



REDHILL

PREP SCHOOL & MONTESSORI NURSERY

Attendance Policy

Introduction

Redhill Prep School (the School) is committed to promoting and supporting regular attendance and punctuality among all pupils. Attendance is a key factor in academic success, personal development, and safeguarding. We are legally required to maintain accurate admission and attendance registers and to promote regular attendance in accordance with:

- The Education Act 1996
- The Education (Pupil Registration) (Wales) Regulations 2010
- The Education (Penalty Notices) (Wales) Regulations 2013
- The Independent School Standards (Wales) Regulations 2024, Part 3 (Welfare, health and safety of pupils)
- Welsh Government Circulars 47/2006 and 003/2019
- The Equality Act 2010 and the UNCRC (Articles 3, 12, 28, 29)

The School recognises that consistent attendance is a shared responsibility between the School, parents and carers, and pupils.

Regular attendance is a key safeguarding measure. The School recognises that patterns of absence or persistent lateness may be indicators of welfare concerns, and such cases will always be followed up in line with the School's Safeguarding and Child Protection Policy and Welsh Government guidance *Keeping Learners Safe (2023)*.

Aims

- To ensure that all pupils attend school regularly and punctually in line with legal requirements.
- To promote a culture that values good attendance and punctuality as essential to learning and wellbeing.
- To ensure compliance with statutory regulations governing pupil registration, attendance, and reporting.
- To work in partnership with parents and carers to identify and remove barriers to attendance.

The School recognises that pupils with additional learning needs, disabilities or long-term medical conditions may require reasonable adjustments or tailored support to maintain regular attendance, in line with the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the Equality Act 2010.

Responsibilities

Headteacher and Administration Officer

The Headteacher and Administration Officer will:

- Ensure that all pupils are registered and that attendance records comply with current legislation.
- Monitor and evaluate attendance and punctuality data, identifying patterns and causes for concern.
- Ensure that appropriate follow-up actions and interventions are taken.

- Liaise with parents, carers, and external agencies (e.g. Local Authority Education Welfare Service) where necessary.
- Provide training and guidance for staff on registration and attendance procedures.
- Review and update this policy in line with legal or regulatory changes.

Class Teachers

Class Teachers will:

- Take accurate registers twice daily at the start of the morning and afternoon sessions.
- Record attendance and lateness using the agreed codes on the Classe365 system.
- Notify the Administration Officer or Headteacher of any irregularities or concerns.

Parents and Carers

Parents and carers are legally responsible for ensuring their child's regular attendance at school (Education Act 1996, Section 7). They must:

- Ensure their child attends school regularly, punctually, and in a fit condition to learn.
- Notify the School by 9.00am on the first day of absence, giving a reason.
- Provide medical or other evidence for absences as requested.
- Request permission in advance for any planned absences using the Special Absence Request Form.

Pupils

Pupils are expected to:

- Attend school regularly and arrive on time.
- Follow the School's Code of Conduct and support the importance of good attendance.

Legal Framework

Under Section 7 of the Education Act 1996, parents must ensure that their child receives suitable full-time education, either by regular attendance at school or otherwise. Under Section 444, failure to ensure regular attendance without lawful reason constitutes a criminal offence.

Where a parent elects to educate their child otherwise than at school, the School will remove the pupil's name from the admission register only after receiving written confirmation from the parent and notifying the Local Authority in accordance with Regulation 8(1)(d) of the Education (Pupil Registration) (Wales) Regulations 2010.

Section 7 of the Education Act 1996 states that *"the parent of every child of compulsory school age shall cause him/her to receive full-time education suitable to his/her age, aptitude and ability, and to any special educational needs he/she may have, either by regular attendance at school or otherwise."*

Section 444 further states that *"the parent of a child of compulsory school age registered at a school and failing to attend regularly is guilty of an offence punishable in law."*

Acceptable reasons for absence include illness or unavoidable medical treatment, religious observance, and exceptional circumstances authorised by the Headteacher.

Unauthorised absences include holidays during term time not approved by the Headteacher, absences without explanation, or persistent lateness.

The School must notify the Local Authority of any pupil who fails to attend regularly or is removed from the register under the conditions set out in the Pupil Registration (Wales) Regulations 2010.

Recording Attendance and Punctuality

- The School uses the Classe365 electronic register system.
- Registers must be completed promptly at the start of the morning and afternoon sessions.
- Attendance codes must comply with Welsh Government regulations (Appendix 1).
- The Administration Officer checks registers daily, following up on any unexplained absences by contacting parents.
- Attendance data is reviewed weekly by the Headteacher and Administration Officer.
Persistent lateness will be monitored and may lead to meetings with parents and, where necessary, disciplinary action.

