



Attendance Policy

Reviewed by:	Chris Hancock – Deputy Head Pastoral	September 2026
Approved by:	Trish Watt - Head	September 2026
Governor Approval:	Suzie Longstaff	September 2026
Next Review Date:	September 2027	

Aims

The School is committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Legislation & Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
<https://www.legislation.gov.uk/uksi/2024/208/made>,
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- Working Together to Improve School Attendance [Working together to improve school attendance: July 2026](#)



Roles & Responsibilities

The Governors

The Governing Board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head to account for the implementation of this policy.

The Head

The Head is responsible for:

- Implementation of this policy at the School
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

The Deputy Head Pastoral

The Deputy Head Pastoral is responsible for:

- Monitoring attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Head
- Arranging calls and/or meetings with parents to discuss attendance concerns

Teachers

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. In some instances, Specialist Teachers may complete the class register if they teach the class during a registration period or if they are covering for the Class Teacher.

Reception Team

School reception staff are expected to take calls from parents about absence and record it on the school system. The Head of Admissions is responsible for following up on unknown absences each day.

Recording Attendance

Attendance Register

The School will keep an electronic attendance register and place all pupils on this register. Using (ISAMS)

In accordance with the Department for Education's statutory guidance, *Working Together to Improve School Attendance* (updated 9 July 2026), the attendance register will be taken at the beginning of each morning session and once during each afternoon session.

The register will remain open for a 30-minute registration window for each session, as follows:



- Morning registration: 8.30am–9.00am
- Afternoon registration: 12.30pm–1.00pm

For each session, the School will record the appropriate national attendance or absence code for every pupil, including whether the pupil is present, attending an approved educational activity, absent, or unable to attend due to an exceptional circumstance.

Pupils arriving after the start of the relevant session but before the register closes will be recorded as late (L). Pupils arriving after the register has closed will be recorded as absent due to arriving after the register has closed (U), unless another attendance or absence code is more appropriate to the circumstances.

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Daily Recording Process

- Class Teachers will set an example by having good attendance and arriving on time to registration – and should be in the Classroom by 8:25am.
- Registration is at 8:30am and the register must be completed by 8:45am. Pupils arriving after 8:45am must report to Reception and sign in using the iPad. This will alert the Attendance Monitor (currently the Head of Admissions), who will update the attendance register to record that the pupil has arrived at school and is late. Pupils arriving between 8:45am and 9:00am will be recorded as late before the register closes. (L) Pupils arriving after 9:00am will be recorded as arriving after the register has closed (U).
- Pupils will only be marked present if seen by the supervising teacher.
- Once the registers have closed, the Head of Admissions will check the whole school register on iSAMS for any absences alongside checking My School Portal and any emails that have been sent. All unexplained absences will be noted.
- Class Teachers will notify the Head of Admissions if there are any updates for the register or if there are still any unexplained absences by 9:15am. After this, the parents or guardians, of any pupil who is not accounted for will be contacted by the Head of Admissions.
- Where there is no response from the parents or guardians, the relevant Head of Year or Deputy Head Pastoral will then take the appropriate action.
- A record of all interventions will be kept on iSAMS.
- Attendance will be recorded electronically at the start of each session.

End-of-Day Dismissal Procedures

All staff responsible for dismissing pupils at the end of the school day must use the school's **Dismissal Chart**. This is a printed daily record and must be completed for every pupil before



the member of staff finishes dismissal duties. Staff must record the pupil's destination at the end of the school day, indicating whether the pupil has been:

- dismissed directly to a **parent/carer or other authorised person**;
- transferred to an **after-school club**; or
- transferred to **wraparound care**.

Pupils must only be dismissed to a parent/carer or other person authorised by the school.

Where a pupil is attending a club or wraparound care, responsibility for the pupil must be clearly transferred to the member of staff or club leader responsible for that provision. Staff must ensure that every pupil is accounted for on the Dismissal Chart and that no pupil leaves or is transferred to another provision without this being recorded. The completed chart provides the school's daily record of each pupil's dismissal or onward transfer.

Registration and Dismissal from Morning and After-School Clubs

All morning and after-school clubs must maintain an accurate register of the children attending. For morning clubs, the club leader must take a register at the start of the session and ensure that all children are accounted for. At the end of the club, children must be handed over directly to the appropriate class teacher/member of staff or sent to their designated classroom in accordance with the school's agreed morning arrangements. Any child expected at a morning club who does not attend must be identified and followed up promptly.

