Attendance Policy

Berkhamsted Prep and Pre-Prep

Berkhamsted Senior Schools & Sixth

Heatherton

Charlotte House

Berkhamsted Day Nursery Ltd.

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1 Scope of this policy

1.1 Berkhamsted Schools Group acknowledges its continuing responsibility proactively to manage and improve attendance across the school community.

1.2 The Schools Group recognises that regular attendance is a safeguarding, educational and wellbeing priority. Attendance is everyone's responsibility and improving attendance requires strong partnership working between pupils, parents, the School, local authorities and other relevant agencies.

1.3 Daily registration is a legal requirement for schools and must be done accurately, and attendance registers are legal documents. A pupil's name may not be deleted from the attendance register unless it has also been marked as a 'leaver' in the admissions register.

1.4 All schools in the Berkhamsted Schools Group (collectively referred to in this policy as "the School") have excellent levels of attendance for individual children.

1.5 Children who attend school regularly and punctually are best able to take full advantage of the educational opportunities available to them and the vast majority of our pupils fall into this category.

1.6 This Attendance Policy is intended to guide, assist and empower Berkhamsted Schools Group to maintain the excellent levels of attendance and to meet the responsibility to provide an agreed framework within which consistent practices and procedures can be applied. Parents will be directed towards this policy when their child(ren) join the School and when there are major revisions.

1.7 Under the Early Years Foundation Stage (EYFS) Statutory Framework, the School is required to maintain accurate attendance records and follow up unexplained absences promptly as part of its safeguarding responsibilities. Attendance concerns will be monitored and responded to appropriately in accordance with EYFS requirements and the School's safeguarding procedures. The Attendance Policy for BDNL can be found at Appendix Four.

2 Our aim

2.1 Berkhamsted Schools Group will work in close partnership with parents, pupils, and if necessary, the Local Authority (see Appendix Nine), in order to maintain excellent levels of school attendance and punctuality for all pupils.

2.2 The School aims to develop and maintain a whole school culture that promotes the benefits of good attendance through the following actions:

2.2.1 Setting high expectations for every pupil in relation to punctuality and attendance

2.2.2 Communicating these expectations clearly and consistently to pupils and parents

2.2.3 Appreciating that attendance cannot be seen in isolation, and the foundation to

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good attendance is the creation of a calm, orderly, safe and supportive environment for all pupils to learn and thrive

2.2.4 Systematically monitoring and analysing attendance data to identify patterns and trends, target improvement efforts and put effective strategies in place

2.2.5 Building strong relationships with families to understand barriers to attendance and working with families to remove them

2.2.6 Working effectively with the local authority and other local partners where necessary to overcome barriers to attendance when necessary

3 Rationale and School Responsibilities

3.1 The Governors have strategic oversight of attendance and are responsible for monitoring attendance trends, challenging areas of concern and assuring themselves that statutory attendance duties are fulfilled. Responsibility for authorising absence and operating attendance procedures is delegated to Headteachers and authorised members of staff.

3.2 The Vice Principal is the Senior Attendance Champion for Berkhamsted Senior Schools & Sixth, and is the Senior Leader responsible for the strategic approach to attendance across the Berkhamsted Schools Group. The Headteachers of Berkhamsted Prep and Pre-Prep, Heatherton and Charlotte House also act as Senior Attendance Champion for their schools. Please see Appendix 2 for names and contact details.

3.3 The Senior Attendance Champion is responsible for promoting a culture of excellent attendance, ensuring robust attendance systems operate effectively, analysing attendance data, overseeing attendance improvement strategies and co-ordinating support for pupils whose attendance gives cause for concern.

3.4 Each Headteacher has delegated responsibility for managing pupil attendance in their School. Administrative responsibility for how procedures are carried out on a daily basis can be delegated (for example to the Attendance Officer in Senior/Sixth).

3.5 The Health and Safety Officer is also an important stakeholder. In the event of a fire drill or other emergency situation, the School must be able to carry out an immediate headcount to ascertain the number of pupils physically present on site. Please see the Health and Safety Policy for further information.

3.6 The School is responsible for supporting the attendance of our pupils and for dealing with barriers to accessing education that may lead to non-attendance. The School will seek to identify attendance concerns at an early stage and implement support before attendance becomes a significant concern. Particular attention will be given to pupils who are at risk of becoming persistently absent (attendance below 90%) or severely absent (attendance below 50%). attendance falls below 85% then the steps outlined at 3.23 below will be followed.

