

# St Anne's Preparatory School



*Fortiter, Fideliter, Feliciter*

**St Anne's Preparatory School**

## Attendance Policy

Reviewed September 2021

UNDER REVIEW



## **Registration**

Registers are marked for morning and afternoon sessions as follows:

∧	Present
B	Educated off site (NOT Dual registration)
C	Other authorised circumstances (not covered by another appropriate code)
D	Dual registration (i.e. pupil attending other establishment)
E	Excluded (no alternative provision made)
F	Extended Family Holiday (agreed)
G	Family Holiday (NOT agreed or days in excess of agreement)
H	Family Holiday (agreed)
I	Illness (NOT medical or dental etc. appointments)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Absence (not covered by any other code/description)
P	Approved sporting activity
R	Religious observance
S	Study Leave
T	Traveller absence
U	Late (after registration closed)
V	Educational visit or trip
W	Work experience
X	Non timetabled sessions for pupils of below compulsory school age.
Y	Enforced closure
Z	Pupil not on roll
#	School closed to pupils
=	Other reason (to be specified).

Assembly is at 9.00 a.m. for all classes including Kindergarten 1 (on some occasions) on Wednesday, Thursday and Friday. On Tuesdays Kindergarten 1, Kindergarten 2 and Pre-Prep. and Years 5 & 6 have separate assemblies.

## **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.....