LATYMER PREP SCHOOL

ATTENDANCE POLICY AND MISSING PUPIL PROCEDURE

SMT PERSON(S) RESPONSIBLE:	Deputy Principal
DATE OF LAST REVIEW:	May 2026
DATE OF NEXT REVIEW:	February 2027
REVIEWED & APPROVED:	EDUCATION & PASTORAL COMMITTEE
DATE OF APPROVAL:	2 June 2026
REVIEWED & APPROVED:	GOVERNING BODY
DATE OF APPROVAL:	17 June 2026

Key School contacts

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Senior Attendance Champion (*SAC*)	**Victoria Penney, Deputy Principal Prep** Email: vpp@latymerprep.org Telephone: 02079930061 Mobile number: 07951 968660

1 Aims

1.1 This is the attendance policy of Latymer Prep School (referred to hereafter as ***the School***).

1.2 The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, well-being and wider life chances.

1.3 The aims of this policy are as follows:

- to develop and maintain a whole school culture that promotes the benefits of good attendance;
- to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
- to prioritise and where possible improve attendance and punctuality across the School, to reduce absence in order to prevent children becoming children missing education (CME), and set out the School's approach to the management of absence / non-attendance;
- to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

2 Scope and application

2.1 This policy applies to the whole of Latymer Prep School.

2.2 This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- Education and Skills Act 2008;
- Children Act 1989;
- Childcare Act 2006;
- The School Attendance (Pupil Registration) (England) Regulations 2024;
- Equality Act 2010; and

- Data Protection Act 2018 and UK General Data Protection Regulation (***UK GDPR***)

3.2 This policy has regard to the following guidance and advice:

- Working together to improve school attendance (DfE statutory guidance 9 July 2026);
- Toolkit for schools: communicating with families to support attendance (DfE, August 2024);
- Guidance for parents on school attendance (Office of the Children's Commissioner, 19 August 2026);
- 'Is my child too ill for school?' guidance (NHS, April 2024);
- Keeping children safe in education (DfE, September 2025);
- Children missing education (DfE, 8 September 2025);
- Summary table of responsibilities for children missing education (DfE Sept 2025)
- Supporting pupils with medical conditions at school (DfE, August 2017);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Mental health and behaviour in schools (DfE, November 2018);
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE, February 2023);
- Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);
- Providing remote education: guidance for schools (DfE, updated August 2024); and
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

3.3 School policies, procedures and resource materials relevant to this policy are:

- Safeguarding (Child Protection) Policy and procedures;
- Risk assessment policy for pupil welfare;
- Special Educational Needs and/or Disability (***SEND***) Policy;
- Accessibility (Three Year) Plan;
- Behaviour Policy
- Pupil Supervision Policy
- School Rules;
- Safeguarding Protocol for remote teaching and learning; and
- Terms & Conditions (Parent Contract).

4 Publication and availability

4.1 This policy is published on the School website and is available in hard copy on request. This policy can be made available in large print or other accessible format if required. A copy of the policy is available for inspection from the Prep School Office during the School day.

4.2 This policy will be sent to Parents when pupils join the School, and Parents will be reminded of it at the beginning of the school year and when the policy is updated.

4.3 This policy is reviewed at least annually and immediately on any changes to statutory guidance.

5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

- references to **attendance** include references to attendance for all or part of the timetabled school day.

- references to a **Parent** means all natural parents, whether they are married or not; any person who has parental responsibility for a pupil; and any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).
- references to a **pupil** includes anyone who is receiving an education at the School.
- references to **children missing education** (***CME***) mean children of compulsory school age who are not registered pupils at a School and are not receiving suitable education otherwise than at School.[1]
- references to **SAC** means the School's Senior Attendance Champion.

6 Responsibility statement and allocation of tasks

6.1 The Governing Body has overall responsibility for all matters which are the subject of this policy.

6.2 The Governing Body recognises that improving attendance is a school leadership issue and has appointed a member of the Senior Management Team (***SMT***) to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

6.3 To ensure the efficient discharge of its responsibilities under this policy, the Governing Body has allocated the following tasks:

Task	Allocated to	When / frequency of revie
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Analysing attendance and absence data	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	Governing Body	Annually

7 The importance of good attendance

7.1 The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs and disability (***SEND***) support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;

[1] In line with the DfE's children missing education: statutory guidance, children missing education are not children who are registered at a School, even if they are persistently or severely absent from that School.

- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and Parents;
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 School responsibilities

8.1 The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

8.2 The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents. Pupil attendance is also included on the pupil's December interim and summer end of year report.

8.3 Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

8.4 The School will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

8.5 The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are at risk of becoming CME, and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

9 Staff responsibilities

9.1 The SAC

The Governing Body has appointed a member of the School's SMT as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.

The SAC's responsibilities are:

- to set a clear vision for improving attendance in school;
- to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- to regularly monitor and evaluate progress, including the efficacy of the School's strategies and processes;
- to have oversight of and analyse attendance data; and
- to communicate clear messages on the importance of attendance to pupils and Parents.

9.2 Staff with specific responsibilities for attendance

The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- have a formal routine for registers being taken accurately each morning and afternoon;
- seek explanations of absences required from pupils on their return to School;
- make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the School;
- look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- deal with lateness to lessons consistently and promptly;
- consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's Behaviour Policy; and
- discuss non-attendance and / or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 **All staff**

- The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and Parents about it.
- The School provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 School arrangements

The School will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices 1-3.

11 Monitoring attendance

11.1 The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to form tutors to facilitate discussions with pupils (including the Head of the Academic Mentoring Department (***AMD***) for SEND and the designated safeguarding lead (***DSL***));
- undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases[2];
- conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

[2] Para 45 of Working together to improve school attendance 2024

- providing data and reports to the Governing Body to support its work.

12 Pupil responsibilities

12.1 School attendance is important to pupil attainment, wellbeing and development. The School therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

12.2 Pupils should be aware that:

- they are expected to be present in-person for the duration of each School day;
- they are expected to arrive on time and attend all timetabled lessons;
- they should not leave a lesson or the School site without permission or otherwise in accordance with School Rules;
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy;
- any unexplained absence will be followed up;
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
    - offers of support to seek to identify and address any barriers to attendance;
    - communication with Parents;
    - reporting to other agencies such as children's social care; and
    - sanctions against them or their Parents in line with the School's Behaviour Policy.
- If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, they may speak to any member of staff, although the School encourages them to speak to their Form Tutor or those staff identified in Appendix 1 in the first instance. Pupils are entitled to expect this information to be managed sensitively.

13 Additional needs

13.1 The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and Parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

13.2 The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

13.3 It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with SEND e.g. ensuring the provision outlined in a pupils Education, Health and Care Plan (***EHCP***) is accessed.

13.4 Where a pupil has an EHCP, the School will communicate with the local authority where the pupil’s attendance falls or the school becomes aware of barriers to attendance that relate to the pupil’s needs.

13.5 Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance (see the School’s SEMH Policy).

13.6 Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

13.7 The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I - unable to attend because of sickness (a ***Sickness Return****)* and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

14 Parent / carer responsibilities.

14.1 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any SEND they may have. It is the legal responsibility of every parent to make sure their child receives that education.[3]

14.2 This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.

14.3 The School will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

14.4 Parents are expected to proactively engage with any formal support offered by the School where there is persistent and/or severe absence –including any attendance contract or attendance support plan.

14.5 Expectations the School places on Parents can be found in Appendix 1 of this policy.

14.6 Parents are bound by the terms relating to conduct and attendance in the Terms & Conditions (Parent Contract) and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the Parent is treating the School unreasonably.

14.7 Parents are expected to proactively engage with any formal support offered by the School where there is persistent and/or severe absence –including any attendance contract or attendance support plan.

15 Training

15.1 All Staff

The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up and improving attendance.

15.2 Staff with a specified attendance function

[3] Compulsory school age lasts until the last Friday in the month of June in the academic year of a pupil's 18th birthday.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral staff and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

15.3 The School maintains written records of all staff training.

16 Information sharing

16.1 Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

16.2 The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).

16.3 Where enquiries following the absence of a pupil lead the School to reasonably believe that the child will not return, and no alternative provision has been confirmed by the parent, the School will make a referral to the child's home local authority CME team without delay.