3.7 The School is also required to work with the local authority (as detailed in section 8 and

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Appendix 9 below), and is legally required to share information from its registers with the local authority, including as a minimum:

3.7.1 **Sickness returns** - providing the Local Authority with the names and addresses of pupils who miss 15 consecutive or cumulative days due to illness who may need additional support from the local authority to continue their education.[1]

3.7.2 **Attendance returns** - providing the Local Authority with names and addresses of pupils who fail to attend school regularly or have been absent for a continuous period of 10 school days where their absence has been recorded with one of more of the codes statistically classified as unauthorised (G, N, O and/or U – see Appendix One for more information about registration codes).

3.7.3 **New Pupil and Deletion returns** - notifying the Local Authority when a pupil's name is added to or deleted from the School's Admission Register outside of standard times.

3.8 Registration data will be available for Inspection when required and the Vice Principal is responsible for providing data for inspections (although this may be delegated to the Educational Compliance Manager). The DfE requires us to maintain and share pupil attendance statistics; registers are subject to inspection by HMI, Ofsted or ISI. The School reports annually to the Governing Body's Education Committee on Pupil Absence.

3.9 Registration Data will be preserved for six years as required by the DfE.

3.10 The School analyses attendance data to monitor attendance patterns and trends across the Group, to identify any patterns of behaviour and to ensure that its efforts to improve attendance are directed, and appropriate support is provided, to those pupils / families and pupil cohorts most in need of assistance.

3.11 In the Senior and Sixth, the Assistant Heads/Heads of House/Tutors are normally responsible for ensuring that pupils have registered in the morning. In the afternoon, teachers are normally responsible.

3.12 In the Prep Schools, the Form Teacher is normally responsible for ensuring that pupils have registered in both the morning and afternoon.

3.13 Assistant Heads/Heads of House/Tutors (Senior and Sixth)/Form teachers (Preps) will deal with parents and pupils over issues related to attendance and punctuality in the first instance. Any such issues will be followed up with Deputy Heads and Headteachers, if required. Please see Appendix Two for contact details of the relevant staff for each part of the School.

3.14 Assistant Heads/Heads of House/Tutors (Senior and Sixth) /Form teachers (Preps) should therefore:

[1] Arranging education for children who cannot attend school because of health needs (publishing.service.gov.uk) – p.15

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3.14.1 Monitor and deal appropriately with lateness, using the range of available sanctions (such as detentions).

3.14.2 Monitor and deal appropriately with persistent failure to Register.

3.14.3 Monitor and respond to pupil absence without notification - please refer to the Missing Persons Policy in the case of unexplained absences.

3.15 Attendance data will be reviewed regularly to identify pupils who may be at risk of becoming persistently absent (attendance below 90%) or severely absent (attendance below 50%). Support will be considered as early as possible and not solely when these thresholds have been reached.

3.16 A pupil's individual circumstances are always taken into consideration wherever there are attendance and punctuality issues.

3.17 Where attendance becomes an issue, this will be managed by Assistant Heads/Heads of House/Tutors (Senior and Sixth) or Form teachers (Preps) in the first instance, with support from Deputy Heads, Headteachers, the Learning Support Department and the pastoral team (Counsellors, School Nurses and Chaplaincy), as appropriate.

3.18 The School's attendance procedures can be adapted to reflect the specific needs of CLA and PLA pupils. Where there is a concern about attendance or punctuality the School will contact the carer, social worker and other professionals including the Virtual School, as an early intervention. This contact will be made by the Designated Teacher for CLA and PLA having liaised with the pastoral team as outlined in 3.13 above. For more details about CLA and PLA pupils, see the Children Looked After Policy.

3.19 The School recognises that attendance difficulties may arise because of physical illness, mental health needs, anxiety, emotionally based school avoidance, special educational needs and disabilities (SEND), disability or wider family circumstances. In such cases the School will seek to understand and address barriers to attendance through early intervention, collaborative planning and, where appropriate, engagement with external agencies.

3.20 Where there has been long term absence for any reason, a re–integration plan will be developed with the pupil, the parents, the Assistant Head/Head of House/Form Teacher, and a Deputy Head or Headteacher. Members of the pastoral team may be involved and the School will engage with external agencies as required.

3.21 Where a pupil is unable to attend school for a period due to physical or mental health needs, the School will work collaboratively with parents, healthcare professionals, the local authority and other agencies where appropriate to support continuity of education and facilitate reintegration into school. Where absence is expected to be prolonged, the School will consider appropriate arrangements to maintain educational progress.

3.22 Attendance below 90% over the course of a half-term will normally trigger an attendance review to identify patterns of absence, consider barriers to attendance and determine whether additional support may be beneficial.

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3.23 In the event of attendance that falls below **85%** over the course of a half-term, the Headteacher, Deputy Head or Head of House/Assistant Head of the School should (subject to case-by-case evaluation):

3.23.1 arrange a meeting between the Assistant Head/Head of House/Form Teacher, the parents, and the pupil.

