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**Annemount**

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Nursery and Pre-preparatory School

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## **Attendance Policy**

This Policy is for the whole school including the EYFS

**Good attendance is essential to ensure pupils make good academic progress and are well integrated into the School.**

### **Attendance**

All teaching and nonteaching staff in the School must make a concerted effort to support pupils in maintaining high attendance levels.

This policy should be read in conjunction with other School policies including the School's Safeguarding and Child Protection Policy, Mental Health Policy and Behaviour Policy, as well as the Parent Handbook.

This policy draws on specific guidance and material from the following publications:

- Working together to improve school attendance 2024
- Keeping children safe in education
- School behaviour and attendance: parental responsibility measures.
- Equality Act 2010
- UN Convention on the Rights of the Child.

Head teacher Geraldine Maidment acts as the 'Attendance Champion' for the school, as per government guidance ([headteacher@annemount.co.uk](mailto:headteacher@annemount.co.uk)).

### **School Timetable**

The school building is open to pupils who sign up for Early Morning Club from 8.00am. Otherwise the school doors open at 8.30am for all pupils.

Registration time for Year One and Year Two is 8.40am, 8.45am for Reception pupils, 8.50am for Pre-Reception and 9.00am for Nursery. Registration period closes 20 minutes later for each class.

Children need to be in their classrooms for their registration time, otherwise they will be registered as late.

The afternoon registration for each class is taken at 1.00pm.

The school term dates are published in advance and must be observed.

Children are to attend full day school the term of their fourth birthday.

### **Absence**

Parents must email the school as early as possible if their child will be absent or late for registration ([headteacher@annemount.co.uk](mailto:headteacher@annemount.co.uk)). It is a statutory requirement for schools to have a written record for every absence stating the date and reason for absence.

**Requesting leaves of absence: other than illness**

Parents should inform the school at the start of each term and in writing if a child will be absent from school for religious holidays.

Parents are requested not to take their children out of school during term time for holiday purposes. A leave of absence, other than that resulting from illness or for religious observances as described above, must be sought in advance from the Head Teacher. Any request for absence must be made in advance and in writing, stating the reason, to the Head Teacher. Government guidance is that such a request for leave of absence cannot be granted unless there are exceptional circumstances. The School does not allow retrospective leave of absence requests or notifications from parents to be recorded as authorised.

In some cases, such as for a close family wedding abroad, the School will not be able to authorise the absence but will often accept that this is important to the family. This will be marked as an “unauthorised absence”. In accordance with DfE guidance, leave is unlikely to be granted for the purposes of a family holiday as a norm.

In addition to the School’s terms and conditions for unsatisfactory attendance, the School will notify the Local Authority of any pupil who fails to attend school regularly or is absent without leave for more than 10 school days (continuous). The local authority will be notified and legal action may be taken in situations where attendance has no improvement

If a child fails to return to school after 10 days of authorised absence or has been absent without the School’s permission for a period of 20 days or, enquires will take place by the School and, when necessary, by the Local Authority to establish the pupil’s whereabouts.

Any attendance concern related to the safeguarding and welfare of a child should result in an immediate contact with the appropriate Local Authority.

**Notification of Parents**

Parents will be regularly informed of their child’s attendance records and any concerns about lateness or absence patterns will be discussed as they arise.

**Admission Register**

The Admission Register must contain specific personal details of every pupil in the school along with their starting date, information regarding parents, and details of the school last attended.

Schools have a statutory obligation to inform the Local Authority (Barnet) when a pupil’s name is going to be deleted from the School’s register on certain grounds such as: child removed to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than 4 months; when the child has been permanently excluded. The full list is set out in the CME guidance.

The School will also inform the appropriate Local Authority when it adds or removes a pupil’s name to the admissions register at non-standard transition points (e.g. where a child leaves the School before completing the final year of that section of the School or joins a school after the beginning of the first year of a section of the School). Notifications of additions to the School’s register should take place within 5 days of the entry.

The School will comply with any Local Authority requests for information on pupil movement at standard transition points.

Responsibility for monitoring and recording additions and departures from the School's roll rests with the School's Admissions Officer.

### **Attendance Register**

The School maintains an attendance register in accordance with government guidelines.

All pupils are formally registered twice per school day (AM & PM), this is recorded electronically. Staff must record registration using the following codes:

Admissions and Attendance Registers will be kept electronically, and all entries in the registers will be preserved for 6 years.

A data analysis will be undertaken and kept weekly, focusing on individuals and cohorts with attendance problems, in order to target improvement for those who need it most.

### **ATTENDANCE CODES and DESCRIPTIONS**

<b>CODE</b>	<b>DESCRIPTION</b>
/	Present (AM)
\	Present (PM)
<b>B</b>	Educated off site (NOT Dual registration) – Attending any other approved educational activity (see note below)
<b>C</b>	Other Authorised Circumstances – Leave of absence for exceptional circumstances
<b>C1</b>	Leave of absence for the purpose of participating in a regulated performance
<b>C2</b>	Leave of absence for a compulsory school age pupil subject to part-time timetable
<b>D</b>	Dual Registration at another school
<b>E</b>	Excluded (no alternative provision made)
<b>G</b>	Family holiday not granted by the school
<b>I</b>	Illness (NOT medical or dental etc. appointments)
<b>J1</b>	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
<b>K</b>	Attending education provision arranged by the local authority
<b>L</b>	Late (before registers closed)
<b>M</b>	Medical/Dental appointments
<b>N</b>	No reason yet provided for absence

<b>O</b>	Unauthorised absence (not covered by any other code/description)
<b>P</b>	Approved sporting activity
<b>R</b>	Religious observance
<b>T</b>	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.
<b>U</b>	Late (after registers closed)
<b>V</b>	Educational visit or trip
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils
<b>Y1</b>	Unable to attend due to transport normally provided not being provided
<b>Y2</b>	Unable to attend due to widespread disruption to travel
<b>Y3</b>	Unable to attend due to part of the school premises being closed.
<b>Y4</b>	Unable to attend due to the whole school's site being unexpectedly closed
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention
<b>Y6</b>	Unable to attend in accordance with Public health guidance or law
<b>Y7</b>	Unable to attend because of any other unavoidable cause.
<b>Z</b>	Pupil not yet on roll
<b>#</b>	School closed to pupils

### Introduction of 'Statutory Explanation'

As part of the DfE's reform, where the following codes are used there is a requirement to provide a supporting explanation in the new Academic Year.

Code DfE Description / Explanation

B Attending any other approved educational facility.

K Attending education provision arranged by the local authority

Y7 Unable to attend because of any other unavoidable cause.

B A pupil is attending a place for an approved educational activity if—

(a) the place where the pupil is attending is not the school or any other school at which the pupil is a registered pupil;

(b) the activity is educational in nature but not—

(i) educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act; or

- (ii) an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff;
- (c) the pupil's attendance at that place for that activity has been approved by a person authorised to do so by the proprietor; and
- (d) the activity is to be supervised by a person thought by the proprietor or head teacher to have appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved under sub-paragraph (c).

Date: October 2024  
Review: July 2025