16.4 Where appropriate the School will attend regular targeting support meetings.

16.5 The School is legally required to share information from the registers with the local authority. As a minimum this includes:

- **New Pupil and Deletion Returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times (see Appendix 2);
- **Attendance Returns**: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and / or U) (see Appendix 1 paragraph 9);
- **Sickness Returns**: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year (see 13.6 above).

16.5 The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

16.6 The School must provide specific pupil information on request to the Secretary of State. The School has an electronic management information system containing the required

information. The School uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

16.7 Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

17 Record keeping and confidentiality

17.1 All records created in accordance with this policy are managed in accordance with the School's Data Retention and Storage Policy regarding the retention and destruction of records.

17.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Appendix 1

School arrangements

1 Managing attendance

1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance and prevent children becoming CME. It accurately completes admission and attendance registers as required by law and set out in Appendices 2 and 3 respectively. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

1.2 The School expects all pupils to be present at School for the whole of the School day, usually from the beginning of registration at 8.25am to close at 3.25pm, but this period may be extended, for example for out of school clubs, sports fixtures or school trips.

2 The role of Parents / carers

2.1 The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity;
- notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this;
- notify the School in writing if their child will no longer attend the School after a certain day and supply information to the School about how their child will be continuing to receive suitable education; and
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.2 Parents should ensure their child attends School by 8.25am for the beginning of morning registration;

3 Registration and attendance checks

3.1 Morning and afternoon registration times

To allow for Prep pupils arriving at King Street to cross the School to reach the Prep School once the gates close at 8.25, morning registration is taken between 8.25 and 8.40am. The registers will remain open for 30 minutes after the start of morning registration. Afternoon registration will be at 1.00pm.

3.2 Lesson registration

All teachers should take a register at the beginning of every lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration. If a teacher is concerned that a pupil is absent from their lesson without explanation, the teacher must email the Prep Attendance Officer immediately in accordance with the Missing Pupil Policy and Procedure (in Appendix 4).

3.3 **Morning Registration**

- Pupils should enter School via King Street or Rivercourt Road South Playground where a member of staff will welcome them on to the school site.
- Pupils should be in their form rooms by 8.40am each day to be registered by their Form Tutor. Registers are taken by 8.40 and any child arriving beyond this time will be marked as late.
- Form Tutors will complete an ISAMS register and D-registration form (D-Reg), recording their presence, any music lessons they have during the day, and their after-school arrangements. **This form is returned to the Attendance Officer in the Prep School Office by 8.50am to allow office staff to contact Parents by 9.15am if we have not received notification of absence.** A copy is taken and kept with the class. It is then handed to the relevant teachers as the form moves from lesson to lesson. This enables the teacher to check attendance at the beginning of every period.
- Where there is a valid reason to excuse the lateness, this is recorded on the register.
- If a Form Tutor receives a communication about a pupil's absence from a Parent in advance via email (instead of via the Parent Portal) it should be **emailed to the Attendance Officer in the Prep School Office** informing them of the details of the absence.
- Pupils arriving after 8.50am (the beginning of Period 1) should **sign in with the Attendance Officer in the Prep School Office** and explain their lateness.
- Pupils missing registration for any reason (such as music or drama lessons, meeting with a subject teacher etc.), must sign in beforehand at the Prep School Office.
- All pupils attending a music lesson or AMD/Counselling session during the day must have their time logged on the morning D-registration form.
- If a pupil is unable to participate in a PE or games lesson, the Parent should send a notification via the Parent Portal, write a note in their child's homework diary or send an email to the Head of Games copied to the pupil's form tutor, giving reasons, by no later than 8.30am on the morning of the lesson with a brief explanation.
- If, throughout the course of the morning, a pupil becomes unable to participate in the afternoon games session, they should go to the Medical Centre and see the School Nurse. If the Nurse deems the pupil unable to participate in the Games lesson she will contact the Attendance Officer in the Prep School Office and the Parents, and the child will be sent home.
- If a pupil is not registered on the D-reg form, this will be followed up by the Prep School Office.

3.4 **Afternoon Registration**

- All pupils with afternoon lessons will be registered by their form tutor or subject teacher at 1.00pm. On Games Afternoons the Head of Games takes a full register **before** going to games. Games staff will register pupils at the end of games before returning to school.
- Pupils missing afternoon registration for any reason other than a Music Lesson or AMD/Counselling session already noted on the D-registration, will be followed up by the Prep School Office immediately.