For after-school clubs, class teachers are responsible for ensuring that children are directed to their correct club at the end of the school day (via dismissal charts). The club leader must take a register at the start of the session and immediately identify and follow up any child who is expected but has not arrived. Children attending more than one activity must be formally transferred to the member of staff responsible for their next activity and must not be left unsupervised between sessions.

At the end of an after-school club, children must be dismissed directly to their parent/carer or another adult authorised to collect them, in accordance with the school's recorded dismissal arrangements. The club leader must ensure that each child is accounted for as they leave. Children must not be permitted to leave independently unless the school holds prior permission for this. Any child who is not collected at the end of the session must remain under staff supervision and be transferred to the designated late collection provision, with the parent/carer contacted in accordance with the school's late collection procedures.

At every stage, responsibility for a child must be clearly transferred from one member of staff or provision to another, ensuring that the school can account for the whereabouts of every child throughout the extended school day.

Unplanned Absence

Parents/guardians must complete the relevant form on My School Portal if their son or daughter is to be absent from school on that day, and every subsequent day until the child returns to School.

We will mark absence due to illness as authorised unless the School has a genuine concern about the authenticity of the illness.



If a child is absent due to illness for more than 5 days in a row, a medical note from a doctor will need to be provided for our records. If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/guardians will be notified of this in advance.

Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/guardian notifies the school in advance of the appointment. Parent/guardian must complete the relevant form on My School Portal. This will be authorised by the Head. Parents must not plan absence during the school term for anything other than medical appointments or other extenuating circumstances. Family travel **will not** be authorised.

Any pupil leaving the premises during the school day must check out with the reception team.

However, we encourage parents/guardians to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/guardian must also apply for other types of term-time absence as far in advance as possible of the requested absence using the absence request form provided by the school. Go to section 5 to find out which term-time absences the school can authorise.

Lateness and Punctuality

School documentation will clearly state the time at which each School day begins (8:30am) and ends (which varies by year group). Registers open at 8:30am and close at 9:15am. Pupils arriving after 8:45am will be considered late. Pupils arriving between 8:45am and 9:15am will be recorded as late before the register closes; pupils arriving after 9:15am will be recorded as arriving after the register has closed. Pupils who arrive late should report to the School reception and sign it using the ipad.

In the event of persistent lateness Class Teachers or the Deputy Head Pastoral will contact the parent/guardian.

Following up Absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/guardian to ascertain the reason, by calling and emailing.
- Ensure proper safeguarding action is taken, where necessary.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use.

Reporting to Parents



Parents/guardians have access to attendance figures for their child within My School Portal. The attendance data is drawn from ISAMS automatically and it is shown as present, authorised absence and unauthorised absence. Specific codes are not visible through My School Portal but parents can request a full report from the School.

Authorised & Unauthorised Absence

Approval for term-time absence

The Head will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head's discretion.

The School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.3 and 4.4 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the School will seek advice from the parents' religious body to confirm whether the day is set apart.
- School visits/ interviews for Year 6 pupils only.

Reducing persistent absence

The School has consistently high expectations regarding attendance and punctuality and actively promotes these expectations to pupils and parents. We seek to discourage unnecessary absence and lateness through regular parent education and communication, including start-of-term reminders and attendance and punctuality posters displayed around the School. Positive attendance is also recognised and celebrated, with pupils achieving 100% attendance receiving a certificate at the end of each term.

Following any unauthorised absence, the Head of Admissions will contact home, liaise with the Class Teacher, and update the register. Class Teachers will report attendance concerns to the Deputy Head Pastoral who will decide the appropriate next steps, taking into account the specific circumstances relating to the child, such as existing pastoral and/or safeguarding concerns, SEND, or historical attendance concerns. Where there is a concern, the Class Teacher, Head of Year or the Deputy Head Pastoral will contact the parent/guardian to offer further support. Heads of Year monitor attendance on a weekly basis, reporting to the Deputy Head Pastoral who will inform the Head, as necessary.

If attendance is not improved, the parent/guardian will attend a meeting with the Deputy Head Pastoral and/or the Head.

Attendance Monitoring

The School has appointed its Senior Attendance Champion, Chris Hancock, The Deputy Head



Pastoral, who monitors pupil absence on a weekly basis. Class Teachers monitor on a daily basis. Chris Hancock can be contacted using c.hancock@eatonsquareschools.com or 02072253131.

The School uses My School Portal (MSP) to record absence requests from parents. A pupil's parent/guardian is expected to log in to MSP in the morning and each day thereafter if their child is going to be absent due to ill health and should provide details of the reasons for absence.

