



Glendower Preparatory School

Attendance Policy

2025-2026

Effective Date: September 2025

Review Date: September 2026

1. Introduction

Regular and punctual school attendance is vital for ensuring that pupils make the most of the educational opportunities available to them. We are committed to working with parents, pupils, and external agencies to support good attendance and address any barriers that may affect it.

This policy has been updated in accordance with the "Working Together to Improve School Attendance" guidance, August 2024 by the Department for Education (DfE). It outlines our procedures and expectations around attendance, focusing on early intervention and collaborative working between schools, families, and local authorities.

This policy also follows the Department for Education's statutory school attendance codes to ensure consistent recording and monitoring of attendance.

2. Aims

Glendower Preparatory School is committed to meeting our obligations with regards to school attendance including those laid out in of Education's (DfE's) statutory guidance "Working Together to Improve School Attendance" guidance, August 2024 through our whole school culture and ethos that values attendance, including:

Promoting good attendance and punctuality as essential to educational success.

To outline the school's procedures for managing attendance, in line with DfE's 2024 guidance.

To work in partnership with parents/guardians and local authorities to support pupils in maintaining high levels of attendance.

To ensure every child has access to full-time education and that absence does not hinder their learning or progress.

3. Legal Requirements and Responsibilities

Parents/Guardians are legally responsible for ensuring their child attends school regularly and punctually.

Schools must keep accurate records of attendance, follow up on absences, and offer support where necessary.

Local Authorities must provide support and resources to ensure that all children attend school regularly and take enforcement action when necessary.

4. Requirements for non-statutory age children

While Little Glendower (Nursery) pupils are not yet of statutory school age, regular attendance is expected. Absences should be limited to the following circumstances:

- Illness
- Medical or dental appointments
- Religious observance
- Family bereavement
- External agency assessments
- Visa/passport appointments

Family holidays should be taken during school holiday periods wherever possible. Any unexplained absences will be followed up by the school on the day they occur with parents/carers or emergency contacts if parents are uncontactable. Concerns, persistent or prolonged absences will be referred to the Local Authority, in accordance with our *Child Protection and Safeguarding* policy and *Child Absent in Education* policy.

5. Expectations of Attendance

We expect all pupils to have a minimum of 96% attendance.

Unplanned absence:

If a pupil is unwell, absences should be reported by parents, an e-mail or telephone call must be made to the school office before 9.00am on the first day of absence, explaining the reason and providing an estimated return date.

School email to which absences are reported:

absences@glendowerprep.org

The school will always telephone the home on the first day of an absence to make sure that the pupil has not suffered an accident.

The school will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 consecutive school days or if the authenticity of the illness is in doubt, the school may ask the pupil's parent/guardian to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

The school need to provide Local Authorities with the name and address of pupils who miss 15 consecutive or cumulative due to illness who may need additional support from the local authority to continue their education, as set out in the recently updated statutory guidance for local authorities [Education for children with health needs who cannot attend school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/education_for_children_with_health_needs_who_cannot_attend_school.pdf)

6. Authorised and unauthorised absence:

Approval for term time absence:

The Headmistress will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headmistress's discretion and any requests for these must be made in writing.

The school consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (Where this is not possible, the pupil should be out of school for the minimum amount of time necessary).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- A temporary, time-limited part-time timetable
- Exceptional circumstances

7. School Absence and Fixed Penalty Notices

If an absence is unauthorised, the school may refer the case to the local authority, which can issue Fixed Penalty Notices to parents who take their children out of school without permission. Failure to pay may result in prosecution.

8. Punctuality

Pupils are expected to arrive at school on time. The Nursery pupils are required to attend school by 8.45am. All other pupils are required to be in school by 8.40am.

Arriving late disrupts learning and can affect attendance records. Pupils who arrive after the register closes will be marked with Code U for unauthorised absence.

Late arrivals before the register closes will be recorded as Code L – Late.

9. Intervention and Support

In line with the 2024 DfE Guidance, the school will adopt a tiered approach to supporting attendance:

7.1 Early Identification

Regular monitoring of attendance data will help us identify patterns of absence early.

The school will contact parents if attendance falls below 96% to offer support and investigate reasons for absences.

7.2 First Day of Absence Calls

We will contact parents on the first day of an unexplained absence to ensure the child's safety and address any concerns.

7.3 Attendance Meetings

If a child's attendance falls below 90% (considered persistent absenteeism, Code PA), the school will invite parents to an Attendance Review Meeting. The aim is to discuss any challenges, offer support, and agree on an improvement plan.

Regular monitoring will follow to ensure the plan is effective.

7.4 Working with External Agencies

We will work closely with external agencies, including the local authority's School Attendance Support Team, to support families in overcoming attendance barriers.

Referrals may be made if we are unable to resolve attendance issues within school.

10. Legal Enforcement

In line with the updated DfE guidance, legal action may be considered if:

Attendance falls below 90% and interventions have not resulted in improvement.

Parents repeatedly fail to ensure their child's regular attendance. The local authority may issue Fixed Penalty Notices or take legal action to address persistent absenteeism.

11. Inclusion and SEND

We recognise that pupils with Special Educational Needs (SEND) may face additional challenges regarding attendance. In such cases, the school will work with parents, the

child, and specialist agencies to ensure appropriate support is in place to facilitate regular attendance.

12. Monitoring and Review

Attendance will be monitored on a fortnightly basis by the Deputy Head Pastoral.

The effectiveness of this policy will be reviewed annually, considering any changes to statutory requirements and best practices.

13. Roles and Responsibilities

Parents/Guardians: Ensure their child attends regularly and punctually, inform the school of absences, and engage with the school's support processes.

Pupils: Attend school regularly, arrive on time, and participate fully in the school day.

School: Monitor attendance, communicate with parents about attendance issues, and provide support where needed.

Local Authority: Provide resources and enforcement support when school-based efforts do not result in improved attendance.

By working together—pupils, parents, and staff—we can ensure every child has the opportunity to succeed through regular and punctual school attendance.

Reviewed by:

C. Boyd, Headmistress

K. Ehilebo, Deputy Head Pastoral and DSL

L. Russell, Head of EYFS and DDSL

Next review: September 2026