Unexplained Absence Procedure

If a pupil is not registered by 9.10am and no reason for absence is received:

1. The Administrative Officer will check internal records and messages for any notification.
2. If none is found, the parent or carer will be contacted by telephone to confirm the child's whereabouts.
3. If contact cannot be made, the issue will be escalated to the Headteacher for further action, which may include contacting emergency contacts or, where safeguarding concerns exist, the police.
This process complies with the School's Safeguarding and Child Protection Policy and Keeping Learners Safe (2023).

Authorised and Unauthorised Absences

The Headteacher decides whether absences are authorised. Authorised absences include verified illness or medical appointments (with evidence if requested), religious observance days, and approved family circumstances.

Unauthorised absences include holidays not approved by the Headteacher, absences without notification or sufficient evidence, and frequent unexplained absences.

Term-Time Holidays and Requests for Absence

The School strongly discourages holidays during term time. Requests for special absence must be made in writing using the Special Absence Request Form before any bookings are made. The Headteacher will consider the reason for the request, the child's attendance record, and the timing of the request in relation to key assessments or learning. Permission will only be granted in exceptional circumstances.

Frequent or Long-Term Absences

Where a pupil has frequent absences:

- Parents may be asked to provide medical or professional evidence.
- A meeting may be arranged to agree strategies to improve attendance.
- If there is no improvement, the matter may be referred to the Local Authority Education Welfare Officer (EWO).

For absences exceeding 10 consecutive school days:

- The class teacher will maintain contact with parents and provide learning support where possible.
- After 15 days, a medical certificate will be required to continue authorisation.
- After 20 days, the School will consult the EWO or Local Authority to determine next steps.

School Refusal

If a pupil refuses to attend school, the procedure in Appendix 2 will be followed. This includes early parental contact, supportive discussion, and referral to appropriate pastoral or external services if required.

Health-Related Absence and Return to School

Pupils with diarrhoea or vomiting must remain at home until symptom-free for 48 hours. For other infectious conditions, parents should seek school guidance on exclusion periods. For long-term illness, reintegration plans may be agreed to support the pupil's phased return.

Retention and Reporting of Attendance Records

Attendance registers are legal documents and will be retained for at least three years from the date of last entry. Attendance information will be reported annually to parents and included in pupil reports. The School provides attendance data to the Local Authority and Estyn when required.

Monitoring and Evaluation

The Headteacher and Administration Officer will review attendance data termly to identify patterns and areas for intervention, report findings to the Proprietor, and review this policy every two years or earlier if required by legislation.

This policy is compliant with the *Independent School Standards (Wales) Regulations 2024*, Part 3 (Welfare, health and safety of pupils), and has due regard to Welsh Government guidance on school attendance, safeguarding, and pupil registration.

Raising Awareness

This policy will be shared through the website, parent meetings and annual reports. Attendance data is processed in compliance with the UK GDPR and the School's Data Protection Policy.

Associated Policies

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Equal Opportunities Policy, First Aid Policy and Data Protection Policy.

Policy Review

Reviewed by: Headteacher – Mr. Adrian Thomas

Date Reviewed: August 2025

Next Review: August 2026

Approved by: Proprietor – Mrs. Meryl J. Lovegrove

Appendix 1
Redhill Attendance Codes

Attendance Status

Manage required attendance status (e.g. Present, Absent, Tardy etc..)

Status	keyword	ShortCode	Color
Present	p	P	
Absent - unauthorised	a	A	
Late	n	L	
Medical	M	M	
Family Holiday	H	FH	
Circumstances - other	C	C	
Part Time	B	PT	
Educational Visit, Interview etc	E	E	
Medical Appointment	M76	MA	
Covid 19 Related Absence	T	T	

APPENDIX 2 PROCEDURE FOR SUPPORTING A PUPIL WHO REFUSES TO ATTEND SCHOOL

Stage 1

Day 1: Parent informs school that pupil is refusing to come into school:

Pastoral leader will arrange with parent(s) to meet with the pupil on/as close to the school site as possible to encourage them to try school for that day.

If the pupil won't come into school:

Stage 2

No later than Day 3 of absence:

Pastoral leader will begin dialogue with parents/pupil to understand concerns/mental state of child, and ask if work should be set.

No later than Day 4 of absence:

Action plan will be put in place to address the pupil's concerns (eg. moving seating plans/house, changing options, time out card, seeing the counsellor, reduced hours/phased return, ELSA etc).

