

Attendance Policy



GLEBE HOUSE
SCHOOL & NURSERY
HUNSTANTON

**This policy was updated in September 2024.
Review is due for the beginning of September 2025.
All changes from previous documents and sections have been highlighted yellow.**

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This policy initiated - May 2021
 Policy written by - DSL (Felicity Hancock) and Head (Adrian Stewart)
 Policy to be updated on an annual basis.

This policy is currently under review.

Change Log – for 2024/2025

Sections which have changes from the previous Attendance Policy (highlighted in yellow).

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Summary Of The Law

- The legal framework governing school attendance is summarised in School Attendance: Departmental Advice for Maintained Schools, Academies, Independent Schools and Local Authorities (2013), published by the Department for Education (DFE).
- This policy is guided by the Working Together Document published by the Government 2023.
- The school also complies with guidance published by the Independent Schools' Inspectorate (ISI) and Norfolk County Council LEA (2016). All Independent schools - Regulation 3(17) "The standard in this paragraph is met if the proprietor ensures that admission and attendance registers are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006".
- For Boarding Schools – NMS 15.5: "Staff knows the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times". NMS 15.6: "Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with the police where appropriate".
- Every school is required by law to maintain two separate registers, an Admissions register, known as the "School Roll", and an Attendance register. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met.
- Every entry in the school register must be preserved for a minimum period of three years since the date the entry was made.
- The Regulations covering school admission and attendance are very prescriptive, reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school.
 - Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all day pupils.
 - The Regulations specify the contents of both registers and the manner in which they are operated and maintained.
 - Boarding pupils are covered by the Boarding Standards: National Minimum Standards. Standard 15 places a legal requirement upon staff who have boarders in their charge to know their whereabouts at all times (or to know how to find their whereabouts), e.g. by operating a signing in and signing out system when boarders leave the school, and by registering attendance in the boarding house.

Policy Statement

For students to fully benefit from the educational opportunities provided by Glebe House School it is vital that high levels of attendance and punctuality are sustained throughout the academic year. Glebe House School expects that all pupils will be striving for a culture of excellent attendance and punctuality. Poor levels of attendance will negatively impact the personal, social and academic development of the student. It may also be an indicator of abuse or neglect or in itself may indicate that a child is at immediate risk of harm. Consequently the attendance and registration arrangements set out in the document below are hugely important.

Children Missing Education is covered Safeguarding and Child Protection Policy

Attendance Thresholds

These are as follows:

- **Below 95%** - a letter will be sent to let you know their attendance is becoming a concern.
- **Below 90%** - a letter will be sent and you will be invited in for a meeting to discuss how we can support you in improving their attendance. The Department of Education views this threshold as persistent absenteeism and we are obligated to offer support.
- **Persistently below 90%** - You will need to attend a Meeting of Concern and we will have to notify the Local Authority of the attendance level and all methods put into place to support the child.

Parents are able to monitor attendance through the Scholar Pack App. In addition, the DSL sends home a notification when ever a child is in danger of approaching or going over the attendance threshold.

The School Day

Pre-Prep

All pupils are expected to be in School by 08:30. The normal school day ends at the following times:

Day	End of school day	Co-curricular (optional)	Sunnytime (optional)
Monday	15:30	16:10	18:00
Tuesday	15:30	16:10	18:00
Wednesday	15:30	16:10	18:00
Thursday	15:30	16:10	18:00
Friday	15:30	16:10	18:00

Prep

All pupils are expected to be in School by 08:30. The normal school day ends at the following times:

Day	End of school day	Co-curricular (optional)	Last sign out for day pupils (optional)
Monday	16:10	17:30	18:00
Tuesday	16:10	17:30	18:00
Wednesday	16:10	17:30	18:00

Thursday	16:10	17:30	18:00
Friday	16:10	17:30	18:00

Requesting absence

If an occasion arises where your son/daughter is ill, please contact the Office directly, through Scholarpack, email or telephone before 08:30 each and every day of absence.

If you wish to request an absence for any planned appointment or event, you should make the request in writing via email and send it initially to the office, who will refer to the Headmaster if appropriate.

Authorising Absence

The Government has confirmed that schools, not parents, authorise absence. The main areas where the School will authorise absence are given below:

- Compassionate grounds or exceptional circumstances.
- Illness. Where schools accept that a pupil is ill they must authorise the absence but can request parents provide medical evidence to support illness.
- Appointments. Dental and medical appointments are authorised absences but, where possible, such appointments should be made out of school hours and formal verification of these appointments should be provided to the office.
- Religious observance. The school will treat absence as authorised when it is due to religious observance on a day exclusively set apart for religious observance by the religious body to which the parents belong.

Unauthorised Absence

- Holidays. The Regulations state that time off for family holidays is not a right. Parents do not have the right to take a child out of school during term time.

Term dates are published in the School Calendar so that you can arrange your holidays and/or travel arrangements to/from School without disrupting your son's/daughter's education. Please note that it is our policy to not to allow holidays to be taken during term unless there are exceptional circumstances, which must be agreed in advance with the Headmaster.

Searching for a Missing Pupil

Please see the Missing Pupil Policy for protocols and procedures.

Responsibilities of the School

The School has agreed to inform the LEA if, for any pupil, unauthorised absences exceed 5% of their total attendance for the year. The School will also inform the relevant LEA and/or Children's Social Care (CSC), as appropriate, immediately if:

- A single absence raises child protection concerns
- A pupil has four and a half days of unauthorised absence in any six weeks (other than for reasons of sickness or leave of absence);
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.
- A pupil leaves the School at a 'non-standard transition point

Registration Procedure and Protocols in the Prep School

Morning & Afternoon Roll Call Roll call is taken electronically by the Tutor (08:30) and Teacher (14:00). Information goes through to the office which identifies Unauthorised Absences and contacts parents, keeping the Attendance officer informed.

Any updates are completed as soon as possible.

A typed list of absentees is placed on a designated notice board and changes are made to this as necessary.

During lessons, the teacher checks the class at the beginning of the lesson and the teacher lets the office know if a pupil is missing. If the pupil is located, the office informs the teacher. If the pupil is not located, the office will begin the Missing Children Protocol.

If a pupil has gone home during the day, the typed absentees' list is updated.

Registration Procedure and Protocols in the Pre-Prep School

Morning & Afternoon Roll Call Roll call is taken electronically by Tutor (08:30) and Tutor (14:00) and information goes through to the office who identifies Unauthorised Absences and contacts parents, keeping the Attendance officer informed.

When a pupil is absent unexpectedly, the teacher will record the absence in the register or electronically and inform the School Office, the School Office will then try to contact a parent.

When the pupil is absent, the parent should contact the school by Scholarpack, email or telephone before 08:30 on the first day of absence.

If there is any doubt about the whereabouts of a pupil, the teacher will take immediate action to notify the School Office which will contact the parent.