3.23.2 offer specific support to parents and individual pupils, either at school or elsewhere e.g. involvement of Child and Adolescence Mental Health Service (CAMHS).

3.23.3 facilitate case conferences and other meetings between all involved directly in the care of the pupil.

3.23.4 enable the pupil and parents to access appropriate support from other services and agencies through the use of Integrated Practice/Common Assessment process, via the DSL.

3.23.5 implement and review any Attendance Improvement Plans which are actioned.

3.24 The School seeks to build relationships with families, listen to and understand barriers to attendance and work with pupils and families to remove them. However, where support provided by the School is not appropriate (e.g., for an unauthorised holiday in term time), or is not successful or is not engaged with, support may be formalised in conjunction with the local authority and/or other sanctions will be sought. Please see section 8 and Appendix Nine below.

3.25 For pupils who are of compulsory school age, a part-time timetable will only be implemented where it is considered to be in the best interests of the pupil. Such arrangements will normally be used for the shortest possible period, will have clearly defined educational and pastoral objectives, will be agreed with parents and reviewed regularly. Where appropriate, the arrangement will form part of a planned reintegration programme. Attendance will be recorded using the appropriate registration code in accordance with current regulations. This will be approved by the Headteacher of the School. Please see Appendix 9 for further information about part-time timetables.

3.26 As pupils move between Key Stages, there is an appreciation of the insecurity and concern that may accompany such change. Clear induction programmes run to make transitions between schools as easy as possible.

3.27 If the School is told that a pupil is leaving to attend another school, the Headteacher of the relevant school should establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school.

3.28 If the Headteacher is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be discussed with the Designated Safeguarding Lead (DSL) and drawn without delay to the attention of the Children Missing Education Officer in the relevant local education authority: csf.cme@hertscc.gov.uk childrenmissingeducation@buckscc.gov.uk.

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3.29 Please refer to the Policy and Procedures for Safeguarding and Child Protection for further details.

4 Punctuality

4.1 The School takes active steps to encourage excellent levels of punctuality. Lateness is monitored and followed up by Assistant Heads/Heads of House/Tutors (Senior and Sixth) and Form teachers (Preps).

4.2 School documentation clearly states the time at which each school session begins and finishes, including the time at which registers open and close (see appendices).

4.3 When a pupil arrives late and the register is still open, s/he will be marked as 'late' but counted as present for that session.

4.4 When a pupil arrives after the register has closed they must attend a School reception to sign in:

4.4.1 If the pupil provides a satisfactory explanation, s/he will be marked using a suitable code, such as a "Y" code, and is an 'authorised absence' for that session.

4.4.2 If the pupil fails to provide a satisfactory explanation, s/he will be marked as code 'U' in the register ('Arrival in school after registration closed') and is an 'unauthorised absence' for that session.

4.5 Please see Appendix One for a list of codes used for registration purposes.

5 Authorising Absence and Approved Educational Activity

5.1 The fact that a parent has provided a note or other explanation (through the School's Parent Portal) in relation to a particular absence does not, of itself, oblige the School to accept it.

5.2 Absence should be authorised if:

5.2.1 the pupil is absent with permission from the Headteacher (or, in the Senior Schools, the Assistant Head / Head of House for absences less than half a day). Depending on the circumstances, this will be recorded as code C or the relevant specific code as set out below and in Appendix 1.

5.2.2 the pupil is ill (code I), attending a medical or dental appointment (code M), or prevented from attending by any unavoidable cause (code Y1-Y7);

5.2.3 the absence occurs on a day exclusively set aside for religious observance (code R);

5.2.4 there is a family bereavement (code C);

5.2.5 a pupil is granted study leave for a public examination (code S);

5.2.6 leave of absence is granted for a family holiday in accordance with the school policy outlined below. For the avoidance of doubt, permission for a family holiday will only

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be granted in exceptional circumstances (code C).

5.3 Absence should be unauthorised if no explanation that is deemed sufficient by reference to the above list, is forthcoming.

5.4 Pupils who are engaged in off-site educational activities which meet the criteria for "approved educational activity" (see section 5.5 below) should be recorded as absent due to an approved educational activity.

For example, a pupil should be recorded as absent due to attending a place for an approved educational activity if they are on or at:

5.4.1 a field trip or educational visit (code V);

5.4.2 an approved sporting activity (code P);

5.4.3 an interview with a prospective employer, university, college, or another school (code J1);

5.4.4 a taster day at another school (code B);

5.4.5 an approved work experience placement (code W if arranged by the School, code C if arranged by the pupil / their parents).

