



Attendance Policy

Information for Parents: This policy is available on request.

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

The Ursuline Preparatory School recognises that positive behaviour and good attendance are essential for pupils to get the most of their school experience, including their attainment and wellbeing.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

1 Introduction

Every child has a fundamental right to be educated and regular attendance is extremely important if children are to take full advantage of the educational opportunities available to them. To ensure that this is achieved parents and teachers have a duty to ensure maximum attendance at school. All children are expected to attend every day that the school is open, except in a small number of allowable circumstances, such as being too ill to attend or being given permission for an absence in advance from the school.

The safety and wellbeing of all our pupils at Ursuline Preparatory School is our highest priority and therefore, it is the duty of staff to follow up any unexplained and unexpected absence in a timely manner.

- 1.1 The law states that it is the responsibility of the parent / guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance and ultimately can lead to further action being taken.

2 Lateness

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Pupils who arrive late disrupt lessons and if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

Pupils are expected to be punctual and arrive at school on time. Should a pupil be unavoidably late, they must report directly to the School Office with their parents, who will be required to sign them in.

3 Registration Procedure

- Registration is completed both at the start of the school day and the start of school after lunch.
- Pupils are expected to be present from the beginning of the registration periods in order to be marked as present.
- Class Teachers are required to complete the electronic register at the start of the morning session and afternoon sessions and enter a reason for absence if known.
- Late arrival in a registration period will result in a 'Late' mark.
- Where the reason for absence is not known at the outset, an 'N' ('no reason provided') is entered.
- The school office is responsible for ensuring that registers are complete after each registration session and for ensuring that all unauthorised absences are investigated by contacting parents/guardians if the school has not already had a notification.

4 Reporting Absences

Parents must contact the school on the first day of absence by telephone or email before 9.15am, when the register closes.

- The school has an answer phone available to leave a message if nobody is available to take your call, or you may send an email or call into the school office personally and speak to staff.

- When a pupil is ill, the school should be notified of the nature of the illness.
- The school must be contacted on every further day of absence, again before 9.15am.
- If your child is absent from school for an extended period due to illness, a medical letter must be provided.
- Classes are checked daily, at registration time. The school will contact parents/guardians, if there has been no communication explaining reasons for absence. However, absence will not be authorised without legitimate explanation. Leave may be granted in an emergency or for medical appointments that are unavoidably during school time, but wherever possible, appointments should be made outside school hours or during school holidays.

5 Leaving Early/Signing Out

Pupils who arrive or leave the school site before the end of normal school hours are signed in/out by their parent and an explanation must be given.

6 Requests for Leave of Absence

- 6.1 A written request via e-mail, for leave of absence must be submitted directly to the Headteacher for consideration at the earliest opportunity. Authorisation will only be granted in exceptional circumstances.
- 6.2 The Headteacher will consider each application individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- 6.3 A leave of absence will usually be granted for religious observance, if the day concerned is exclusively set apart for observance by the religious body to which the pupil belongs. Parents are expected to make this request in advance.
- 6.4 A leave of absence will usually be granted for a family funeral.
- 6.5 A leave of absence will be considered for pupils who have siblings in state schools, which have conflicting term dates.

- 6.6 If a leave of absence is granted, it will be recorded as an authorised absence.
- 6.7 The 'unauthorised absence' code will be used when prior permission for an absence has not been given and where the school is not satisfied with the explanation given for absence.
- 6.8 The Department for Education 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.

67 Maintaining the Admissions Register (The school roll)

- 7.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the school will;
Maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the school (also known as the school role).
- 7.2 Where a pupil joins or leaves the school, details will be included or deleted in accordance with the provisions of the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#).

As outlined in [Children missing education \(2024\)](#), the School must notify Essex Local Authority within five days when we remove or add a pupil's name to the admissions register at **non-standard transitions**, i.e., where a compulsory school age child leaves a School before completing the School's final year or joins the School after the beginning of the School's first year.

The school records where children are moving onto when they leave the Ursuline Preparatory School and the start-dates at their new schools. Pupil information, including pupil academic reports, SEND and safeguarding concerns, are transferred to the new school. The school also requests this information from a pupil's former School, including details of any safeguarding concerns.

- 7.3 The admission register must be kept electronically and a backup copy is made at least once a month in the form of a printed document.

- 7.4 The school must ensure that the admissions register is preserved for six years beginning from the day that the entry is made.

8 Additional Needs

- 8.1 The school will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison to pupils with no disability.
- 8.2 Suitable strategies and support will also be considered for pupils with any social, emotional, or mental health issue that is affecting their attendance.

9 Monitoring and Review

Form teachers are responsible for bringing any causes for concern to the attention of the appointed Attendance Champion, Ms. Jackson, who working with Mrs. Wilson and Mrs. Parker-Litjens will pursue any issues that require following up with a pupil's parents or guardians and with the Local Authority as appropriate.

The Head Teacher (Mrs. Wilson) and Deputy Head Pastoral (Mrs. Parker-Litjens) have responsibility for:

- 9.1 **Monitoring** the attendance of children in the school and will work with parents to resolve any difficulties.
- 9.2 **Regularly reviewing** attendance and contacting the parent / guardian where there are any concerns about a pupil's attendance. Where necessary, agreeing measures to help improve attendance, which will continue to be monitored closely.
- 9.3 **Escalation:** If attendance continues to be a concern in subsequent half terms, without good reason for the absence, parents will be contacted in writing and a meeting will be arranged. The school will inform the local authority of any pupil who fails to attend school regularly, has been absent without the school's permission for a continuous period of 10 days or more, or may require additional support from the local authority due to illness related absence (15 or more consecutive or cumulative days).

10 Essex County Council Regulations

Further to our policy, the Essex County Council attendance regulations can be found on <https://www.essex.gov.uk/schools-and-learning/schools/school-attendance-and-absence>



Ursuline Preparatory School

The School Day

8.00 a.m.	Start of Before School Care
8.30 a.m.	Start of Before School Activities
8.45 a.m.	Start of School (Pre-Prep.Department)
8.55 a.m.	Start of School (Infants and Juniors)
9.00 a.m.	Assembly
10.10 – 10.25 a.m.	Pre-Prep. Break
10.30 – 10.45 a.m.	Morning Break for the rest of the School
11.55 a.m.	End of day (Pre-Reception)
12.00 – 1.15 p.m.	Lunch time
	Lunch time Activities (12.00-12.30 p.m)
	(12.30- 1.00 p.m)
2.55 p.m.	End of day (Reception)
3.00 p.m.	End of day (Kindergarten/Infants)
3.00 p.m.	Start of After School Care
3.15 p.m.	End of day (Juniors)
	Start of After School Activities
4.15 p.m.	End of After School Activities