If the pupil won't come into school:

Stage 3

After one week of absence:

- Parents will be advised that they must take the pupil to their GP and feed back to the school.
- Parents/pupil will be offered counselling service again.
- A plan will be put in place to support the pupil working from home, both pastorally and academically, and a time limit set on this.
 - Suggestions for pastoral support to be considered: Daily email exchange with tutor/HM/nominated member of staff; phone call/Teams meeting three times a week; role of peer or friends support.
 - Suggestions for academic support to be considered: How much work to be set each week? How will completion of this be monitored? Should subjects be dropped? Should pupil come in one day a week and work from home on other days?

After two weeks of absence:

The above advice will be reiterated to parents again if they have not responded.

If the pupil won't come into school:

Stage 4

After three weeks of absence:

After 15 days a note from an appropriate health care practitioner will be required stating how long the pupil is likely to be absent and suggesting a date or strategy for returning to school.

If the pupil won't come into school:

Stage 5

After four weeks of absence:

If the pupil is likely to be absent for longer than 20 school days, the School will contact the Education Welfare Officer or relevant LA services as appropriate.

APPENDIX 3

Appendix 1: Daily Attendance Monitoring Flowchart Redhill Preparatory School – Attendance Escalation Process

Start of School Day (8:45am)

Class teachers take the morning register via the Classe365 system.



Attendance Recorded

- Registers must be completed promptly and accurately.
- Teachers ensure that attendance and punctuality are marked by 9:00am.



Administrative Officer Review (9:10am)

- The Administrative Officer checks that all registers are complete.
- Any unexplained absences are flagged for immediate follow-up.



Absence Check

1. Check internal messages or emails for contact from parents.
2. Check authorised absence list (medical appointments, trips, holidays approved by Headteacher).
3. Confirm with class teacher that pupil is not off-site with another group.



If the pupil remains unaccounted for:

- The Administrative Officer telephones the parent/carer.
- If no contact is made, a message is left and the call is logged.
- The case is escalated to the Headteacher or Deputy Headteacher.



Escalation by Headteacher/Deputy Headteacher

- Secondary and emergency contacts are called.
- If no response and there are safeguarding concerns, the Designated Safeguarding Lead (DSL) is informed immediately.
- If appropriate, the Headteacher may contact the police to request a welfare check.



Ongoing Monitoring

- Attendance and punctuality patterns are reviewed weekly.
- Persistent lateness or absence triggers a meeting with parents.
- Attendance below 90% results in an attendance improvement plan.
- Persistent absence (below 85%) leads to referral to the Local Authority Education Welfare Officer (EWO).



End of Process

All attendance actions are recorded on Classe365 and stored in accordance with the School's Data Protection Policy.

APPENDIX 4

Parent Information Guide – Understanding Attendance

Regular attendance is essential for every child's learning, wellbeing, and safeguarding. The School is legally required to record and monitor attendance and to report patterns of absence to the Local Authority where necessary.

Authorised Absence

Authorised absences are those accepted by the Headteacher for a valid reason. Examples include:

- Genuine illness or medical appointments (with evidence if requested).
- Religious observance days recognised by the family's faith.
- Bereavement or significant family emergencies.
- Approved participation in examinations, competitions, or performances.
- Other exceptional circumstances agreed in advance with the Headteacher.

Parents should inform the School by 9.00am on the first day of absence, providing a clear reason, and follow up in writing where requested.

Unauthorised Absence

Unauthorised absences are those not accepted by the School. Examples include:

- Family holidays during term time without prior approval.
- Absence without explanation or sufficient reason.
- Staying at home for reasons other than illness (e.g. birthdays, shopping).
- Persistent lateness without reasonable justification.

Repeated unauthorised absences may result in referral to the Local Authority Education Welfare Officer (EWO) and, in serious cases, a Fixed Penalty Notice under the Education (Penalty Notices) (Wales) Regulations 2013.

Reporting Illness

Parents must contact the School Office by telephone or email each day of illness unless a return date has been agreed.

For diarrhoea and vomiting, pupils must remain at home for 48 hours after the last symptoms. For other contagious illnesses, parents should seek advice from the School on the recommended exclusion period.

Requesting Absence During Term Time

All requests for absence during term time must be made using the Special Absence Request Form before any bookings are made. The Headteacher will consider:

- The reason for the request.
- The child's attendance record.
- The timing in relation to assessments or learning.

Permission will only be granted in exceptional circumstances.

When the School Will Contact You

The School will contact parents if:

- No reason for absence has been received by 9.10am.
- A pupil's attendance falls below 90%.
- There is a pattern of frequent short absences or persistent lateness.

Parents are encouraged to work with the School to resolve any difficulties affecting attendance at the earliest opportunity.

For advice or support regarding attendance, please contact:

School Office – Redhill Preparatory School, Haverfordwest

Telephone: 01437 762472 Email: office@redhillprepschool.co.uk