

Redcliffe Gardens School

Attendance Policy

Reviewer: SEG Jan 2022
Prep School Committee: February 2022

Next review by: July 2023



1. Principles

- 1.1. Pupils of compulsory school age are expected to attend school every day. Parents have a duty to ensure that their child's attends school and the School is committed to working with parents to achieve as high a level of attendance as possible. Although the legal requirements do not apply to pupils below compulsory school age, parents are asked to follow the same procedures for notifying the school of absences.
- 1.2. The School is aware of its duties under the Equality Act 2010, including issues related to pupils and staff with additional needs and makes reasonable adjustments for all.
- 1.3. Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below.
- 1.4. A pupil should only be absent if the reason is 'unavoidable'. Allowing a child to be absent without good reason is unlawful, and ultimately parents could be fined by the courts.
- 1.5. Every half day absence from school has to be classified by the school, not the parents, as either authorised or unauthorised. Hence information about the cause of each absence is always required.
- 1.6. Authorised absences are morning or afternoon sessions away from school with good reason; for illness or other unavoidable cause.
- 1.7. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes keeping a pupil off for reasons such as holidays, as well as truancy, absences or late arrivals which have never been properly explained.
- 1.8. On very rare occasions where a pupil needs encouragement to attend school, any problems are best sorted out between the school, parents and the pupil. However, the School is obliged to notify the local authority if a pupil fails to attend school regularly or is absent without leave for more than 10 consecutive school days.
- 1.9. If a pupil does not arrive at school or is found to be missing during the school day, the Missing Child Policy will be followed.

2. Procedures

Redcliffe Gardens School applies the following procedures in deciding how to deal with absences:

2.1. Illness or Other Legitimate absence

- 2.1.1. For all absences, parents are asked to email the absence email address: office@redcliffeschool.com, specifying the reason and dates, and times if applicable, for each period of absence.
- 2.1.2. If pupils are ill and unable to attend school, parents are requested to contact the school before 8.30am on the first, and each subsequent, morning of absence. This should be done using the email address: office@redcliffeschool.com. A phone call to the) school office on 0207 352 9247 **will need to be followed by email or written confirmation.**
- 2.1.3. Wherever possible routine appointments with the doctor, dentist, etc. should be arranged for outside school hours. If this is not possible parents should email the school office office@redcliffeschool.com at least three days in advance. In these circumstances it is not necessary to telephone the school on the day of absence.

- 2.1.4. If a pupil is absent from school for reasons other than ill health, this must be discussed with the school on each separate occasion. Leave may be granted in exceptional circumstances, provided a written explanation is received.
- 2.1.5. During absences from school due to occasional or acute illness, work will not generally be provided for the pupil to complete at home. If a pupil is not well enough to attend school then they should rest at home until they have recovered. In the event of a longer period of absence, due to illness or an ongoing medical condition, parents should contact the school office and form teacher to discuss how they can best be supported in their studies.

2.2. Holidays

- 2.2.1. Please note that we ask parents **not** to make holiday arrangements that require their children to miss days during term-time. Holiday leave in term time will not be granted unless circumstances are exceptional.
- 2.2.2. If your child needs to be away from school in exceptional circumstances, a letter requesting permission should be sent to the School Office **at least three days in advance**. With the issue of school attendance and the safeguarding of your child being of such importance, phone requests of this nature are not considered appropriate by the school. In every case, a letter signed by a parent/guardian, or an email from the parent/guardian's email address, will be required to authenticate the request.

3. Registration

- 3.1. **Morning Registration:** It is important that all pupils are in their form rooms by 8.30am each day. All pupils must attend a registration session with their form tutor to start the day from 8.30am – 9.00am and important notices and work are often given out during this time. Arriving more than 30 minutes after the start of the morning session without good reason is counted as unauthorised absence.
- 3.2. **Afternoon Registration:** All pupils are registered by their form tutor at 12pm.
- 3.3. **Lateness:** Pupils must attend registration on time. Parents are expected to ensure that their children are present at morning registration.
- 3.4. Where pupils arrive or leave the school premises at any other times of the day, they must be signed in or out at the School Office in the Upper School and with their class teacher in the Lower School, who email this information through to the School Office.
- 3.5. When a child arrives late, in the Upper School the School Office will update the register accordingly. Lower School class teachers should either update the lateness on the register or email the School Office to request that this is done.

4. Publication of Attendance Information

- 4.1. The School is usually asked to disclose information on attendance and punctuality when writing references for pupils.

5. Other Registers

- 5.1. **After School Clubs** registers are kept in the school office in the Upper School and with the club leaders in the Lower School.

- 5.2. **Off-Site Sport and Swimming** paper registers are taken by the Head of PE before leaving the premises.
- 5.3. Paper copies of registers can be printed from and taken off site for any visits and activities.
- 5.4. Each morning a **fire register** is printed and the School Office Manager marks on it who is absent.