5.5 A pupil should only be recorded as attending a place for an approved educational activity if it is:

5.5.1 At a place other than the School, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority;

5.5.2 of an educational nature and directly linked to the School's programme;

5.5.3 the School has approved the pupil's attendance at the place for the activity;

5.5.4 supervised by the School or someone authorised by School whom the School considers to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved.

5.6 If a pupil is recorded as attending a place for an approved educational activity, the School must record the nature of the activity. The School will ensure that any approved educational activity is appropriately supervised by an individual whom the School considers competent to ensure pupil welfare, safety and the educational purpose of the activity.

5.7 For the avoidance of doubt, "Study leave" is not an approved educational activity.

5.8 For Sixth Form students:

5.8.1 it is current practice to allow two term-time days per academic year for university Open Days. These are not within the criteria for approved educational activity, but if approved in accordance with the school's guidelines this absence will be recorded as Authorised Absence (code C).

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5.8.2 for Y12 and Y13 students undertaking work experience, they are encouraged to organise this in the school holidays where possible. If undertaken during term time this will be subject to the guidelines governing the number of permissible absences for such activities. Absence to attend work experience in term time will be recorded as work experience (code W) if organised by the School or code C if organised by the pupil / their parents.

5.8.3 if a student has been granted permission (by the Head or Deputy Head of Sixth and parents) to study at home because they have no more school commitments in the afternoon, code X is used.

6 Family Holidays and Extended Trips Overseas During Term Time

6.1 The School actively discourages parents from arranging term time holidays because it is disruptive to the education of pupils. The Department for Education also states that Schools should generally not grant permission for holidays. Parents are reminded that they cannot expect leave of absence for the purpose of a holiday to be granted as of right, and any permission is at the discretion of the Headteacher or the Principal and will only be granted in exceptional circumstances; the need or desire for a holiday does not constitute an exceptional circumstance. **Please note that this also applies to boarding pupils, who are expected to arrive in time for the start of term and to depart after the end of term.**

6.2 Therefore the School will NOT authorise absence for family Holidays (other than in exceptional circumstances or for religious festivals. Where permission is granted for absence for a religious festival, this will normally be for one day).

6.3 A standard letter will be sent to parents who request leave of absence due to family holiday – **please see Appendix Eight**.

7 Unauthorised Absence

7.1 In cases of unauthorised absence, the pupil has responsibility to catch up on any work missed. The School will not set work or mark work completed by pupils during an unauthorised absence or provide additional support or tuition on their return.

7.2 In the case of unauthorised absence during School examination periods, internal examinations will not be set at an alternative time.

8 Extended Unauthorised Absence

8.1 Schools are required to inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the School's permission (see Appendix 9). In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at effecting a return to

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satisfactory school attendance, the DSL will seek advice from the relevant local authority.

8.1.1 Where the School is unable to establish a pupil's whereabouts or whether they are receiving a suitable education elsewhere, the School will follow Children Missing Education procedures and notify the relevant local authority in accordance with statutory requirements.

8.1.2 If a student is deleted from the school register when the next school is not known, the School is required to report the circumstances as soon as possible to the Local Authority in which the pupil lives. See Policy and Procedures for Safeguarding and Child Protection for further information.

8.2 Extended unauthorised absence (truancy) will be considered persistent misconduct, which may result in sanctions, including the Required Removal of the pupil concerned. (See Expulsion and Required Removal Policy).

8.3 For more information about the role of the Local Authority please refer to Appendix Nine.

9 Responsibilities – Parents and Carers

9.1 Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age. Parents are responsible for ensuring that their children attend and stay at school.

9.2 Parents should:-

9.2.1 ensure that their children arrive at school on time, properly dressed and ready to learn.

9.2.2 instil in their children an appreciation of the importance of attending school regularly.

9.2.3 impress upon their children the need to observe the School's Code of Conduct. This includes the need to follow the School's registration procedures.

9.2.4 take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings.

9.2.5 work in partnership with School to resolve issues which may lead to non-attendance.

9.2.6 notify School using the Parent Portal (or by email / telephone at Charlotte House) by 8.30am if their child is absent and also provide an explanation on the first day of any absence (and for any other subsequent day or period). If it is known that the absence will be for longer than one day, parents should specify this in their initial notification to the school.

9.2.7 avoid arranging medical/dental appointments during school hours if feasible.

9.2.8 avoid booking holidays during term time (please see Section 6 above).

9.3 Parents should inform the Form teacher or Head of House as soon as possible if a pupil is

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absent (using the Parent Portal, or by email / telephone at Charlotte House), explaining the absence before the registration session to be missed.

