

Attendance Policy

Applies to:

- Pupils above the age for compulsory schooling, noting that the arrangements for children in the EYFS will be agreed between parents and senior staff.
- Activities provided by the school, including those outside of the normal school hours
- All staff (teaching and support), the Directors and volunteers working in the school.

Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website and on request a copy may be obtained through the school reception.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Head.

The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton
Head
Date: August 2019



Dr Colin Diggory
Chairman of the Board of Directors

1 Requirements

- 1.1 Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.
- 1.2 Regular attendance at Radnor House Sevenoaks is vitally important. It is important that staff, parents and pupils are familiar with the Attendance Policy operating at school.
- 1.3 Pupils who are absent for any reason are expected to complete missed work to ensure a complete record of all their courses. It is the responsibility of the pupil to obtain and complete assignments.
- 1.4 Should a pupil be excluded for any reason, the school will ensure that appropriate work is set for completion and it is the pupil's responsibility to make the necessary arrangements.
- 1.5 All work missed by absence, for whatever reason, is due in on the day the pupil returns to school.
- 1.6 Pupils showing patterns of non-attendance or with any unauthorised absence where it is clear that the absences could be a sign of early truanting, will be subject to immediate consequences and parents will be called into the school. It may be appropriate for a Form Tutor or Class Teacher (Prep School) to complete a Welfare Concern Form to be passed onto the DSL.
- 1.7 Consequences may range from a pupil being placed on detention and a Focus Card, to the pupil's parents being reported to the appropriate authorities that could, in serious cases, result in a court appearance.

2 Registration and Absence

- 2.1 Registers are taken for both morning and afternoon sessions and Radnor House Sevenoaks will telephone parents should there be unexplained absence of which the school has not been notified.
- 2.2 Parents are required to ensure their children attend school every day and on time. Parents must contact the school giving a reason for pupil non-attendance, please email, absences@radnor-sevenoaks.org Alternatively, telephone 01959 564320 (EYFS – Y6) or 01959 563720 (Y7-13). This must be done on each day of the pupil's absence by 8.20am to support safeguarding.
- 2.3 Parents who request leave of absence must write to the Head of Prep School or Head of Senior School (as appropriate) requesting permission using the appropriate form, which is found on the website and at Reception. Absences for such things as family holidays are frowned upon and except in exceptional circumstances, parents should not expect these to be approved.
- 2.4 The school Reception and form tutor must be notified in advance of any medical/dental appointments or other planned absence from school.
- 2.5 Medical appointments should not be made in school time unless it is unavoidable. A full day off for a medical appointment is unacceptable unless the treatment your child has received has made it difficult for your child to return to school.
- 2.6 Senior members of the pastoral leadership will monitor attendance and will always investigate the reasons for absence of any pupil with a significant record of absence, with less than 90% attendance causing significant concern and less than 85% causing serious concern.
- 2.7 If your child misses 5 consecutive days of school, without explanation, the school is obliged to contact social services.

3 Timeline of the Staged Approach for Managing Poor Pupil Attendance:

- In the event of 90 - 95% attendance – the class teacher or form tutor will investigate and notify the Head of Section of concerns, and contact parent if appropriate.

- Below 90% attendance – the school will send an intervention letter to parents/arrange meeting with parents and/or request for medical evidence as appropriate
- Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the relevant local authority. If it is not clear whether a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

4 Lateness

- 4.1 It is expected that all pupils arrive at school by 8.20am ready for Registration.
- 4.2 Frequent lateness can have as much of an impact on learning as absence. Lateness will be monitored and persistent lateness will be discussed with parents.

5 Safeguarding and attendance

- 5.1 Attendance below 90% will be reported as a concern on the school's Safeguarding system.
- 5.2 The DSL monitors the following safeguarding-related procedures:
- Following up unexplained absences of any child with a telephone call from the school on the morning of the first day of absence.
 - Notifying social services if there is an unexplained absence of more than two days of a pupil who is on the child safeguarding register.
 - Notifying the local authority when a child moves to a new school at any point during their time at the school.
 - Notifying the local authority when children are added to the school roll.
 - Any Welfare Concern Forms completed by staff relating to absences.

6 Children Missing Education

- 6.1 No child should be removed from the school roll without consultation with the Headteacher.
- 6.2 Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-
- 6.3 If the whereabouts of the child is unknown and the school has failed to locate him/her.
- 6.4 The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

7 Further Information

- 7.1 Parents and pupils should carefully read and sign any documentation received from Radnor House Sevenoaks relating to conduct and attendance, and are required to work closely with the school to support good attendance as a preparation for the world of work and lifelong learning.
- 7.2 Our website www.radnor-sevenoaks.org is updated daily, and this policy and other relevant material is published there. The school calendar is published on a termly basis and dates when the school is open are featured on the page 'About' that can be accessed from the home page. School emergency closures for such things as extreme weather will also be published on the home page of our website, Twitter and via email.