC's responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the Schools strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils and parents.

## **Staff with specific responsibilities for attendance:**

Class teachers have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- PA's seek explanations of absences required from pupils on their return to School;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the Schools behaviour and discipline policies; and

- discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance

## Monitoring attendance

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At Eaton House Schools we aim to maintain 90% attendance. We undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing half-termly attendance patterns and trends;
- using this analysis to provide regular attendance reports to Heads to facilitate discussions with pupils and to relevant staff (including the special educational needs coordinator and designated safeguarding lead);
- conducting thorough analysis to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Heads to support their work.

## Pupil responsibilities

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School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

Depending on their age, pupils should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules;
- they should engage with the Schools arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:

- offers of support to seek to identify and address any barriers to attendance;
- communication with parents;
- reporting to other agencies such as children's social care; and
- sanctions against them or their parents in line with the Schools behaviour policies.

## Parents' responsibilities

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- Ensuring their children arrive in time for registration
- Signing in at reception if they arrive after registration and signing out if authorised to leave during the school day
- Notifying the school first thing in the morning as close to registration that their child will not be at school and the reason
- Ensuring the school has current contact details in case of an emergency
- Make any application for an authorised leave of absence 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 this; and
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

## Additional needs

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Some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

We will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

We will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance. Where barriers are outside of the Schools

control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

## Sickness Return

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Eaton House Schools will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence **code I** (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

## Communication

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Parents are informed of the importance of being at school on time and notifying the class teacher if their child is absent and report to the PA's if they are late.

If a pupil is absent from school, then this must be recorded. Requests for leave for medical reasons should be made to the form teacher. Pupils are not normally permitted to have leave for other reasons during school time. Any requests for such leave must be in writing to the Head Teacher. Pupils are not permitted to be absent from school without the Head Teacher's consent.

Pupils and parents are informed that if they are late to school, they must report to the PA's on arrival. All information regarding absence is passed on to the form teacher and duly recorded in the register. If no notification is received about the child's absence this will be added into the register as unauthorised absence. The PA will contact the parent/guardian to find out where and why the pupil is absent and update the register.



## Concerns

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If a child is regularly late for school or is often absent, then the form teacher contacts the parent/s concerned to have an informal discussion about this. If this persists then the teacher registers their concern with the Head Teacher.

The Head Teacher will discuss this further with the parents of the child. Teachers and Head Teacher/Deputy will continue to monitor attendance. If attendance remains a concern the Head Teacher will continue to work with the parents.

## Truancy

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All the staff at Eaton House Schools are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is unlikely that a child may truant, if there is a concern, appropriate action should be taken immediately.

If truancy is suspected, the Head Teacher is notified, who will then contact the parents by phone. Parents are encouraged to bring their child to school. Reasons for the child not wanting to attend can be discussed and hopefully resolved.

# Recording and managing attendance

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Each form is registered on the register section of the iSAMS electronically. Registers are taken in the morning and afternoon as below;

<b>Eaton House the Manor</b>	<b>Attendance register taken by</b>
Nursery	09:10 and 12:30
Girls	08:45 and 13:15
Pre-Prep	08:45 and 13:10
Prep	08:45 and 14:00
<b>Eaton House Belgravia</b>	<b>Attendance register taken by</b>
Nursery	08:50 and 13:45
Pre-Prep	08:50 and 13:45
Prep	08:50 and 13:45

## Reporting duties

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The School has statutory reporting obligations if a pupil fails to regularly attendance their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.

- In the event that a pupil holding a Student or Child Student visa sponsored by the School goes missing, the School will report to UKVI if the pupil misses ten consecutive expected contact points.
- Each time the Schools attendance register is completed it is treated as a contact point for these purposes.
- The report will be made by the Schools Level 1 user via the Sponsor Management and in accordance with prevailing UKVI guidance

# Admissions Register

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- In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:
  - Maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
  - Inform the local authority of any pupil who is going to be added to or deleted from the Schools admission register at non-standard transition points.
- The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- The School must ensure that every entry in the Schools admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended
- Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:
  - (a) the full name of the pupil;
  - (b) the address of the pupil;
  - (c) the full name and address of any parent the pupil normally lives with;
  - (d) at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
  - (e) the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
  - (f) name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

- (g) the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

## Attendance register

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- Eaton House Schools records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.
- The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way.
- The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy and every entry in the Schools admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
- The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.