9.4 Appointments outside of school (e.g. doctor, dentist, orthodontist)

9.4.1 Parents must inform the School in advance using the Parent Portal (or by email / telephone at Charlotte House) of any appointments, giving approximate times of leaving and returning to school.

9.5 The school may ask parents to provide a written note explaining a child's absence from school. In most cases, this should be sufficient evidence for the school to authorise the absence. In some cases, the School may request supporting evidence. For example, a prescription or an appointment card, or a GP letter.

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APPENDIX ONE: Berkhamsted Schools Group Registration Codes

The following registration codes are used across the Berkhamsted Schools Group:

Attendance Codes

Attending the school

(NB for statistical purposes, classified as ***"attending"***)

/ Present in school for morning session (i.e., present at school by the start of the register being taken)

\ Present in school at time of registration for the afternoon session (depends on timetable)

L Late arrival after the register has started being taken, but before the register is closed

In addition to the codes above which are used for the morning and afternoon registration sessions, the school also uses the following five internal codes to monitor pupil absence from lessons due to an in-school commitment:

A1 *On site - Educational Events (e.g., out of lessons for a conference)*

A2 *On site - Music / LAMDA / Drama lesson*

A3 *On site - With Nurse / at Medical Centre*

A4 *On site - Off Games*

A5 *On site – Internal suspension*

Attending a place other than the school

(NB for statistical purposes, classified as ***"attending an approved educational activity"*** **provided that** certain criteria detailed in the relevant legislation and the DfE statutory guidance are met)

K Attending education provision arranged by the local authority

V Attending an educational visit or trip

P Participating in a sporting activity

W Attending work experience (arranged by the school)

B Attending any other approved educational activity (i.e., not sporting activity or work experience – an example would be attending taster days at other schools) – and the nature of the approved educational activity must be recorded

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Attending a place other than the school

(NB for statistical purposes, classified as ***"not a possible attendance"*** to avoid double counting)

D Dual registered at another school

Absence Codes

Leave of Absence (**NB** "leave" entails the school having granted permission **in advance)**

(NB for statistical purposes, classified as ***"authorised absence"***):

C1 Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad

M Leave of absence for the purpose of attending a medical or dental appointment

J1 Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

S Leave of absence for the purpose of studying for a public examination

C Leave of absence for exceptional circumstance (absences for which permission has been granted by the school in advance and which do not fall into any of the other authorised absence codes will be in this category – e.g., to attend University Open Days or work experience organised by the parent/pupil)

C2 Leave of absence for a compulsory school age pupil subject to a part-time timetable

(NB for statistical purposes, classified as ***"not a possible attendance"***):

X Non-compulsory school age pupil not required to attend school

Absent – other authorised reasons

(NB for statistical purposes, classified as ***"authorised absence"***)

T Parent travelling for occupational purposes

R Religious observance

I Illness (**not** medical or dental appointment)

E Suspended or permanently excluded on disciplinary grounds and no alternative provision made

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Absent – unable to attend school because of unavoidable cause

(NB for statistical purposes, classified as ***"not a possible attendance"***)

Q Unable to attend school because of a lack of access arrangements (this relates to home to school travel arrangements made by the local authority)

Y1 Unable to attend due to transport normally provided (by the school or local authority) not being available

Y2 Unable to attend due to widespread disruption to travel

Y3 Unable to attend due to part of school premises being closed

Y4 Unable to attend due to the whole school site being unexpectedly closed

Y5 Unable to attend as pupil is in criminal justice detention

Y6 Unable to attend in accordance with public health guidance or law

Y7 Unable to attend because of any other unavoidable cause - the nature of the unavoidable cause must be recorded

Absent – unauthorised absence

(NB for statistical purposes, classified as ***"unauthorised absence"***)

G Holiday not granted by the school

N Reason for absence not yet established

O Absent in other or unknown circumstances

U Arrival in school after registration closed

Administrative codes

(NB these codes are ***not collected*** for statistical purposes)

Z Prospective pupil not on admission register

Planned whole school closure

Notes:

1. More detail regarding the scope of the various codes listed above is included in Chapter 8 of the DfE Statutory Guidance.

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APPENDIX TWO: Contact details for staff dealing with attendance matters

The Senior Attendance Champion for Berkhamsted Senior Schools & Sixth, with strategic oversight of attendance across the whole Berkhamsted Schools Group, is Andrew Mair, Vice Principal - AMair@berkhamsted.com, 01442 358005.

Karen O'Connor (Headteacher of Berkhamsted Prep and Pre-Prep), Alice Fletcher (Headteacher of Heatherton) and Penny Woodcock (Headteacher of Charlotte House) are the Senior Attendance Champion for their respective schools. (Please see contact details below).

