

**Clarendon Cottage Preparatory
School**

Attendance Policy



Reviewed by E Bagnall October 2025
Next review Date: October 2026

Clarendon Cottage Prep School

Attendance Policy

This policy applies to the whole school, including the EYFS.

Principles

This policy outlines the shared responsibility between the school, students, parents and the broader community in promoting regular attendance. The goal is to ensure that every student reaches their full potential through consistent and punctual attendance, fostering a supportive and collaborative approach to addressing attendance challenges. This policy should be read in line with the attendance section in the Safeguarding Policy.

Rationale

Regular attendance is essential for students' academic achievement and social development. This policy promotes a high culture of high expectations where attendance is prioritised and supported by the entire school community. The person with overall responsibility for this policy, including the monitoring and promotion of attendance is Miss E Bagnall in their role as Headteacher and DSL, supported by Miss Greatbanks in her role as General Manager and Co-DSL. They can be contacted on 0161 950 7868 and head@clarendoncottage-school.co.uk & admin@clarendoncottage-school.co.uk

Legal Requirements

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. The law requires all schools to record the attendance of each pupil at the start of both the morning and afternoon sessions. Schools should follow up on absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is authorised or unauthorised

The Government expects

Parents/carers to:

- Perform their legal duty by ensuring their children attend school regularly and arrive at school on time

Schools to:

- Promote good attendance and reduce absence, including persistent absences
- Ensure every pupil has access to the full-time education to which they are entitled

- Act early to address patterns of absences

Promoting Good Attendance

The school acknowledges that good attendance should be recognised and rewarded. The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education. The Home/School agreement is also used in this way.

The school will:

- Offer a safe and supportive environment, which welcomes children regardless of race, gender or ability
- Establish clear and effective procedures for administration
- Foster a climate where the school community, teachers, parents/carers, governors and pupils value attendance and punctuality
- Comply with legal requirements
- Ensure any child presenting poor levels of attendance and punctuality is noted and monitored and appropriate action taken
- Keep parents/carers informed about their child's attendance through established procedures
- Support governors in taking an active role in promoting good attendance
- Work in partnerships with parents/carers, the Education Welfare Service, Social Care and other outside agencies

Expectations

The school expects its pupils to:

- Attend regularly and on time
- Be prepared adequately for the school day
- Comply with the school policies and procedures

The school expects its parents/carers to:

- Encourage their children to attend school every day on time
- Contact the school on the first day of absence
- Arrange holidays and medical appointments outside school hours
- Regularly update emergency contact details
- Requesting a leave of absence – parents submit an application form which is then authorised/unauthorised.

Notification of Absences

Every half-day absence from school has to be classified by the school (not by parents), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required.

Parents/carers should notify the school before 9:00am on the first day of their child's absence from school. If the reason for absence is sickness and it continues – or is likely to continue for more than week, medical evidence should be obtained and submitted to the school.

If any child is absent and the school has not been notified, the school office will phone the child's parent/carer. In the event that contact cannot be made, the school office will record this on the register. If there are any child welfare/safety concerns then the matter may be referred to the local authority and/or Social Services.

Registration

The school uses an online cloud-based system of registration: Class Charts. The register is a legal document and as such can be used in a court of law (e.g. to establish a pupil's attendance or absence at a particular time on a precise day). The registers are marked at the beginning of each morning and afternoon session. Registers are marked in the first 10 minutes of the school day with registration closing at 9:10am. Afternoon registration is 1:30pm.

School begins are 9:00am prompt. Children can be dropped off in the playground to line up from 8:50am.

School finishes:

- Prep 2 – 4 – 3:50 – 4:00pm
- Prep 5 – 8 – 4:00 – 4:30pm

Pupils arriving after the start of the school day must enter the school via the main entrance at the front of the building, where they will be met by admin staff. Parents are required to explain reason for the lateness. It is vital that any pupil arriving late is signed in, in order to comply with Health and Safety Procedures. Pupils arriving after 9:10am will be marked with a late (L) mark. Children arriving after 9:30am will be given a (L after register closed) mark.

We all have a responsibility to encourage punctuality. It is important that every child arrives in school on time as English & Maths are taught at the beginning of the school day and are fundamental to pupil's educational needs.

Persistent Lateness

The school follows a three-step system for children who are persistently late:

1. When a child is considered to be persistently late (this is at the discretion of the Headteacher & DSL), then the school will send a letter to the parents/carers informing them of their child's persistent lateness and the school's concerns.

2. If a child continues to be persistently late, the school will send a second letter to the parents/carers requesting a meeting to discuss the matter and see if there are any ways in which the school can help.
3. The Headteacher will arrange a meeting with the parents.
4. If the matter continues beyond these measures, the school will refer the situation to Salford Local Authority. This may involve home visits or even penalty notices being issued.

Categorisation of Absence

All absences will be recorded, categorised as either authorised (with a valid reason, such as illness) or unauthorised (without a valid reason). Within this codes for attendance and absence are listed in pg 76-92 of [Working together to improve school attendance \(applies from 19 August 2024\)](#)

1) Authorised Absence

Absence may be authorised for the following reasons:

- Sickness
- Religious observance in accordance with Local Authority guidelines
- Medical or dental appointments which cannot be arranged outside of school hours. Where possible, parents/carers should try to arrange these appointments for out of school hours
- Special circumstances (authorised by Headteacher)
- Permanent or fixed-term exclusions

2) Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

This would include:

- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

3) Unauthorised Absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

Examples of unauthorised absences are:

- Parents/carers keeping children off school unnecessarily
- Truancy
- Unexplained absences

- Children who are deemed persistently late and arrive after 9:20am.
- Shopping, looking after other children or birthdays
- Day trips or holidays in term time not authorised by the school

Patterns of Absence

First day of absence:

If a child is absent from school, the parent/carer should contact the school on 0161 950 7868, or can e-mail the school via admin@clarendoncottage-school.co.uk or alternatively report the absence and reason on their ClassCharts App. If a parent/carer does not inform the school, the admin staff will ring the parental home on the first day of absence or send an e-mail to ascertain why the child is absent.

The school is aiming to achieve an attendance target of 95%. If a pupil's attendance falls below 90% and a parent/carer fails to inform school, there is a clear strategy of intervention. Below 90% will class as 'Persistently Absent' and below 50% will class as 'Severe Absence'.

Escalation of Intervention

- 1) The SLT will review all absences and the reasons given for children whose attendance falls below 95% in any half term. In most cases, the school will send a letter to the parents/carers informing them of their child's attendance and the school's concerns.
- 2) If a child's attendance level has not improved or has fallen further, at the end of the next half term, the Headteacher or Deputy Head will contact the parent/carer to arrange a meeting. The Headteacher or Deputy Head will liaise with the class teacher and, when necessary, other professionals if the need for support is identified.
- 3) In the event that the child's attendance levels still do not improve, then the school may refer the matter to Salford Local Authority for further action which may result in a home visit or even a fixed penalty notice being issued.