



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

ATTENDANCE POLICY v1.5

Town Close School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavor to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Leave of Absence in Term Time

Leave of absence during term time will be discouraged. Parents must apply in advance and in writing for permission for their child to have leave of absence. Application emails should be sent to the Prep Department Secretary (prepsec@townclose.com) or the Pre Prep Department Secretary (preprepsec@townclose.com) or by submitting the Leave Request form on the school portal. The decision as to whether to grant the request rests with the Headmaster and the Head of Pre Prep or any member of the SMT in their absence.

School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). All unexplained absences will be recorded using the code N (unauthorised) until written confirmation is received. Only the Headmaster, the Head of Pre Prep or a member of staff acting on their behalf can authorise absences that are not due to medical reasons.

Registers

In the Pre Prep Department registers are taken by form teachers in the morning and the afternoon. In the Prep Department registers are taken by the form teachers in the morning and by the subject teachers in the afternoon. The registers are taken online using iSAMs. If the system is unavailable paper registers are completed and sent to the appropriate office. In the Prep Department the pupils are registered for each

lesson that they attend. Prep pupils are also registered on entering the dining room for lunch.

Lateness

Morning registration will take place at 8.25am. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation. Pupils arriving late should attend the relevant office to sign in. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 1.30pm in Pre Prep and 2pm for the rest of the School.

Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close.

First Day Absence

Parents should email the relevant school office by 8.30am if a child will be absent. Please email prepsec@townclose.com for Prep children and preprepsec@townclose.com for Pre Prep children. If a child is absent without explanation the School secretaries will make contact to confirm the child's whereabouts and request written confirmation of the absence.

Continued Absence

Day two to twenty – school continues to make enquiries to establish why the pupil is not attending

- Continue efforts to contact all parents, family members and emergency contacts by all available telephone numbers and email addresses.
- Undertake a visit to the family home to establish whether the family still reside at the property (this should be conducted by 2 members of staff or with the local Safer Schools Officer linked to the cluster/area).
- Contact siblings' schools to see whether siblings continue to attend, or they hold information as to the families' whereabouts.
- Checks with members of school-based staff who the child or parent may have had contact with e.g. SENCO, School Nurse, etc.
- Checks with other agencies with known involvement who may information regarding the whereabouts of the child.
- If ongoing risk assessment suggests the child may be at risk of harm, school's Designated Safeguarding Lead will contact Norfolk Police and/or Children's Advice and Duty Service.

School establishes one of the following during enquiries

Outcome	Action
Parent is failing to ensure regular attendance.	Follow school attendance procedures.
Family have moved and new address within local area is gained.	Follow school attendance procedures.
Confirmation that child is attending a new school, being electively home educated.	Off roll notification form can be submitted and pupil can be removed from school roll.

<p>Family have moved and new address outside local area is gained but no new school identified.</p>	<p>Telephone consultation with CME Team to establish whether removal from roll can be agreed under reasonable distance grounds.</p> <p>Where the pupil is in Year 11 and moving within Norfolk, the Admissions Team will support transport applications where possible. If this may apply, please contact the Fair Access Manager prior to removal from roll who will confirm that transport will be provided or a local school offer should be made.</p>
<p>Family believed to have moved but new address has not been established.</p>	<p>Telephone consultation with CME Team to establish whether any further enquiries can be made by the school or CME Team to establish the whereabouts of the child.</p>

Absence Notes

Notes received from parents explaining absence are placed in pupils' files.

Frequent Absence

Within the School, it is the responsibility of the data administrator to make the Deputy Head (Pastoral) in the Prep Department and the Head of Pre Prep aware of and bring attention to any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the School will try to resolve the problem as soon as possible.

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories:

Unauthorised Absence - This is for those pupils where no reason has been provided, or if the School is not satisfied with the reason.

Authorised Absence - This is for those pupils who are away from school for a reason that is deemed to be valid under the Education (Pupil Registration) (England) Regulations 2006

Approved Educational Activity - This covers types of supervised educational activity undertaken off site but with the approval of the school. Note that pupils recorded in this category are deemed to be present for attendance returns purposes. This includes field trips, educational visits and sporting activities.

Record Preservation

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Computer registers will be preserved as electronic back-ups once a month and will be available for each month.

Legal Reference

The Education Act 1996 Part 1, Section 7 states: The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable -

- (a) To his/her age, ability and aptitude and
- (b) To any special needs he/she may have

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child. The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Children Missing Education

Refer to the policy: Procedure for Pupil Registration and Children Missing Education

Last reviewed May 2022

Next review May 2023