3.5 **Leaving School during the day**

- **If a pupil becomes ill during the school day**
  If a pupil becomes ill during the school day, the teacher that is teaching them or is on duty supervising them will ask them to report to the Attendance Officer in the Prep School Office to receive a 'Nurse' card and then proceed to see the Nurse who will assess them in the Medical Room. The Attendance Officer in the Prep School Office will keep a record of children attending the Nurse. If the Nurse considers that the pupil should go home, she will contact the Parents, email the Attendance Officer (who will forward the information to the relevant Form Tutor), and either send the pupil to await collection in the Prep School Reception or if necessary escort the pupil to King Street for collection.
- If a child becomes ill during lunch break while in the north playground, they will be given a Nurse card by the member of staff on duty who will also inform the Attendance Officer. It is not always necessary for a pupil to visit the nurse before being sent home if unwell. A judgment may be made by the advanced first aider in the Prep School Office.
- **If a pupil needs to leave during the school day for a medical or dental appointment**
  When a pupil needs to leave during the school day for a medical or dental appointment (as authorised under 8.6 below), if they are in Year 3 or 4 they must be collected by a Parent/carer from the Prep School Office. A pupil in Year 5 or 6 may be released and collected from King Street if the Parent/carer telephones the Prep School once they have arrived at King Street. If a pupil is returning to school after an appointment, they must register with the Attendance Officer in the Prep School Office on their return.

3.6 **When a child is not collected on time**

- When it has been arranged that a pupil shall be collected from the School or from a specified location at the end of the School Day or following a school trip and the child is not collected within the agreed collection time set out in the Pupil Supervision Policy, the School will call the contact numbers for the Parent or carers.
- If there is no response from the Parents' or carers' contact numbers, or the emergency numbers within a one hour period/when the premises are closing, the Deputy Principal, (as the School's SAC and Designated Safeguarding Lead (***DSL***)), and in their absence the Principal (as Deputy DSL) will contact the Hammersmith & Fulham Social Care Duty Officer. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.
- When it has been arranged that a pupil shall be collected from the School or from a specified location the School undertakes to look after the child safely throughout the time that they remain under our care, until such a time as they have been collected by a Parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety.
- The SAC will keep a record of incidents where Parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding (Child Protection) Policy.

3.7 Registration for School Trips during the School Day

Having notified the Attendance Officer in the Prep School Office in advance of the pupils attending the school trip in accordance with the School Trips Policy, the School Trip Leader must register the pupils on the school day trip and notify the Attendance Officer of any absentees before leaving the School site.

4 Reporting absence

4.1 When a pupil is to be absent from School for any reason

When a pupil is to be absent from School for any reason, Parents must contact the School before 8.25am on each day of absence by:

- completing and submitting the Absence Form on the 'My Children' page of the Parent Portal**;**
- email to prepabsence@latymerprep.org, specifying the reason and dates for such absence, and copying in the Form Tutor, or
- telephoning the Attendance Officer on 020 7993 0061**.**

4.2 Where a pupil is ill

Where a pupil is ill, the School should be notified of the nature of the illness.

4.3 Long Term Sickness Absence

Medical evidence for recording absences should only be needed in a minority of cases (see Code I). Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, the School can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision in line with the statutory guidance in supporting pupils at school with medical conditions or arranging education for children who cannot attend school because of health needs.

5 Arrangements for reporting subsequent absence

Absence will be recorded on the Attendance Register as set out in Appendix 3.