The Headteacher of each School has delegated responsibility for managing pupil attendance in their School. For **detailed support on attendance matters** the first point of contact is the relevant Headteacher:

Sixth	Nick Cale PASixth@berkhamsted.com sixth@berkhamsted.com 01442 358052
Girls	Jo Villa PAKings@berkhamsted.com girls@berkhamsted.com 01442 358161
Boys	Tom Hockedy PACastle@berkhamsted.com boys@berkhamsted.com 01442 358031
Prep	Karen O'Connor PrepHead@berkhamsted.com prep@berkhamsted.com 01442 358201
Pre-Prep	Karen O'Connor PrePrepHead@berkhamsted.com preprepoffice@berkhamsted.com 01442 358188
Heatherton	Alice Fletcher Head@Heatherton.com office@heatherton.com 01494 726433

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Charlotte House	Penny Woodcock head@chpschool.co.uk office@chpschool.co.uk 01923 772101

For **day-to-day attendance issues** the relevant contact is the pupil's **Assistant Head/Head of House/Tutor (Senior and Sixth)** or **Form Teacher (Preps)**. The relevant contact details can be found in the School Information section of the Parent Portal (or by contacting the office at Charlotte House).

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APPENDIX THREE: Berkhamsted Prep and Pre-Prep Attendance Procedures

1 Registration

1.1 The School hours are:
Pre-Prep 08.40 until 15.20 (or 13.00 for some children in Stepping Stones)
Prep 08.20 until 15.40

9.6 All pupils are registered at the start of the day (Registers are open from 08.20 to 08.50 at Prep and Pre-Prep) and at the beginning of their afternoon lessons (Registers are open from 13.15 - 13.45.

1.2 At both Prep and Pre-Prep the School Day is followed by clubs and After School Care, all of whom maintain a register of attendees.

1.3 Pupils are also registered before leaving the premises for PE and Games (and any other off-site activity).

1.4 If a Prep School pupil is unable to participate in PE, Games or Swimming lessons because s/he is injured or unwell, the school must receive notification via the Parent Portal providing details of the circumstances and specifying quite clearly the duration of non-participation expected.

1.5 Where a child is considered too unwell to participate, parents should question if the child is indeed well enough to attend school. The School reserves the right to send pupils home should the nurses feel this is necessary.

1.6 In the case of injury, it would be helpful to send the school a copy of a doctor's certificate as a supporting document.

1.7 In both instances, pupils will still be expected to attend their PE, Games or Swimming lesson as a spectator, to assist with officiating or other similar activities. It should be noted that this may require them to change into the appropriate clothing.

1.8 Pupils will not be permitted to be collected from school instead of participating in a PE, Games or Swimming lesson unless prior agreement has been sought and authorised by the Headteacher.

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APPENDIX FOUR: Attendance Policy for Berkhamsted Day Nursery Limited (BDNL)

BDNL Attendance Policy

1. Purpose

Pursuant to the requirements set out in sections 3.11 and 3.12 of the Early Years Foundation Stage Statutory Framework (September 2026 update), to ensure the safety and welfare of all children by maintaining accurate attendance records and promptly identifying and following up any unexplained or prolonged absences.

2. Daily Attendance Process

a. Arrival

- Children must be signed in by a member of BDNL staff on arrival using the designated digital attendance register (Tapestry) as they enter the Nursery.
- Staff will greet each child and conduct a brief visual health check and ensure that any noticeable injury has been reported on the Accident at Home form.
- Arrival time is recorded accurately.

b. Morning and afternoon registration on iSAMS

- Children must be registered on iSAMS between 09:00-09:30 in the morning and 13:15-13:45 in the afternoon, with their attendance or absence recorded using the statutory attendance codes.

c. Departure

- Children must be signed out by a member of BDNL staff using the designated digital attendance register (Tapestry).
- Staff must verify the identity of the person collecting the child.
- If someone other than a parent will be collecting the child, name and password must be checked before permitting entry to BDNL.
- Departure time is recorded accurately.

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3. Absence Reporting

- Parents/carers must notify the setting by email, telephone or via the Parent Portal by 9:00am if their child will be absent on a day when they are expected to attend (e.g., due to illness).
- For absences which are known about in advance (e.g., due to a family holiday), parents/carers must notify the setting in advance by email or via the Parent Portal.
- Reason for absence must be recorded (e.g., illness, holiday, family emergency).

4. Unexplained Absences

- If a child is absent without notification:
    - Contact the parent/carer by telephone as close to 9:30am as reasonably possible.
    - If no contact is made, escalate according to the Child Protection and Safeguarding Policy (e.g., contact emergency contacts or local authority if necessary).

