



Attendance and Registration Policy (Prep)

Reviewer: Kit Perona-Wright

Approver: Noll Jenkins

Review Date: August 2025

Next Review: April 2026

Introduction

We aim for an environment which enables and encourages all members of the community to reach out for excellence. To do this it is crucial that every child attend The Prep every day and on time.

This policy sets out how together we will achieve this and takes into account Keeping Children Safe in Education (2025) and Working Together to Improve Attendance (2024). The attendance lead at The Prep is the Deputy Head, Pastoral.

Why regular attendance is so important

Any absence affects the pattern of a student's learning and regular absence will seriously affect their progress. Any pupil's absence disrupts teaching routines and so may affect the learning of others in the same class.

Ensuring a child's regular attendance at The Prep is a parent's legal responsibility and permitting absence from The Prep without a good reason is an offence in law and may result in prosecution.

Every pupil should aim to have a minimum of 95% attendance. Anything less than this will impact on their education.

Through the academic year we monitor absences and punctuality to show us where improvements need to be made. Should we have any concerns, pastoral leaders will work closely with parents to address any issues.

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parent / guardian/carers, pupils, and all members of Prep School staff.

To help us all to focus on this The Prep will:

- ☐ Give details of attendance on request;
- ☐ Report to parents each half term regarding their child's attendance

Understanding types of absence

Every half-day absence from The Prep must be classified by The Prep (not by the parent / carers), as either AUTHORISED or UNAUTHORISED. Therefore, information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from The Prep for a good reason like illness, medical/dental appointments or extra-curricular activities which unavoidably fall in school time, emergencies, or other unavoidable cause.

Unauthorised absences are those which The Prep does not consider reasonable and for which no "leave" has been given. This type of absence is often asked for in educational references and in extreme circumstances – **missing 10 registration contact points without explanation** – may have to be reported to the Local Education Authority (LEA) or the UKVI (UK visas and Immigration).

Examples include:

- ☐ Parents/carers keeping children off school unnecessarily
- ☐ Absences which are not properly explained
- ☐ Any event in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. In this situation it is essential that the parents do not give in to pressure and allow students to stay away from The Prep. This gives the impression that attendance does not matter and usually make things worse. The Prep works to support parent / carers to ensure that the child returns to school.

If a pupil is ill for 5 days in a row and no Doctor's note is provided, this will likely be classed as unauthorised absence and could trigger a report to the LEA or UKVI.

Persistent Absence (PA)

A student becomes a 'persistent absentee' when they miss 10% of lessons across The Prep School year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and should be treated as a safeguarding issue. We therefore need parents' full support and co-operation to tackle this. PA pupils, and those at risk of becoming PA are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment. The attached appendix gives a summary of the stages and steps The Prep will take with persistent absentees.

Absence Procedures

If a child is absent parents must:

- ☐ Contact the form teacher and/or the school office as soon as possible on the first day of absence.

If a child is absent The Prep will:

- ☐ Attempt to telephone or text parents on the first day of absence if we have not heard from them
- ☐ Invite parents in to discuss the situation with the form taker, Head of Section, Head of Pupil Welfare or one of the Deputy Heads if absence persists

If a child's attendance drops below 90%, the school will be in touch with parents to understand any specific issue and to agree on how we can work together to improve attendance.

Contact details

There are times when we need to contact parents about lots of things, including absence, so we need to have accurate contact details and numbers at all times. Please ensure The Prep is informed immediately of any changes. There will be regular checks on telephone numbers throughout the year.

Lateness

Poor punctuality is not acceptable. Pupils who are late disrupt their own progress and the learning of others.

How we manage lateness:

Form time – unless at an authorised activity or appointment pupils are expected to be registered by their form taker at 8:15

If a pupil has a record of persistent lateness, they and the parents will be asked to meet with a senior teacher to resolve the problem, but parents can approach The Prep at any time if they are having problems getting their child to school on time.

Holidays in term time

Taking holidays in term time will affect a pupil's schooling as much as any other absence and we expect parents to help us by not taking children away in term time.

There is no automatic entitlement in law to time off in term time to go on holiday. Holiday absences may be authorised in certain circumstances at the head's discretion.

Any application for leave must be made in advance to the Head. In making a decision, the Head will consider the circumstances of each application individually, including any previous pattern of leave in term time and your child's overall attendance record.