6 Managing absence

6.1 Daily management of attendance and absence

The Prep Attendance Officer manages attendance daily by:

- maintaining the School's attendance, absence and lateness records accurately;
- following up with Form Tutors any absences not cleared;
- reporting any concerns, including if a pupil has been absent from school without explanation for up to one day to the SAC, who in turn reports any concerns to the Safeguarding Officer as DSL (in accordance with Appendix 1 para 2 of this policy and the Safeguarding (Child Protection) Policy);
- reporting any concerns, including if a pupil has been absent during the school day without explanation to the SAC (in accordance with the School's Missing Pupil Policy and Procedure in Appendix 4 and the Safeguarding (Child Protection) Policy);
- advising Form Tutors on registration and clearing procedures and assists with any queries Form Tutors may have; and

- alerting the SAC and Safeguarding Officer of any apparent persistent patterns of absence or lateness;

The Prep Attendance Officer also sends a weekly 'Late Report' each Wednesday to Form Tutors identifying which pupils have arrived late (after 8.40am) during the previous week (referred to as '***a Late'***). This is a cumulative report so that a figure for the number of Lates for any pupil at any point during each term can be identified. At the beginning of each term, the number of late arrivals is set back to zero for each pupil.

6.2 **Weekly Form Tutor review and SAC**

The Form Tutor will regularly review weekly reports provided by the Prep Attendance Officer to:

- identify patterns of poor attendance,
- investigate the reason for repeated late arrivals,
- target attendance improvement efforts to the pupils or pupil cohorts who need it most, including discussing the matter with the individual pupils to identify a potential wider pattern of behaviour or any issues that are contributing to their lateness where support may be required, including potential safeguarding issues (see paragraph 13 above).
- facilitate discussions with pupils and Parents.

The Form Tutors and the SAC, will:
Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families, looking at individual pupils, cohorts and groups (including their punctuality) across the school to help us achieve our responsibilities under the Public Sector Equality Duty.

- When analysing patterns, look further into patterns of attendance within a session to ensure all pupils are attending all timetabled lessons.
- Use this analysis to provide regular attendance reports to form tutors to facilitate discussions with pupils and SMT, including the Head of AMD.
- Identify the pupils who need support and focus staff efforts on developing targeted actions for those cases in order to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- Benchmark their attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher than average absence or for pupils eligible for free school meals if their attendance falls behind that of their more advantaged peers.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the Governing Body, as set regularly monitor and review attendance, interventions undertaken and the impact of such interventions to look for trends as part of self evaluation, and analyse such data half-termly, termly, and yearly.

6.3 **Sanctions**

The School reinforces its expectations of attendance and punctuality through the School Rules and consultation with Parents. Pupils will not be sanctioned for late arrival to school but if a pattern of lateness emerges:

- the form Tutor will investigate the reason for repeated late arrival to identify a potential wider pattern of behaviour or any issues that are contributing to the pupil's lateness including potential safeguarding issues;
- the Principal may request a meeting with Parents; and
- Persistent non-attendance at lessons may be considered under the School's Discipline, Exclusion & Required Removal Policy.

7 Authorised absences

Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

8 Applications for an authorised leave of absence

8.1 **Exceptional circumstances**.

Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances e.g. on compassionate grounds, religious observance, and will only be permitted if made in writing to the Principal at principal@latymrprep.org. In such an instance Parents should apply, in good time (and at least three days in advance), to the Principal. For safeguarding and attendance reasons, the School does not accept requests made by phone. Where the letter to the Principal requesting an absence does not specify the reason for absence, further investigation may be necessary after consultation with the SAC.

8.2 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

8.3 Apart from illness, no pupil should be away from School without prior permission from the Principal. Please note that we ask Parents not to make holiday arrangements that require their child to miss days during term-time. Term dates are published on the School website so that Parents can ensure that family holidays do not impinge on term time. Pupils who have not returned to school on the start of term date after a holiday will have their absence recorded as unauthorised until a reasonable explanation is received by the Principal.

8.4 If a leave of absence is granted, it is for the Principal to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence. See paragraph 2 of Appendix 3 for more details.

8.5 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which Parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

8.6 **Dental or medical appointments**

These should be made during School holidays except in the case of emergency. Where this is not possible notice of all medical or dental appointments should be sent well in advance wherever possible by:

- completing and submitting the Absence Form on the 'My Children' page of the Parent Portal; or
- email to absence@latymer-upper.org, copying in the Form Tutor.

The pupil should only be out of school for the minimum amount of time necessary for the appointment.

9 Reporting duties

9.1 The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The School must report unauthorised absences for a continuous period of 10 days or more to the local authority (an ***Attendance Return***). The School has agreed with the relevant local authority how frequently it will provide this information to the local authority.