The School uses iSAMS to register and monitor attendance on a daily basis and this data links with MSP.

Class Teachers report attendance concerns during weekly Year Group Meetings. Heads of Year bring these concerns to the weekly Head of Year meeting where they are reported to the Deputy Head Pastoral and next steps decided, as above. Attendance concerns and overall school attendance is reported at weekly SLT meetings by the Deputy Head Pastoral.

The School will make the required attendance returns to Westminster City Council for pupils of compulsory school age who fail to attend regularly, including where a pupil has been absent for a **continuous period of 10 school days** because of unauthorised absence (codes G, N, O and/or U). The School will also make a sickness return where a pupil has been, or is expected to be, unable to attend because of sickness for a total of at least **15 school days** during the school year, whether consecutive or cumulative.

Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Deputy Head Pastoral. At every review, the policy will be approved by the Governing Board.

Links with Other Policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Anti Bullying and Behaviour policy



Appendix 1 – Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
B	Educated Off Site	Pupil is at a supervised off-site educational activity approved by the school
D	Dual Registration	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective educational establishment, visiting senior schools/attending interviews
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school

Authorised absence		
C	Authorised leave of absence	Leave of absence for exceptional circumstances — Pupil has been granted leave due to exceptional circumstances where no other



		specific absence code applies.
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Traveling absence	Pupil is a mobile child or they are traveling with a parent for their work.
L	Late arrival before the register is closed	Number of minutes late recorded up until 09.15am
U	Arriving after registration closed	Pupil arrives in school after 9:15am without explanation. Notes recorded on iSAMS.

Unauthorised absence

G	Family Holiday not Agreed	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason. (This code is amended when the reason is established, or replaced with code O if no reason for absence has been provided after five days)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil



		is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Attendance Policy for the Early Years

Policy Statement

At an early age, continuity and consistency are important contributors to a child's well-being and progress. At Eaton Square Prep. School we believe good attendance is essential for children to take full advantage of the learning and development opportunities available to them in their early years.

Through regular attendance, children build up the secure attachments they need for healthy development. A regular routine supports the young child to feel settled and secure. Unsettled children have higher stress levels which in turn prevent them from being able to benefit fully from the learning opportunities available. Children who regularly attend Early Years settings have better early academic attainment and social-emotional well-being than those who do not attend. This means that a lack of attendance could affect your child's learning and development. Therefore, regular, and punctual attendance is paramount so that all children have full access to the Early Years Foundation Stage Curriculum.

Our Aim

- To promote good attendance and set good habits in preparation for school.
- To create a culture where good attendance is valued and normalised.
- To encourage parents, carers, and staff to prioritise attendance to maximise children's learning and development.
- To Outline clear procedures for parental involvement and attendance communication.

Parental Responsibilities

- Ensure that your child arrives to school every day on time. Please ensure your child arrives promptly for the start of their session. Arrival time is from 8.30am to 8.45am. Late arrivals disrupt the class and cause children to miss out on valuable activities



such as registration and circle time.

- Notify the school of your child's absence by 9:30am on the first day and each day following.
- Use My School Portal to report an absence. Alternatively, please call the school or email the Head of EYFS.
- Work in partnership with us to address any barriers to regular attendance.
- Attend meetings arranged to discuss ongoing or frequent absences.

Staff Responsibilities

- Complete registers at the beginning of each morning and afternoon session.
- Follow up on unexplained absences by contacting the parent by 10:00am. If staff are unable to reach parents, then the emergency contacts will be called. After **48 hours**, if we still have no explanation, we may be required to notify **Children's Services**.
- Mark absences as **unauthorised** if no explanation is provided.
- Report persistent or concerning absences to the Designated Safeguarding Lead. We all have a duty to keep children safe and protect them from harm. Poor attendance can be seen as a safeguarding concern.

Types of Absences

- For children who are below compulsory school age, attendance is not subject to the same statutory requirements as for children of compulsory school age. The School nevertheless strongly encourages regular and punctual attendance because of its importance to children's learning, development and wellbeing. Where parents wish to take a child below compulsory school age on holiday during term time, this must be requested and agreed with the School in advance and the absence will be recorded using the appropriate attendance code. Compulsory school age begins on **31 December, 31 March or 31 August following the child's fifth birthday (whichever comes first), with full-time education required from the beginning of the following term.**
- **Unauthorised Absences** include no explanation or unjustified reasons.

Attendance records are regularly monitored. If your child's absence rate reaches **10% or more**, a meeting with the Head of Early Years will be arranged to discuss the situation.