



FOUNDED 1879

# HALLFIELD SCHOOL

## ATTENDANCE POLICY

<b>Head Master</b>	Mr K Morrow	
<b>Chairman of Governors</b>	Mr T Venner	
<b>Staff member with responsibilities</b>	Deputy Heads (Head of Pre-Prep and Head of Prep)	
<b>Subcommittee with responsibilities</b>	Education	
<b>ISI Regulatory Policy</b>	No	
<b>Date adopted by the Governing Body</b>	Date	Summer 2021
<b>Date for policy review</b>	Summer 2024 (unless new legislation requires amendment)	

*“Hallfield School promotes the safeguarding and welfare of children in its care;  
all policies support the Safeguarding Policy”*



# HALLFIELD SCHOOL

## ATTENDANCE POLICY

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### SCOPE

All staff and pupils, including EYFS

### AIMS

- To maximise attendance rates and secure high levels of punctuality in order to ensure that all children are able to take the fullest advantage of the educational opportunities available to them.
- To ensure attendance is closely monitored from a Safeguarding perspective
- To fulfil the School's legal responsibilities in relation to admission and attendance requirements including the DFE statutory guidance Children Missing Education 2016

### THE ADMISSIONS REGISTER

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The School's Admissions Register records the following information about each child. This is recorded prior to the beginning of the first day they are to attend School:

- Child's full name
- Child's sex
- Child's date of birth
- The name and address of every person known to be a parent of the child
- The address(es) at which the child lives (to be updated if notified by parents)
- At least two telephone numbers at which a parent or suitable nominee can be contacted in an emergency
- Date of entry to Hallfield School
- Name and address of previous School if applicable

And at the end of a child's time at Hallfield:

- Destination when child leaves (plus first day they will attend where it is reasonably practicable to ascertain this information)
- Date of leaving Hallfield School

When a child of compulsory school age has their name deleted from the Admissions Register for any of the following reasons:

- Child to be home educated
- Child and family have moved away
- Child certified medically unfit to attend
- Child permanently excluded

or when a child's name is added or removed from the Admissions Register at a non-standard transition, i.e. where a compulsory school-aged child leaves school before completing the school's final year or joins after the beginning of the school's first year, this is reported to the Local Authority by the Admissions Manager within five days in accordance with statutory requirements.

## THE ATTENDANCE REGISTER

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It is Hallfield School's aim to work in partnership with parents to maximise attendance rates by responding promptly to any known problems that discourage children from attending regularly and/or their parents from sending them regularly. Some children need encouragement to attend regularly. Any problems are best sorted out between the School, the parents and the child.

Parents are expected to inform school of any absences. The School aims to make the process for reporting and recording absences straightforward, reliable and easy for parents to adhere to.

A child should only be absent from school if the reason is "unavoidable". Every half-day absence from school has to be classified by the School (not by the parents) as either **authorised** or **unauthorised**. This is why information about the cause of each absence is always required.

**Authorised** absences are mornings or afternoons away from school for a good reason:- illness or other unavoidable causes such as medical appointments, bereavements, religious festivals etc.

**Unauthorised** absences are those which the School does not consider reasonable and for which no "leave" has been given. This includes keeping children away from School for trivial reasons, truancy and absences which have never been properly explained. Providing a note may not be sufficient if the reason given is not "unavoidable". Children should never be kept away from School for reasons such as shopping, minding the house or as a treat.

Any absence, whether authorised or unauthorised, will have an adverse effect on a child's education and prolonged absence can hinder progress significantly. If a child is absent due to an authorised holiday work is not set. If however a child is absent and not able to attend for more than 5 days due to extenuating circumstances such as isolation, shielding, illness work will be set if requested. On children's return to School extra teaching time may not be available.

Children's attendance is monitored through the daily register completed at the start of each morning session and once during each afternoon session. Poor attendance (continuous unauthorised absence for more than 10days) or irregular attendance can be referred to the Local Authority in line with the DFE statutory Guidance Children Missing in Education 2016.

The implementation of school registration procedures is monitored by the Head of Pre-Prep and Head of Prep. Registration reports from ISAMS are produced on a weekly basis by the administration team and reviewed by the Head of Pre-Prep and Head of Prep for trends, patterns or concerns as part of this process. As DSLs, this includes consideration of known and possible safeguarding issues which, at the topmost end of the School, could include 'county lines', FGM and forced marriage.

The Admissions Register is implemented and monitored by the School Admissions Manager.



# HALLFIELD SCHOOL

## ATTENDANCE PROCEDURES

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### PRE-PREPARATORY DEPARTMENT

- a) Before School Care
- b) Registration
- c) Absence
- d) Request for temporary absence during the school day
- e) After School Care

### PREP DEPARTMENT

- a) Before School Care
- b) Registration
- c) Absence
- d) Off Games
- e) Request for temporary absence during the school day
- f) After School Care

### PRE-PREPARATORY DEPARTMENT

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#### **a) Before School Care**

Breakfast club runs from 07:30 in the Pre-Prep Hall. We ask that children are pre-booked in to this if at all possible. We will support parents with this facility if required on an ad-hoc basis.

Before School Care from 08:00 is based every morning on the year group playground.