5. Monitoring and Record Keeping

- Attendance records are reviewed weekly by the Nursery Manager or designated staff.
- Patterns of absence are monitored and analysed, and discussed with parents if necessary.
- Records are stored securely and retained in line with Data Protection and Child Protection and Safeguarding Policies.

6. Safeguarding Considerations

- Persistent or prolonged absence, or irregular attendance, may trigger a safeguarding concern.
- All concerns are logged and reported using the usual safeguarding reporting channels as detailed in the Child Protection and Safeguarding Policy.

7. Staff Responsibilities

- Ensure the digital attendance register (Tapestry) and iSAMS are completed accurately and promptly.
- Follow up on absences and report concerns using the usual safeguarding reporting channels as detailed in the Child Protection and Safeguarding Policy.
- Maintain confidentiality and professionalism at all times.

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APPENDIX FIVE: Heatherton Attendance Procedures

1 Pupils register twice a day electronically

1.1 Registers are open between the following times:
8.20am – 8.50am Morning session
1.30pm – 2pm Afternoon session

1.2 The School hours are:
Early Years Department 08:00am until 12.00pm / 3.30pm
Pre-Prep 8.20am until 3.30pm
Prep 8.20am until 3.40pm, followed by clubs and After School Care, all of whom maintain a register of attendees.

1.3 Attendance registration, using iSAMS, takes place at the start of the morning session (8.20) and at the start of the afternoon session (1.40), and records whether pupils are present, absent or on an approved educational activity. For Reception – Year 6 this is done in class by the Form teacher in the morning and the subject teacher who has a particular class at the start of the afternoon; for EYD (Nursery pupils) this is completed by the Nursery teacher at the start of the morning and afternoon sessions by 9am and by 2pm.

2 Pupils

2.1 Must sign in at the School Office if arriving outside of registration periods.

2.2 Must sign out at the School Office if leaving (with a parent / carer) before the end of school.

2.3 Any pupil who needs to go out of School (with a parent / carer) must report to the school office when they leave and when they return and a record kept in the 'signing in' book.

3 School office staff

3.1 Monitor codes for absence on the system.

3.2 Prompt Form teachers (Preps) for reasons for absence.

4 Off Games Procedure

4.1 Parental permission to be 'off games' should be communicated to the Form Teacher or PE Teacher by email.

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APPENDIX SIX: Charlotte House Preparatory School Attendance Procedures

1 Pupils register twice a day electronically

1.1 Registers are open between the following times: 8.20am – 8.40am Morning session 1.30pm – 1.40pm Afternoon session

1.2 The School hours are: Early Years Department 08:20am until 12.20pm / 3.30pm Pre-Prep 8.20am until 3.30pm Prep 8.20am until 4pm, followed by clubs and After School Care, all of whom maintain a register of attendees.

1.3 Attendance registration, using 3Sys, takes place at the start of the morning session (8.20) and at the start of the afternoon session (1.30), and records whether pupils are present, absent or on an approved educational activity. These are completed in class by the Form teacher.

2 Pupils

2.1 Must sign in at the School Office if arriving outside of registration periods.

2.2 Must sign out at the School Office if leaving (with a parent / carer) before the end of school.

2.3 Any pupil who needs to go out of School (with a parent / carer) must report to the school office when they leave and when they return and a record kept in the 'signing in' book.

3 School office staff

3.1 Monitor codes for absence on the system.

3.2 Prompt Form teachers (Preps) for reasons for absence.

4 Off Games Procedure

4.1 Parental permission to be 'off games' should be communicated to the Form Teacher or PE Teacher by email.

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APPENDIX SEVEN: Senior School and Sixth Procedures

1 Day-to-Day Administration of Registration Procedures

1.1 The School hours are:
8.30am – 4.20pm

1.2 Pupils are registered pastorally by Tutors at 8.25am before Chapel / Assembly / House Time / Tutor Time.

1.3 Official attendance registration takes place at the start of the morning session and once during the afternoon session, and records whether pupils are attending, absent or on an approved educational activity. (A daily back up of attendance data is stored on the ISAMS server, and in addition a separate back up copy is made at the end of every week and at the end of every month, on the iSAMS server). In addition, teachers record attendance at every lesson using iSAMS (see 1.8 below).

1.4 Registers open and close at the following times:

1.4.1 Morning session: 9.00am until 9.20am.

1.4.2 Afternoon session: 2:20pm until 2.50pm.

1.5 When calling the register the appropriate registration code (see Appendix One) must be placed against each pupil's name. Gaps should not be left so that entries can be made later.

1.6 When the reason for a pupil's absence cannot be established at the beginning of a session (or lesson), the absence should be recorded as N (no reason yet provided for absence). Any subsequent correction to the register should be made as soon as practicable after the reason for the absence has been established, by the Attendance Officer and no more than 5 working days after the session. Code N should not be left on a pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 working days, the record should be amended to Code O (Absent without authorisation).

