EATON HOUSE SCHOOLS
ATTENDANCE POLICY

This policy applies to Eaton House Schools including EYFS

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Policy Statement

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

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

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

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 has 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

At Eaton House Schools' Designated Safeguarding Leads (DSLs) has been appointed as Senior Attendance Champions (SAC) to have overall responsibility for championing and improving attendance in school. The details of SACs are below;

Name	Contact details
Roosha Sue	rsue@ehtm.co.uk
Beth Pike	bpike@eatonhouseschools.com
Fiona Bellamy-Laughton	flaughton@eatonhouseschools.com
Paul Russell	prussell@EHTM.co.uk
Mariam Asadi	Masadi@eatonhouseschools.com

The Senior Attendance Champions are supported by Data Manager, Hasnain Raza.

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

Supporting pupil attendance

We are of the firm belief that it is in every child's best interest to be in school on a daily basis. When children are absent, this may have an adverse effect on their academic progress, their relationships with peers and their sense of belonging.

Teaching staff take an active role in promoting excellent attendance. Pupil attendance will be monitored Form Teachers daily and reviewed half-termly by Heads and Designated Safeguarding Leads (DSLs).

The school will seek to reduce persistent or severe absence, in accordance with 'Working together to improve school attendance' (DfE, 2024). The schools' strategy is based on an understanding that a child's welfare is paramount, and that respectful and positive relationships between home and school will be the foundation of good attendance. The school seeks to understand and to remove barriers to attendance, together with parents – particularly where those barriers are complex, for instance for those pupils with long term physical or mental health conditions, or who have special educational needs and disabilities – and to ensure that relevant pastoral support is implemented.

Supporting pupil attendance (cntd)

These steps may be adapted as individual circumstances dictate and serve only as a guide.

Percentage attendance	Actions
100% to 91%	Class teachers are regular contact with parents and carers, in person at the end of each day, and via email. School secretaries follow up with parents over any absences for which no reason has been given. If attendance falls below 90%, without good reason, the form teacher will contact parents and / or carers to check in and to ensure there is no additional context that the school needs to understand regarding a pupil's absences. On the third day of consecutive absence the form teacher will contact home to enquire after the pupil pastorally and whether there is anything he or she can do to support the pupil.
Persistent absence 90% to 51%	Form Teachers continue to monitor absence. If attendance falls below 90%, the deputy head / DSL will contact parents to enquire after the pupil pastorally and to invite them to a meeting to agree support. The school will fulfil its statutory reporting duties to the local authority and liaise with the education welfare officer of the local authority. If absence continues to remain a point of concern, the Head and DSL will decide what intervention, support or external guidance is needed for the family, including: • understanding pupil and context / reason for absences; • working with each identified pupil and their parents / carers to understand and address the reasons for absence, including any in-school barriers to attendance. Where out-of-school barriers are identified, the school will signpost and support access to any required services to support the family.

Percentage attendance	Actions
Severe absence < 50%	If persistent absence becomes severe absence, the school will take an active part in the multi-agency effort with the local authority and other partners and act as the lead agency to liaise with the family as appropriate. Where the lead agency is external to the school, the school will collaborate with this agency. In certain circumstances, the Principal may determine that the pattern of absence is incompatible with the attendance expectations of the school and require the pupil to leave the school.

EYFS

We expect parents and/or carers to inform the School when their child is absent. The School will follow up absences promptly, particularly where an absence has not been reported or is prolonged. If the School cannot contact the parent and/or carer, it will contact the emergency contacts provided. The School will consider patterns of absence, the child's individual circumstances and any vulnerabilities when deciding whether further action is required. Where there are concerns about a child's welfare or safety, the School will follow its safeguarding procedures and, where appropriate, refer the matter to Children's Social Care and/or request a police welfare check.

Data analysis

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.

Pupils' responsibilities

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

- 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
- notify the School in writing if their child will no longer attend the School after a certain day and supply information to the School about how their child will be continuing to receive suitable education; 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

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 pupil's 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 school's 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.

Communication

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 school secretary 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 secretary will contact the parent/guardian to find out where and why the pupil is absent and update the register.

Truancy

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

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

Eaton House the Manor	**Attendance register taken by**
Nursery	09:10 and 14:00
Girls	08:45 and 13:30
Pre-Prep	08:45 and 13:30
Prep	08:55 and 14:10
Eaton House Belgravia	**Attendance register taken by**
Nursery	09:00 and 14:00
Pre-Prep	09:00 and 14:00

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 the register started being taken but arrives before the register is closed they will be recorded as a late arrival (code L).

If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given / not given will be recorded.

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

Application for an authorised leave of absence

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to Head.

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.

Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head.

If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is or was permitted to be away from School. It 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 belong. Parents are expected to make a request for this type of leave of absence in advance.

Reporting duties

Attendance returns

The school will provide 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). Local authorities must agree the frequency that attendance returns are to be provided with all schools in their area. This should be no less frequently than once per calendar month.

- 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 school's 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

Reporting duties (cntd)

Sickness returns

The school will provide 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. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on arranging education for children who cannot attend school because of health needs.

Admissions Register

- In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the school will:
    - Maintain an admission register of all pupils 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 school's 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 school's 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 (legal 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) at EYFS, where possible the School will hold more than two emergency contact numbers of each child;

(f) 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;

(g) name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;

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

Attendance register

- Eaton House Schools records and monitors the attendance of all pupils 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 school's 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.

Appendix 1: National attendance and absence codes

On each occasion the register is taken the appropriate national attendance and absence. Code must be entered for every pupil whose name is listed in the admission register at the time.

1 Attending the school

Code	Definition
/ \	Present at the school / = morning session / afternoon session
L	Late arrival before the register is closed

2 Attending a place other than school

Code	Definition
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity

3 Absent - leave of absence

Code	Definition
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school
C	Leave of absence for exceptional circumstance

4 Absent - other authorised reasons

Code	Definition
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded

5 Absent - unable to attend school because of unavoidable cause

Code	Definition
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed

Y4 Unable to attend due to the whole school site being unexpectedly closed (e.g. due to adverse weather)
Y5 Unable to attend as pupil is in criminal justice detention
Y6 Unable to attend in accordance with public health guidance or law
Y7 Unable to attend because of any other unavoidable cause

6 Absent - unauthorised absence

Code	Definition
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration close

7 Administrative codes

Code	Definition
Z	Prospective pupil not on admission register
#	Planned whole school closure