#### **b) Registration**

Children's names are entered into ISAMS at the beginning of the academic year by the administration team. ISAMS holds all information about children across the School. Registration should be taken by Form Teachers both in the morning and at the start of the afternoon session. Absences should be recorded with an 'N' for each morning in the first instance and the absence will be pursued by the Front Office. They will then enter the appropriate code for the absence. For the afternoon register, the registering teacher is expected to repeat the code then present for the morning. The morning register is open for a 10-minute registration period at the start of the timetabled school day. Pupils arriving after this time will have to access the School through the Main Reception. The Front Office staff will record the time of arrival and note a late mark on the electronic register. Form Teachers should be aware of any letters and notes in diaries which may come from parents, including notes in the pupil planners and on the ISAMS register.

Children attending Reception are expected to attend full time and children attending Foundation can attend three days, four days or five days term time only, or 48 weeks a year.

### **c) Absences**

Parents should inform the Front Office or Form Teacher, of their child's absence in person, by using the Parentmail App, or by emailing or phoning the Front Office, giving the reason for absence. Any Form Teacher being emailed separate from the Front Office should forward the email immediately to them. The absence codes are available on ISAMS.

It is the School's policy that the Front Office will telephone parents in the morning after 09.30 to check on a pupil's absence from School, if the absence is unexplained.

### **d) Request for temporary absence during the school day**

If children are to attend medical appointments, the Form Teacher and Front Office must be informed verbally or in writing by the parent. When the child is collected by their parent/carer and leaves the building their departure is recorded by the Front Office. Children arriving into School after registration are registered by the Front Office.

### **e) After School Care**

Pre-Prep Aftercare is made available to children from Foundation to Year 2. Places should be booked in advance by parents if attending on a regular basis. All children who are left after dismissal time at the end of the School day will be taken to Aftercare and a charge will be implemented if children attend beyond 16:30. All children attending Aftercare are registered on arrival and signed out by the parent/carer collecting them when they leave.

## **PREP DEPARTMENT**

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### **a) Before School Care**

Supervised Before School Care is held every morning on the Prep playgrounds and All Weather pitch.

### **b) Registration**

Children's names are entered into ISAMS at the beginning of the academic year by the administration team. ISAMS holds all information about children across the School. Registration should be taken by Form Teachers both in the morning and at the start of the afternoon session. Absences should be recorded with an 'N' for each morning in the first instance and the absence will be pursued by the Front Office. They will then enter the appropriate code for the absence. For the afternoon register, the registering teacher is expected to repeat the code then present for the morning. The morning register is open for a 10-minute registration period at the start of the timetabled school day. Pupils arriving after this time will have to access the School through the Main Reception. The Front Office staff will record the time of arrival and note a late mark on the electronic register. Form Teachers should be aware of any letters and notes in diaries which may come from parents, including notes in the pupil planners and on the ISAMS register.

### **c) Absences**

Parents should inform the Front Office or Form Teacher, of their child's absence in person, by using the Parentmail App, or by emailing or phoning the Front Office, giving the reason for absence. Any Form

Teacher being emailed separate from the Front Office should forward the email immediately to them. The absence codes are available on ISAMS.

It is the School's policy that the Front Office will telephone parents in the morning after 09.30 to check on a pupil's absence from School, if the absence is unexplained.

Staff are trained in safeguarding and absence is closely monitored for concerns such as countylines, FGM, Forced Marriage, Prevent etc.

#### **d) Off Games**

Children should be marked off games only if it has been requested in writing by the parents or by the School Nurse if they are taken ill during the day.

If children are to attend medical appointments, the Form Teacher and Front Office must be informed verbally or in writing by the parent. When the child is collected by their parent/carer and leaves the building their departure is recorded by the Front Office. Children arriving into School after registration are registered by the Front Office.

#### **e) Request for temporary absence during the school day**

If children are to attend medical appointments, the Form Teacher and Front Office must be informed verbally or in writing by the parent. When the child is collected by their parent/carer and leaves the building their departure is recorded by the Front Office. Children arriving into School after registration are registered by the Front Office.

#### **f) Prep Aftercare**

Prep Aftercare is made available to children from Year 3 to Year 8. Places should be booked in advance by parents if attending on a regular basis. All children who are left after dismissal time at the end of the School day will be taken to Aftercare and a charge will be implemented if children attend beyond 16:30. Hallfield *Seniors* pupils may remain at School until 5.30pm. An optional (chargeable) hot tea is available. All children attending Aftercare are registered on arrival and signed out by the parent/carer collecting them when they leave.

### **PARENTAL REQUESTS FOR A PLANNED LEAVE OF ABSENCE**

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The School is unable to grant leave of absence during term time unless there are exceptional circumstances. Requests of this kind must be made in writing or email and addressed directly to the Head Master. The Head Master will determine the number of school days a child can be away if the leave is granted. Any absences during term time which are not agreed to in this way will be recorded as 'unauthorised'.

### **KEEPING THE REGISTERS**

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Records of attendance are kept electronically on ISAMS and an additional back-up copy is made by the administration team not less than once a month. Where a correction is made to an original entry in the register, the original entry and correction are clearly distinguishable. Copies of the Admissions Register and attendance register are retained for at least three years after the end of the school year.

## **REPORTING ATTENDANCE RECORDS TO PARENTS**

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If a child of compulsory school age fails to attend regularly at a school at which they are registered parents may be guilty of an offence and can be prosecuted by the Local Authority.

Hallfield has a safeguarding duty to investigate unexplained absences (Keeping Children Safe in Education statutory guidance).

The School will make attendance figures available to parents, the Local Authority and ISI where required.