Circumstances where such leave will be authorised:

Examples of where leave in term time may be authorised include, but are not limited to:-

- ☐ Weddings of parents and siblings.
- ☐ The funeral of a parent or sibling or any other compassionate incident
- ☐ Where an absence from The Prep is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue. A health professional's letter will need to be seen by the Head.
- ☐ If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with Prep School holidays.
- ☐ Early departure of pupils due to personal reasons
- ☐ Religious holidays
- ☐ Passport and Visa Interviews

This list is not exhaustive.

Coding Absence

The following DfE codes are used to record attendance:

/ – Present

N	No Reason Yet Provided For Absence
B	Educated Off Site
C	Authorised (off site)
C1	Regulated Performance
C2	Temporary Reduced Timetable
C3	Drama Lesson
C4	Authorised Circumstances (On Site)
C5	Back in House
C6	Group Ensemble
C7	Music Lesson
C8	Personal Music practice
CH	Health Centre Appointment
D	Dual registered at another school
E	Excluded/Suspended
G	Family Holiday NOT agreed
I	Illness (pupil ill at home)
J1	Employment/Educational Interview
K1	KF1 (pre-prep) pupil's day off
K2	LA provision
L	Late
M	Medical/Dental Appointments (offsite)
O	Unauthorised Absence
P	Approved Sporting Activity
Q	Lack of Access Arrangements by LA
R	Religious Observance
S	Study Leave
T	Remote Learning
V	Educational Visit or Trip
W	Work Experience
Y1	Normal Transport Unavailable
Y2	Widespread Travel Disruption
Y3	Part of School Out of Use
Y4	Session Cancelled (school closed)
Y5	Subject to Sentence of Detention
Y6	Infection or Disease
Y7	Other Unavoidable Cause
Z	Pupil Not Yet On Roll
#	School Closed To Pupils

The people responsible for attendance matters in Cheltenham Prep are:

Head

Mr Tom O'Sullivan

Deputy Head Pastoral (Attendance Lead)

Mr Noll Jenkins

Houseparents

Cade House, Mr Jonny Bell and Mrs Emma Bell

Head of Wellbeing

Ms Catherine Solomon

Appendix 1

Roles and Responsibilities

Pupils

- ☐ Pupils will arrive at The Prep by 8.15am each day.
- ☐ Pupils will attend all timetabled lessons on time.

Parent / Carers

- ☐ All non-urgent appointments to be arranged after Prep School at the weekend or in school holidays.
- ☐ The Prep should be informed in advance or on the day of reasons for absence.
- ☐ A reason for every absence to be given to the Prep School either in writing, via email or by telephone (usually to the form taker).

Prep Admin Office

- ☐ Updating the registers when notification is received regarding reason for absence
- ☐ Daily monitoring of am / pm registration – recording where registers not taken
- ☐ Provide DHP/Head of Section with a list of students to receive Warning letters re attendance
- ☐ Contact parent / carers in writing where a student has an unauthorised absence for 10 consecutive days

Head of Wellbeing

- ☐ Facilitate support for pupils experiencing mental health problems which is causing issues with attendance.
- ☐ Engage with parents at an early stage to support their child experiencing anxiety to ensure robust support for the child.
- ☐ Support parents if they feel the child needs to visit a specialist in relation to a mental health concern.
- ☐ Refer to Early Help if consent has been agreed.

Form Takers

- ☐ Take the Morning register
- ☐ Record on iSAMS any missing pupils
- ☐ To flag persistent absence to the DHP/ Head of Section

Heads of Section

- ☐ Monitor and support the Form takers and DHP regarding attendance matters with Boarders
- ☐ Identify pupils who are or at risk of poor attendance or persistent absence and liaise with the DHP to ensure appropriate action is taken

Senior Leadership Team

- ☐ DHP (attendance lead) to track and monitor whole Prep School attendance and the effective implementation of the Prep School attendance policy
- ☐ Follow up where any member of staff fails to fulfil their attendance responsibility

Appendix 2

Procedures for Poor Attendance

Stage	Medical (Self Certified by parents)
Trigger	Pupils missing 5 days in a row but without a Doctor's note
Action	DHP/Head of Section informed who will likely arrange a meeting between parents/carers and appropriate Head of Section or form taker to discuss pupil/ family circumstances. Actions agreed documented.
Support	Monitoring and attendance targets put in place. Additional support applied as necessary.

