



Westbourne
House School

CHICHESTER

ATTENDANCE POLICY

This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding

Policy Statement

At Westbourne House, education is seen as a partnership between the family and the school. The school is committed to providing the highest quality of education for all pupils, and parents and guardians are asked to support this objective.

Aims

The school follows the DfE guidance – School Attendance (September 2018). For pupils to benefit fully from the educational opportunities provided by the school, they must have high levels of attendance and punctuality. The school believes it is in the best interest of all concerned that requests for authorised leave are made honestly and that pupils are not complicit in concealing reasons for their absence.

Consistent and regular attendance is a requirement of the school. In exceptional circumstances such as prolonged illness, recuperation or for compassionate reasons that result in extended absence, the school will provide work and facilitate a pupil's return to full time education within an agreed time frame.

Practice and Procedure

All children's attendance is monitored and parents are asked to inform the school of absence of any kind. Absence is recorded on the diary within the school's database. Any unreported absence is followed up immediately with a telephone call and subsequently recorded on the electronic register.

If attendance becomes a concern, parents will be asked to attend a meeting with the form teacher and a member of the pastoral management team in the Prep School or the Form Teacher in the Pre-Prep to discuss what measures will be implemented to improve attendance. If there is no or insufficient improvement, within the agreed time frame, the school may refer the matter to the Local Authority Designated Officer (LADO) through the Designated Safeguarding Lead (DSL).

All pupils are required to be in school by 8.30am. The school day ends at:

- Pre-Prep (including EYFS): Daily at 3.15pm
- *Monday, Tuesday, Thursday, Friday:*
 - Years 3&4: 4.30pm
 - NB: Some Years 3&4 pupils may be involved in matches on a Thursday. If this is case and parents are watching the match they may take their child home directly from there (after having 'signed-out' with the teacher in charge of the match)
 - Years 5-8: 5.30pm
- *Wednesday (if not involved in matches)*
 - Years 3-8: 3.45pm
- *Saturday (if not involved in matches)*
 - Years 4-8: 3.15pm

However, many pupils remain later to take part in extra activities under the supervision of a member of staff.

Unless pre-authorized, pupils are not allowed to leave the site during the school day and they should attend all lessons. Pupils are always accompanied by staff when attending trips, visits or sporting fixtures; the dates/times of which will have been notified to parents in advance.

Registration

The school is required by law to maintain an Attendance Register and pupils are registered twice a day: once at the beginning of the morning session and once during the afternoon session. The school uses an electronic registration system to record attendance and absence – with codes which indicates the reason for absence:

- \ - Present
- A – Appointment (eg: medical)
- C – Other authorised circumstances (eg: funeral)
- H – Family Holiday (if approved by the Head/Head of Pre-Prep)
- I – Illness
- L – Late
- M – Matron
- N – Not attending Nursery session
- O – Unauthorised absence
- P – Approved sporting activity – off-site
- Q – Approved sporting activity – on-site
- V – Educational visit or trip

Any pupil arriving after 8.30am but before the end of the registration period will be recorded as Late. Pupils missing from morning registration without a valid reason will be registered by

their Form teacher with an O (Unauthorised absence) which is updated with the appropriate code once the reason has been established by the School Secretary (in both the Pre-Prep and Prep School). A phone call will be made to parents of any pupils with an unexplained absence to ascertain the reason. From this call, should it be ascertained that the pupil was in fact dropped off at school, then the School Secretaries will then put the Lost Child Procedure in place (please refer to Appendix 3 of the Child Protection (Safeguarding) Policy).

Once the registration session has closed and all pupils are accounted for, the Pre-Prep and Prep School Secretaries print off a copy of the day's absence report and school diary to:

- Fire Board (in both the Pre-Prep and Prep School)
- School Nurse/Matrons' Department
- Catering Staff
- Sport Teachers (both Head of Boys' Sport and Head of Girls' Sport)
- Assistant Director of Studies during exam periods

Afternoon registration takes place at:

- Pre-Prep (including EYFS): Daily at 1.30pm
- *Monday, Tuesday, Thursday, Friday:*
 - Years 3-6: 1.45pm (during 'Catch-Up' Session in form rooms)
 - Years 7&8: 12.55pm (during 'Catch-Up' Session in form rooms)
- *Wednesday*
 - Year 3: 1.40pm
 - Years 4-8: 2.25pm
- *Saturday*
 - Years 4-8: 11.45am (prior to Chapel at 12pm)

As per the morning registration, any pupils missing from afternoon registration without a valid reason will be registered by their Form teacher with an O (Unauthorised absence) and the same system that is used during the morning is put in place to ascertain the whereabouts of the pupil.

All pupils leaving the school site because of a medical appointment or an approved absence are required to be signed out at the School Offices and in again if/when they return.

If a pupil feels ill during the day they should notify a member of staff in the Pre-Prep or, if in the Prep School, they should report to the Matrons' Department to be assessed. If a pupil is too ill to remain at school the parent or guardian will be contacted. Pupils must not contact their parents directly and ask to be taken home.

Medical Appointments

The school requests that parents try to avoid making external appointments for their children in the school day. For medical appointments arranged necessarily at short notice, requests for authorised absence should be made to the Form Teacher and copied to the School Offices.

Exceptional Leave

Requests for exceptional absence must be made in writing to the Head or the Head of Pre-Prep and should reach the school at least 10 days in advance.

Whilst it is preferred that absence in term time is avoided, each request will be considered individually and decisions made based on a number of criteria including:

- The stage the pupil has reached in his/her career
- His/her academic record
- The unique nature of the absence
- If the request is to participate in an off-site co-curricular activity such as sport or drama, the level of representation will be considered

The school understands that on occasions there are extenuating reasons that a pupil may need to be away from school and the Head or Head of Pre-Prep will provide authorisation where there are compassionate grounds. Parents are asked to provide as much advance notification and detail so that each request can be considered carefully.

All parents considering making a request for a holiday or absence for recreational reasons in term time are asked to weigh up the following points:

- The school year generally has between 180-190 days. Term dates are published sufficiently in advance to allow parents to make use of remaining days in the calendar year for holiday purposes.
- Missed lessons place pupils at an academic disadvantage and may have unsettling effects, both socially and academically. Other pupils may be disadvantaged due to the disruption caused by absence and it is always the responsibility of the pupil to catch up with any work that is missed in the Prep School and the responsibility of the parent in the Pre-Prep.
- If the request is not authorised then the period of absence will be recorded as unauthorised in the school register. In exceptional circumstances the School may ask to meet with parents to discuss any unaccounted periods of absence.
- Legislation – All leave for holidays is at the discretion of the school and not an automatic entitlement. The basic framework and guidance is taken from the Education (Pupil Registration) Regulations 2013, which states:
 - (1A) Subject to paragraph (2), leave of absence should not be granted unless:
 - An application has been made in advance to the proprietor by the parent with whom the pupil normally resides; and

- The proprietor, or person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

Last Review Date	Next Review Date	Reviewer(s)
January 2019	August 2019	PA to Headmaster