



Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

Document Title	Attendance Policy 2024-2025
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Author/Owner Responsible:	Maria Boix
This document replaces (exact title of previous version):	Attendance Policy
Approval route:	Governors
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Related Policies:	Safeguarding Policy, KCSIE 2024, SEND Policy, Behaviour Policy.

AIM

The aim of this policy is to encourage and maintain high attendance and punctuality across the school, recognising the benefits of good attendance by the whole community, whilst setting out the school's approach to the management of absence.

SCOPE of POLICY

This policy applies to the whole of Hopelands School, including EYFS. The policy is designed to address the school's statutory obligations for tracking and monitoring attendance and absence. It has been revised to reflect the changes in statutory guidance and legislation set in:

- Working together to improve school attendance (DfE, 2024),
- The School Attendance (Pupil Registration) (England) Regulations 2024,
- EYFS Statutory framework for group and school-based providers (DfE, 2024), and
- Summary table of responsibilities for school attendance (DfE, 2024).

This policy is published on the School website and is available on request from the school office. Parents are informed about this policy when their children join our school and at other relevant opportunities.

INTRODUCTION

PROMOTING GOOD ATTENDANCE

The school day begins at 8:30am. The Attendance Registers are at 8:40am each morning, closing at 8:50am and each afternoon at 12.50pm, closing at 13:00pm. Registers are kept electronically. If the child is not present in school, the reason must be recorded by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

Any child arriving late should report to the office. If a child is continuously late, the parents will be informed. The head monitors the arrival of the late attendances and will on occasion speak to the pupils, although often it is not the fault of the child. In accordance with the national attendance codes, any child arriving after the register is closed will be recorded as unauthorised absence.

If a child is not present for registration and parents have not informed the school, the school will make contact with the parents by 9.30am. In the event that a parent is not available, the emergency contact will be used and an email to the parent is sent. The school will continue throughout the school day to contact the parents.


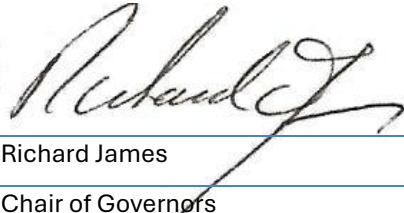
Any absence or lateness, which is causing concern to the teacher, will be investigated, and discussed with the families so that appropriate action can be taken. School will work closely with the parents and pupils to establish a pattern of good attendance at school as quickly as possible.

All absences are treated as unauthorised unless and until the school authorises the absence. If a parent informs the school that the child is ill or attending an acceptable appointment, the school will authorise the absence.

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, all schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Any serious attendance concerns will be reported to the Governors and external help will be sought if necessary.

Please also refer to SEND Policy and Safeguarding Policy.

This policy was adopted by Governors of	<u>Hopelands Preparatory School</u>
Date reviewed	<u>September 2024</u>
Signed on behalf of the senior management team	
Name of signatory	<u>Maria Boix</u>
Role of signatory	<u>Head</u>
Signed on behalf of the Governing Body	
Name of signatory	<u>Richard James</u>
Role of signatory	<u>Chair of Governors</u>