Stage	Medical (Doctor's Note)
Trigger	Pupils with compromised attendance for the academic year.
Action	Meeting with parents / carers and senior pastoral staff (DHP/Head of Section) to discuss pupil's/family circumstances, including possible consideration of amendments to the pupil's academic and co-curricular programme. School to report/seek advice from the local authority.
Support	The DHP/Head of Section will write a Individual Welfare Plan and will encourage Early Help/Student Support Services.

Appendix 3

Pupils/Students Absent Without Authority

1. Introduction

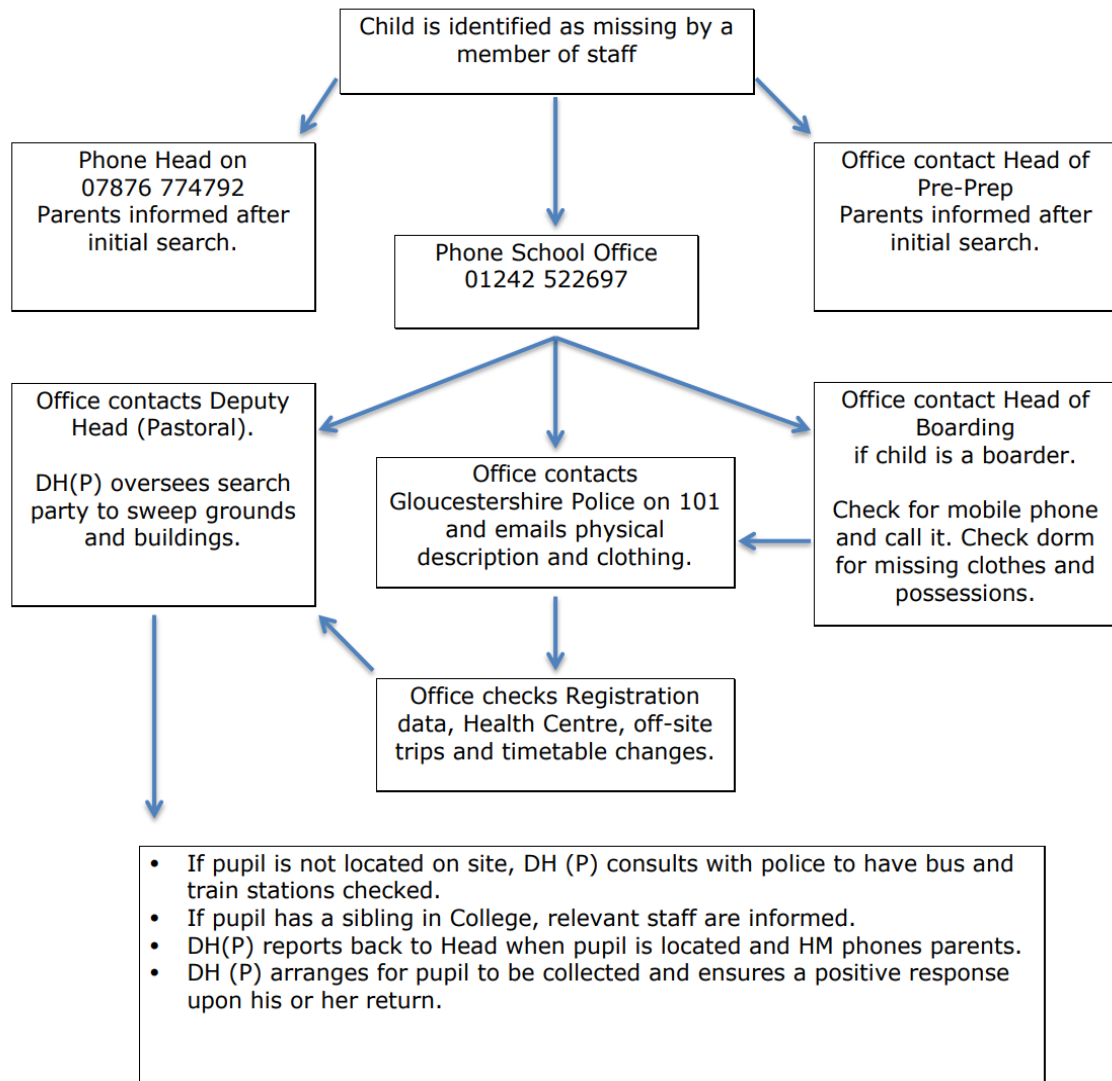
The school has written procedures identifying action to be taken when a child is absent without authority. These procedures are known to staff, pupils and their parents or guardians (through the Prep website).

