

**St. Anne's Preparatory School - Chelmsford**  
**Attendance Policy (updated 2019) - reviewed November 2020**  
**Including EYFS**

**Introduction**

At St. Anne's School, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to you to support this objective. We believe that if pupils are to benefit from education, good attendance is crucial. If there are problems which affect a pupil's attendances we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible.

St. Anne's Prep School has a statutory obligation to maintain an appropriate attendance register in accordance with The Education (Pupil Registration) (England) Regulations 2006.

**Principles**

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly. We will work towards ensuring that all pupils feel supported and valued and we will send a clear message that if a pupil is absent he/she will be missed. We will encourage parents to be actively involved in promoting their child's attendance. The school will ensure that all staff are aware of the registration process.

**Registration times**

An attendance register is kept for each form in the Pre-Prep (which for the purposes of this policy includes EYFS) and Prep departments. The register is completed on the schools shared files system at the start of each morning and afternoon session. Pupils are expected to arrive for morning registration no later than 8.45am and afternoon register no later than 1.30pm.

Registration closes at: (morning) 9.00am  
(afternoon) 1.40pm

St. Anne's has a standard set of codes for use in registers. Where the reason for absence is not initially known, an O is entered and a reason entered within the O at a later stage (ideally within one week). If the reason is never established the O remains as an unauthorised absence.

**Late Arrival/Early Morning Tuition of Pupil**

If a pupils arrive at school after registration ends they must go straight to the office and notify the secretary of their arrival and reason for their lateness. The register will then be altered accordingly by admin staff only. All children attending an early morning lesson must report to the office first. If a child consistently arrives late for registration, we will contact the parents and remind them of the need to arrive school promptly.

### **Leaving and arriving during the school day**

Times of pupils leaving or arriving at school during the day must be entered in the signing IN/OUT book kept in the entrance hall.

### **Absence during term**

Absence from school will be authorised for the following reasons:

- Sickness
- Medical or dental appointments
- Days of religious observance
- Exceptional family circumstances, such as bereavement
- Visiting schools in preparation for secondary transfer

Notification must be provided for all absences from school.

In the case of diarrhoea or vomiting, parents are expected to keep children at home for 48 hours after the last bout. This is to prevent the spread of infection to other children and staff.

There is no automatic entitlement in law for time off school to go on holiday and the school actively discourages parents/carers from requesting leave of absence in term time. Research suggests that children who are taken out of school in term time may never catch up on important work they have missed. This may affect their overall performance and progression. The time teachers have to help all the children in their class is reduced if they spend time helping a child to catch up after a holiday, therefore any additional lessons would have to take place at break or lunch time. Children can also find it difficult to renew friendships after an extended holiday. The beginning and end of term/half term is normally the time when new work is being introduced or vital assessments take place.

If there should be occasions for leave of absence to be required during term time, a Leave of Absence Form should be completed, accompanied by a letter addressed to the Headteacher stating the reasons for the request (see Appendix A for Application for Leave of Absence during Term Time), otherwise the child will be considered to be absent without authorisation. The Head Teacher will give consideration to:

- Why the absence has been requested
- How long the absence is for
- What impact it may have on your child's education
- Any important events your child might miss
- Your child's attendance record
- Any previous requests that have been made for holidays.

Schools are required to alert their local authority after a pupil of compulsory school age has been absent without authority for ten consecutive days (other than for reasons of sickness or leave of absence), or fails to attend school regularly. If the child removed from the school roll without reason or without the address of a forwarding school, the school is required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.

(See also Child Protection Policy – Children missing from education).

**APPENDIX A**

**ST. ANNE'S PREPARATORY SCHOOL – CHELMSFORD  
APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

As a parent/ carer we ask that you complete this form and return it to the school office if you wish to request leave of absence during term time.

Please return this form to at least two weeks prior to your intended leave of absence, along with a letter explaining the reason for it taking place during term time. Parents should not expect such leave to be granted as a right; it is the head teacher's decision to authorise absence or not and each case will be decided on an individual basis. Parents will be informed of the decision.

I request that.....(child) be granted leave of absence from St. Anne's Preparatory School

From..... To.....( inclusive)

Signed ..... Date.....