9.2 Each time the School's attendance register is completed it is treated as a contact point for these purposes.

9.4 Action will also be taken in accordance with the Missing Pupil Policy and Procedure (set out in Appendix 4) and Safeguarding (Child Protection) Policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Appendix 2

Admission Register

1 Admission register

1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- ***New pupil and Deletion Returns:*** inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

1.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.3 The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

1.4 The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended.

1.5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

1.6 Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the pupil;
- the address of the pupil;
- the full name and address of any Parent the pupil normally lives with;
- at least one telephone number of any Parent with whom the pupil lives or can be contacted in an emergency;
- the pupil's future address, the full name and address of the Parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3

Attendance Register

1 Attendance register

1.1 The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.

1.2 The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

1.4 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to resolve any issues before they become entrenched and in order to prevent children becoming CME.

1.5 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

1.6 On each occasion it will be recorded whether every pupil is:

- physically present in school when the attendance register begins to be taken; or
- absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
- attending a place other than the school; or
- absent.

1.7 The circumstances in which a pupil may be recorded as attending a place, other than the School, can include:

- Attending educational provision arranged by a local authority;
- For an educational visit or trip arranged by or on behalf of the School and supervised by a member of school staff;
- Attending a place for an approved educational activity that is a sporting activity;
- Attending an approved educational activity that is work experience provided under arrangements made by the School as part of the pupil's education;
- Attending a place for any other approved educational activity.

2 Recording absence

2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence;
- other authorised reasons;
- unable to attend school because of unavoidable cause;
- unauthorised absence.

3 Remote education

3.1 The School is required to record all absence from in-person lessons.

3.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

3.3 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an EHCP or has a social worker, the local authority should also be involved in the decision;
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school.

3.5 The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

3.6 The School will maintain pages on its website that provide information and guidance about the remote education provision and links to any trusted external education websites.

3.7 The School has an established Safeguarding Protocol for remote teaching and learning in place which is reviewed at least annually in consultation with staff.

4 Unauthorised absence

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Principal;
- the reason for absence has not been provided;
- a pupil is absent from school without authorisation;
- a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 4

Missing Pupil Policy and Procedure
(for unauthorised absence during the School Day)

1. Introduction

The welfare of all of our pupils at Latymer Prep School is our paramount responsibility. A child being absent from education, particularly for prolonged periods and/or on repeat occasions, can act as a vital warning sign to a range of safeguarding issues including abuse or neglect, child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Where staff have concerns that a child is absent from school for prolonged periods and/or on repeat occasions, or missing from school, this policy should be followed.

Every member of our staff who works with children has read at least Part 1 of Keeping Children Safe in Education (***KCSIE***). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care.

2. Information for Parents

The welfare of all pupils at the School is our paramount responsibility. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times in accordance with the School's Safeguarding (Child Protection) Policy.

Procedures are in place for registering the pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the School if their child is absent for any reason. The School will always contact the Parent if the child fails to arrive at school without an explanation

Our Pupil Supervision Policy describes:

- The arrangements for supervision of pupils before the start of the school day and leaving the premises at the end of the school day;
- The arrangements for supervising pupils whilst they are in School, (including supervision of the playground, lunch arrangements etc.);
- The physical security measures which prevent unsupervised access to certain areas of the School site; and
- The arrangements for supervising pupils before after-school events and during School Trips.

The enhanced supervisory arrangements for school trips involving pupils are set out in the School Trips Policy. All new staff receive a thorough induction into the importance of effective supervision of pupils and read Part 1 of KCSIE. These arrangements are on the School website and a hard copy is available from the Prep School Office on request.

3. Non-arrival at School

This procedure is designed to ensure that a pupil who is absent without reason is found and returned to effective supervision as soon as possible. If a pupil has been marked absent for morning registration (see 6.1 above) and no explanatory message has been received by the Prep School Office by 9am or before, the Prep School Office will check again with the form tutor whether they have received an explanation from the Parent. If no reason has been received, the Prep School Office will then check whether the child is in their timetabled lesson, a music lesson, with the School Nurse or if there is some other legitimate reason for their whereabouts. If there is no explanation the School will contact the Parents by phone for a reason for their child's absence. If a Parent cannot be contacted by phone, the School will send an email/text requesting the reason for their child's absence.