- ☐ The procedures cover the following: Searching for any pupil missing or believed to have run away from The Prep or as a result of a possible abduction to include the timing of reporting pupil missing to:
 - ☐ The Police
 - ☐ To the pupil's parents or guardians (if appropriate).
- ☐ Take action to obtain information about the whereabouts of a missing pupil and to try to ensure:
 - ☐ The safety and welfare of that pupil
 - ☐ The collection and return of missing pupil when found
 - ☐ Action to be taken on the pupil's return.

All staff are aware of, and do not exceed, the measures they may properly take to prevent a pupil leaving without permission under current legislation (section 93 of the Education and Inspections Act 2006) and government guidance on the use of force, (see Use of Reasonable Force policy).

2 Missing Child Protocol

Missing Child Protocol



Appendix 4 Procedures where a mental health issue is affecting attendance.

The following guidance is applied to any pupil displaying social, emotional and mental health issues that is affecting their attendance. It is not only for pupils who have a diagnosed mental health disorder, or a disability or a special educational need.

All actions taken to support attendance are referred to as “reasonable adjustments” and this term is used as a way of describing actions in general terms, as opposed to a school’s duty to make reasonable adjustments for pupils with a disability under section 20 of the 2010 Equality Act.

Parents/carers have a duty, under section 7 of the Education Act 1996, to ensure that their child of compulsory school age (5 to 16) receives an efficient full-time education either by attendance at school or otherwise, and so share in the responsibility of ensuring good and regular attendance. As such, we encourage parents/carers to be open and work with the school to create a plan for attendance that fits with the needs of the child. Any reasonable adjustments or support put in place should ensure that the time the child spends in school is prioritised as much as is possible.

Where support offered is not engaged with, or where all other options have been exhausted or deemed inappropriate, the school will consider whether this meets the threshold for referral to external agencies.

While it is the legal responsibility of all parents/carers to ensure their child receives education by full-time attendance at school or otherwise, in very exceptional circumstances, where it is in a pupil’s best interests, a plan to help a child to attend may involve the use of a temporary part-time timetable to meet their individual needs. For example, where a medical condition (including a mental health condition) prevents a pupil from attending school full-time and a part-time timetable is considered as part of a re-integration package. Any part-time timetable will seek to maximise face-to-face school time as much as possible.

While the School will consider providing remote education to help pupils stay on track, this will not be of the same standard as face-to-face class based learning and should therefore only be a temporary measure, used as part of a plan to reintegrate a pupil back into full time education. If the absence has not been authorised, there can be no expectation of remote learning.

The Head of Wellbeing and Deputy Head (Pastoral) oversees issues with attendance, which is linked to a mental health concern. In doing so they will:

- ☐ Where attendance has been identified by the form taker or office staff as falling below 90% for an extended period of time (half termly), a letter will be sent to ensure early communication between the school and parents.
- ☐ If absence persists, the DHP/Head of Wellbeing will gather the facts to start a My Plan in order to potentially initiate an Early help referral. This may include conducting a risk assessment to consider any potential safeguarding/welfare issues.
- ☐ In doing so, the DHP/Head of Wellbeing will work with parents/carers as well as with the pupil to understand the barriers to regular attendance and, where appropriate, make reasonable adjustments to overcome those specific barriers.
- ☐ Arrange for a home visit with prior agreement from the parents/carer and the pupil.
- ☐ If appropriate refer to external agencies such as Early Help.

Appendix 5 – Attendance Support Plan

Name		Risk assessment	<input type="checkbox"/>
Age		IWP	<input type="checkbox"/>
Boarding/Day		My Plan	<input type="checkbox"/>

Pupil Profile

SEND	<input type="checkbox"/>
ECHP	<input type="checkbox"/>
ASD/ADHD/other	<input type="checkbox"/>

Details of absence

Agreements with parents/carers

Support Measures

Home Visit	<input type="checkbox"/>
Pupil Support Services	<input type="checkbox"/>
GP involvement	<input type="checkbox"/>
Early Help	<input type="checkbox"/>

Reasonable adjustments

Part-time timetable	<input type="checkbox"/>
Remote teaching at home	<input type="checkbox"/>
Time-out card	<input type="checkbox"/>
Sitting exams in a smaller room	<input type="checkbox"/>
Ear defenders/pods worn	<input type="checkbox"/>