1.7 All absences will be followed up on a daily basis, with the Attendance Officer providing support to Assistant Heads / Heads of House / Tutors in terms of monitoring codes for absence on the system and prompting Assistant Heads / Heads of House / Tutors (Senior and Sixth) for reasons for absence.

1.8 Morning absences: by 9.20am (when registration closes) or as soon as possible afterwards, the School Attendance Officer will have checked absences. They will then follow up as far as possible (with the assistance of Assistant Heads / Heads of House and Tutors, as required). On days when there are Chapel services/assemblies, a member of the House staff may be available to follow up absences. After 9.20am, any unexplained absences must be reported to the Attendance Officer and Reception staff to be followed up (using registration@berkhamsted.com) as per the Missing Persons Policy.

1.9 Each class teacher must register on iSAMS to monitor pupil attendance at each lesson. After

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9.20am, any unexpected or unexplained absence should be followed up with an email to the Attendance Officer (registration@berkhamsted.com), who will follow up.

1.10 Should a child fail to register at the appropriate time and the reason for their absence is unknown, the Missing Persons Policy should be followed.

1.11 Any pupil who needs to go out of School for any reason during the School day must get permission from a member of staff – preferably their Head of House or an Assistant Head. The pupil must report to the respective school office when they leave and when they return.

1.12 In the event of a power cut or technical issue, pupils should register at the appropriate school office or, if appropriate, manually in House rooms.

2 Off Games Procedure

2.1 Pupils who are off games should have Parental permission, submitted through the Parent Portal, by 8.30am on the day in question. Long Term arrangements to be off games should be made with the Director of Sport.

2.2 There may be occasions where the discretion of the Head of House or supervising games teacher is appropriate. For boarders, Boarding Staff, acting in loco parentis, grant permission for a student to be off games.

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APPENDIX EIGHT: Sample Letter to Parents re Holiday Absence during Term

Dear

Thank you for your email requesting leave of absence for ….

Our term dates are published well in advance, and we expect parents to take these into account when planning family holidays to avoid students' education being impacted by missing school. As you know, our school policy is not to give permission for holidays taken during term time because of the potential negative impact this can have on students' wellbeing (caused by worrying about missing teaching and needing to catch up on their return) and academic progress.

I am sure you will understand that I am bound by the Schools' Attendance Policy (section 6) and the regulatory expectations of the local education authority and Department for Education. Therefore, I am unable to authorise leave for holidays in term time unless the circumstances are exceptional.

We would encourage you to revisit your holiday plans to avoid disruption to XXXXXXXX's education. If you are unable to rearrange the trip, this absence will be recorded as unauthorised using code G.

Kind regards,

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APPENDIX NINE: The role of the Local Authority

The DfE guidance *Working together to improve school attendance* states that it is the responsibility of all schools, including independent schools, proactively to manage and improve attendance in their school community.

In addition to the responsibilities placed on schools, the DfE expects Local Authorities to offer support to all schools, including independent schools, to meet their duties in relation to attendance.

Accordingly, the School works with the relevant Statutory Attendance and Participation Teams (SAPT) at Hertfordshire and Buckinghamshire County Councils. The Local Authority offer support such as:

- Access to resources relating to attendance
- Advice and guidance from the Local Authority Statutory Attendance and Participation Team (SAPT) in relation to attendance
- A link named Local Authority Attendance Officer (LAAO)
- Tailored intervention in respect of individual pupils

Pursuant to the School's statutory responsibilities in relation to safeguarding and the reporting of attendance, the School must notify the Local Authority of the following:

New Pupil and Deletion returns: the School is required to inform the Local Authority when a pupil's name is added to or deleted from the school roll outside of normal transition times.

Attendance returns: the School is required to report all cases of 10-day unexplained absence and / or irregular attendance (as determined by the School) to the Local Authority by completing the relevant form. This should be done no less frequently than once per calendar month. The School is required to make timely enquiries to establish the whereabouts of missing children.

Sickness returns: the School is required to notify the Local Authority where a pupil is recorded as absent using code I (illness) where the school has reasonable grounds to believe the pupil will miss 15 days consecutively or cumulatively because of sickness.

Part-time timetables: the School is required to inform the Local Authority of any child placed on a part-time / reduced timetable. For more information please refer to the DfE Guidance which includes information about part-time timetables at sections 65-70 on pages

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27-28. In brief, all pupils of compulsory school age are entitled to a full-time education, but it is acknowledged that in very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. The DfE guidance gives some examples and sets out parameters within which a part-time timetable might be considered.

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