



The Study Prep
WIMBLEDON

Name of Policy	Attendance Policy
ISI Regulation	3. Welfare, health and safety of pupils
Reviewed by	Deputy Heads
HMT Member	Deputy Heads
Date of review	March 2023
Date of next review	March 2024



Attendance Policy

This policy applies to all children, including those in Early Years Foundation Stage (EYFS). This policy has been compiled with reference to the Education (Pupil Registration)(England)Regulations 2006 and Children missing Education 2016.

At The Study Prep we see education as a partnership between the family and school. We are committed to providing the highest quality of education for our pupils and we seek the support of the parents in ensuring their daughters arrive punctually and attend school every day, as far as possible. All pupils are required to be in school before 08.30. The school day ends at 15.30 (except Reception and Year 1 when the school day ends at 15:15, except Friday when there is the option of finishing at 12.30). Many pupils remain later to take part in extra- curricular activities under the supervision of a member of staff or another authorised adult. Pupils staying for after school activities are normally expected to leave at 16.30. We also have After School Care provision until 18.00 Monday to Thursday inclusive.

Registration

All pupils are registered twice a day by their form teacher (or another member of staff) before the start of morning lessons and before the start of afternoon lessons. Attendance data is stored on our electronic database. Registration Guidelines for Staff are in the Staff Handbook. Pupils can be marked as present, absent, attending an approved educational activity outside the school approved by the head, unable to attend due to exceptional circumstances eg unavoidable closure of the school site, taking authorised absence eg sickness, observing a day for religious observance to which the parent belongs, taking unauthorised absence ie no reason is established when the register is taken (this may be changed later).

Outings and Sports Fixtures

Pupils are not allowed to leave the site during the school day for outings or sporting fixtures, unless accompanied by a member of staff , the dates of which will have been given to parents in advance.

Parents are asked to complete a blanket permission slip for all non-residential outings at the beginning of each academic year. Full details of all outings and activities are published in advance and parents have the option of withdrawing their daughter from any outing or activity by informing the school in writing.

Parents of daughters in Years 3 to 6 are asked to complete a blanket consent form for all sports matches.

Illness

Parents are asked to telephone the secretary at their daughter's House before 08.30 or to e-mail absence@thestudyprep.co.uk on each day of absence (unless the illness is such that the parent knows their daughter will be absent from school for longer than one day). If a pupil is absent without an explanation, we will always telephone the home to ensure the child has not suffered an accident.

Change in personal circumstances

The School is required by law to record address and contact telephone details of all residencies where a pupil usually lives. Parents are asked to inform us immediately of any change of address or circumstances where a pupil will be living at an additional residency to the recorded one.

Requests for Absence

Doctor/Dentist Appointments: Parents are asked to avoid making appointments in school hours where possible. When it is unavoidable, parents are asked to telephone or write to the Secretary at their daughter's house or to e-mail absence@thestudyprep.co.uk as far as possible in advance.

Holidays and Other Requests for Absence: Parents are asked to avoid taking their daughter away from school or on holiday during term time. We always publish the term dates on the website over a year in advance in order that parents can arrange holidays without disrupting their daughter's education.

Requests for absence must be made by letter or e-mail (head@thestudyprep.co.uk) to the Head as far as possible in advance (except in an emergency, when parents are asked to telephone the Head). Leave of absence is authorised at the discretion of the Head and is not an automatic right of parents. It is the governors' policy to discourage holidays to be taken during term time.

Unauthorised absence: A child missing from education is a potential indicator of abuse or neglect. Where there is a pattern of unexplained or unauthorised absence, teachers should record on CPOMS and inform the Designated Safeguarding Leads who will investigate the reasons for such absence by contacting the girl's parents to identify any safeguarding issues. Any concerns will be shared with social services as appropriate.

The Study recognises its legal duty to report certain attendance issues to the Local Authority; these include ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly and deletion from the school register when the next school is not known. Attendance is monitored, parents will be informed if attendance is less than 95%, unless absence is authorised. Attendance data is run, attendance records are monitored ½ termly by the head. Reported low attendance will require school to report to Merton Local authority

Deletion from School Register: The Study will inform the Local Authority (where the school is located), prior to deleting a pupil's name from the admission register, when she is taken out of school to be home educated, when the family has moved away, when the child has been certified as medically unfit to attend school or if the child is permanently excluded. The School is required to notify the Local Authority of a pupil moving from the Study Prep to another school, together with the start date for the new school, except where this occurs at the end of Year 6.

Policy reviewed: March 2023