

**SINCLAIR HOUSE**  
**ATTENDANCE POLICY**

This policy, which applies to the whole school inclusive of the Early Years Foundation Stage, is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the school's website. On request a copy may be obtained from the school's office

**Legal Status:**

- Complies with Part 6, paragraph 32 (3)(a)(b) of the Education (Independent School Standards) (England) Regulations 2014 in force from the 5<sup>th</sup> January 2015.
- School Attendance Departmental advice for maintained schools, academies, independent schools and local authorities (DfE: October 2014)

**Other relevant documents:**

- Admissions Policy

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Proprietor (who is also the Principal) will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than **September 2021**, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: 8<sup>th</sup> September 2020



Principal and Proprietor

**Introduction**

- We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.
- We do all we can to encourage children to attend and to put in place appropriate procedures for attendance and the monitoring of. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.
- The Proprietor is responsible for making sure the school keeps Admission and Attendance registers in accordance with the regulatory requirements. For all pupils of compulsory school age our attendance registers record which pupils are present at the start of both the morning and the afternoon sessions of the school day. An attendance record is also kept of children in the Early Years Foundation Stage (EYFS).
- This register will also indicate whether an absence was authorised or unauthorised.
- The Proprietor also ensure that a compliant admissions register is also kept
- No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

**Definitions**

***Authorised absence***

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority.
- Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Sinclair House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### **If a child is absent**

- When a child is absent unexpectedly, if the office is aware of the absence first they will notify the class teacher, and if the Class Teacher is informed, they should, in turn, notify the school office. In any event, the class teacher will record the absence in the register.
- Before, during or when the child returns to school, a note, email or telephone call to the school office from a parent or guardian should explain the absence, all emails are directed to the School Secretary and saved in a dedicated email folder for Absent Children, and any letters/notes should be filed in the child file.
- A note, email or telephone call may be sent/made to the school office prior to the day of absence e.g. if a child has a medical appointment or if the parent knows that the child is not well and will not be coming in.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

### **Requests for leave of absence**

- We believe that children need to be in school for all sessions so that they can make the best progress possible. We do understand however, that there are circumstances under which a parent may legitimately request leave of absence for a child to attend e.g. a special event.
- We expect parents to contact the school at least a week in advance but normally this request will be granted.
- We naturally prefer parents to take their family holiday in the normal school holiday periods but if this is not possible, the school will, usually, grant the leave of absence. However, a letter or email asking for such an absence should be sent to the Principal.

### **Long-term Absence**

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home so that the child in question can keep up with their school work.

### **Repeated Unauthorized Absences**

- The school will contact the parent of any child who has an unauthorized absence.
- If a child has a repeated number of unauthorized absences, the parents will be asked to visit the school and discuss the problem.

See also our E9 (4.3) Missing Child Policy.

### **Keeping Records**

- It is the responsibility of the Headmistress to monitor overall attendance and seek to ensure that the attendance figures are as they should be.
- The school keeps accurate attendance records on file for a minimum period of five years.
- Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way through the school office.
- Any ongoing absences, 'Lates' or unauthorized absences for holidays is discussed at the weekly staff meeting and monitored in the daily briefing meetings, then followed up as quickly as possible.
- If there is concern about a child's absence, this will immediately be followed up by the Headmistress.