



Name of Policy:	Attendance and Absence (for the whole school including EYFS)
GHS Policy Number:	4
ISI Regulation:	Welfare, health and safety of pupils (Part 3)
ISI Paragraph:	Admission and attendance registers (Paragraph 15: 354-377)
Linked Policies:	Admissions Missing and Uncollected Child Procedure Safeguarding (including Children Missing in Education)
Reviewed by: (including license to edit and update)	Dan Jameson, Head, Boys' School Emma Studd, Head, Girls' School Julia Adlard, Head, Early Years Nicola Cornish, Deputy Head Judith Robinson, Bursar Alice Hobden, Registrar Rosie Hufton, Boys' School Secretary (Maternity cover, Annabel Coy, Jan 2021)
Date of review:	September 2021
Date of next review:	September 2022

Attendance

Every pupil is accounted for on an **Attendance Register**. The name of the pupil is included on the school register from the first day that the pupil attends the school. If a child is deleted from the register, the local authority (RBKC) is informed accordingly.

The Attendance register is completed at the start of each morning session and at the start of each afternoon session. It shows whether a pupil is:

- present
- absent
- attending an approved educational activity outside school
- unable to attend through exceptional circumstances
- taking authorised absence
- taking unauthorised absence
- 'N' for no reason is used for a short amount of time only. The reason for this is always followed up. The Register is computerised and a back up copy is made monthly.
- A record is kept of any amendments, showing the original and amended entries, the reason for the amendment and the name of the person making the amendment.

Absence

All pupils are expected to begin and end term on the published dates. The school publishes term dates at least a year in advance, and family holidays should be arranged to coincide with the school holidays and so that the children do not return to school with jet lag.

Routine medical treatment (e.g. an appointment at the orthodontist), should, wherever possible, be arranged out of school time.

If it is essential that a child misses school, it is a legal requirement that permission be sought in writing well in advance, and received, from the relevant Head before absence is taken. A Request for Absence form must be completed, copies of which can be obtained from the school offices (*Appendix 1*). Class teachers should always be informed when a request for authorised absence is made.

Authorised absence will not be granted for extended family holidays, unless under very special circumstances. Permission may not be granted if the Heads are not given enough time to consider the request. In relation to this, homework cannot always be available at the time of departure. Teachers work to the term dates and plan their distribution of homework accordingly, so it will not always be possible to deal with such requests at short notice. In addition to this, the school cannot grant requests for pupils whose attendance falls below local authority guidelines.

If a child's absence falls below 80%, a letter will be sent to the parents, informing them of our concerns. If at the end of term the child's attendance remains below 80%, the school will decide whether to contact the Education Welfare Office (EWO) at the local authority who may choose to investigate this further. These details would be discussed with the family prior to a phone call with the EWO.

Appendix 1

REQUEST FOR ABSENCE

Name of Child: _____ Class: _____

Signature of Head: _____

DATES REQUESTED FOR ABSENCE	
REASON FOR ABSENCE	
SIGNATURE OF PARENT	

Date form completed:

Please note that this form will be kept on file with your child's records.