If a Parent believes their child should be in School, or no reason has been given for their absence, the Prep School Office will inform the Principal or Deputy Principal who will decide on the next steps (see paragraph 5 below). The Parents will be kept informed at every stage.

4. Absent during the School Day

If a pupil fails to attend afternoon registration or if they are noted to be absent during any lesson without explanation, the teacher must inform the Prep School Office immediately who will check the Dereg System to see if the pupil is registered as on site and the medical register to establish if the child has gone to the nurse.

If the pupil **is not** registered as being on site, the Prep School Office will call the Parents to inform them of the situation and to check whether the child has an appointment about which the School has not been informed. If the Parent believes there is no reason for the child to have left the site, the Prep School Office will inform the Principal or the Deputy Principal immediately who will decide on the next steps (see paragraph 5 below).

If the pupil **is** registered as being on site, the Prep School Office will check whether the pupil is in a music lesson, with the School Nurse, or if there is some other legitimate reason for their absence from the lesson. If there is no explanation, the Prep School Office will then inform the Form Tutor immediately. If the pupil's absence still cannot be explained, the Prep School Office will inform the Principal or the Deputy Principal who will decide on the next steps (see paragraph 5 below).

5. Missing on a school trip/sports fixture

If a pupil is found to be missing while on a school trip or at a sports fixture, an immediate head count should be carried out to ensure other pupils are all present. An accompanying member of staff should alert the manager of the venue and/or search the immediate area as appropriate. If the pupil cannot be located then, depending on the age of the pupil and the circumstances in which they are found to be missing, the member of staff in charge of the trip may need to contact the police immediately. Otherwise, the Trip Leader should notify the Principal or the Deputy Principal who will decide on the next steps (see paragraph 5 below).

If the visit is outside school hours, the member of staff in charge of the trip should inform their emergency contact in accordance with the School Trips Policy and the Risk Assessment for that school trip.

6. Action by the Principal/Deputy Principal

The Principal/Deputy Principal will contact the Crisis Team in accordance with the Crisis and Emergency Procedures and inform the Security Lodge (and the Principal in the case of the Deputy Principal). Security staff and other members of staff may be asked to organise a search of the School site. Security Staff may also be asked to check the CCTV records if necessary for signs of entry/exit (see the CCTV Policy). The Principal/Deputy Principal will contact the pupil's Parents and depending on the circumstances, the Deputy Principal, as the DSL, will act in accordance with the procedures set out in the School's Safeguarding (Child Protection) Policy, including informing children's social services, as required and then ultimately the police if deemed necessary. The Principal/Deputy Principal will also inform the Chair of Governors.

During the course of the investigation into the pupil who is absent without reason, the School, in consultation with the police, will decide what information should be given to other Parents, staff and their pupils and how press enquiries are to be dealt with.

Lines of communication to Parents, governors and press, and the provision of counselling and support, if appropriate, will be dealt with in accordance with the School's Crisis and Emergency Procedures.

7. Once the child is found

- The child should be spoken to, taken care of and, if necessary, comforted;
- The Principal/Deputy Principal should speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing;
- The Principal/Deputy Principal will speak to the Parents to discuss events and give an account of the incident (having discussed this beforehand with the local authority children's social services if necessary);
- The Principal/Deputy Principal will promise a full investigation (if appropriate involving the local authority children's social services);
- Media queries should be referred to the Principal/Deputy Principal (after discussion with the local authority children's social services if appropriate); and
- The investigation should involve all concerned providing written statements.

8. Records and review

The Deputy Principal will ensure that a full record is made of any incident in which a pupil is missing from school or from a school trip/sports fixture without satisfactory permission and documentation, the action taken and, if applicable, the reason given by the pupil for being missing.

For a School Trip, the report should detail the time, place, number of staff and children, when the child was last seen, what appeared to have happened, the purpose of the trip, the length of time that the child was missing, and how they appeared to have gone missing, as well as lessons for the future. The investigation should involve all concerned providing written statements.

The School will consider whether actions need to be taken in line with the School's Safeguarding (Child Protection) Policy where there are concerns about the welfare of the child. The School will also review its procedures and, if appropriate, these will be adjusted.