

# Bedales Pre-prep Attendance Policy

## INCLUDING EYFS

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Author	The Head of Bedales Pre-prep
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*Tick relevant box(es) ✓ how this Policy should appear:*

Inspector Folder		
Website	Upload	✓
	Signpost	
Internal only		
Parent Portal		
For Pupils/Students		

# The Pre-Prep School Attendance Policy

## The Pre-Prep School Attendance Policy

This Policy reflects the vision and aims of Bedales Pre-Prep School and statutory Government guidance:

- Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance and punctuality.

### Principles

Regular and punctual attendance is important to ensure that all children enjoy and participate in all learning experiences from the beginning to end of the day.

Good attendance begins with school being somewhere children want to be. Therefore, if there are any barriers to attendance, we work with the whole family to overcome them. Parents are expected to contact the School Office at an early stage and to work with staff to resolve any problems together. If families resist working with the school to improve attendance, the school may contact the Attendance Officer from the Local Education Authority.

Every half-day absence is registered by the school as either AUTHORISED or UNAUTHORISED. Authorised absences are mornings or afternoons away from school for a reason such as illness or a medical appointment. Unauthorised absences are those which the school does not consider reasonable. This includes absences which have not been explained or requested. Absences and lateness are monitored daily by the School Office who inform the Safeguarding Team of frequent unauthorised absences.

### Procedures for Absence

Attendance matters are dealt with by the School Office, Senior Leadership Team and, when appropriate, the Safeguarding Team. When a child's attendance falls below 95%, it is flagged to the Safeguarding Team who will contact the family. The school applies the following procedures in deciding how to deal with individual absences.

### Unexpected/Unplanned Absence (e.g. Illness, Medical and Dental Appointments)

To inform the school of a child's absence, parents must contact the School by 8.30 a.m. on each day the child is absent. If the school has not heard from the absent child's parent by 9am the school will contact the family. If we do not receive an explanation and cannot contact the family, the absence will be

unauthorised. We will continue to attempt contact with the family of the absent child until we know the child is safe. If, after repeated attempts, we have not been successful, we will contact the Hampshire Attendance Officer. When informing the school of absence, parents must clarify the illness or appointment. In the case of sickness children must stay at home for 48 hours after the last incident.

### **Holidays**

Holidays are not authorised unless there are exceptional circumstances and at the discretion of the Head. If you wish to request time off for a holiday, please complete and submit the Term Time Holiday Request Form on the Parent Portal giving at least two weeks' notice. If you do take an unauthorised holiday this is noted in the register. School term dates are published well in advance and family holidays should be taken during the published holiday periods.

### **Arriving Late**

The school day begins promptly at 8:30a.m. Children who arrive after 08.45am will be marked as such in the register. When there is persistent lateness, the school will contact families to work with them and minimise the barriers which cause the lateness. Arriving at school 10 minutes late each day is the equivalent of missing 3.5 days each year. 15 minutes late each day is the equivalent of missing over a week of education.

Arriving late is unsettling for the whole class and particularly for the child who is late. Valuable learning time is lost and the class is disrupted when a child is late. Arriving on time ensures children have a calm, safe and supportive beginning to their day and are regulated and ready to learn.

### **Summary**

School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible. At the Pre-Prep School we do our utmost to ensure the safety and wellbeing of every child in our care and in the case of a missing child the procedures in the Missing Child Policy are followed.