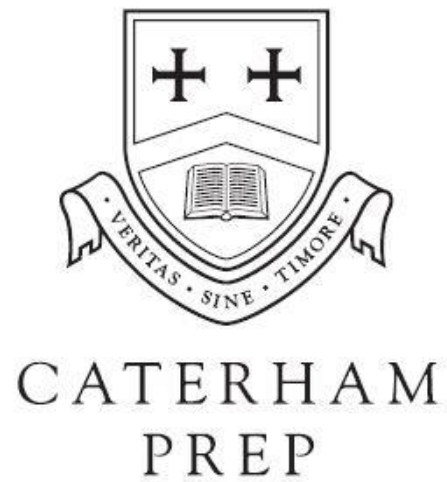




Attendance Policy

Authors	Rebecca Moore, Head of School
Date reviewed by authors	September 2026
Next review date	September 2027
<i>This policy is reviewed annually</i>	

Contents

1. Aims and scope	3
2. Roles and responsibilities.....	3
3. Registration and reporting absence	4
4. Managing and supporting attendance.....	5
5. Authorised and unauthorised absence.....	6
6. Safeguarding and statutory reporting.....	6
7. Record keeping, monitoring and review	7

Key School contact

Senior Attendance Champion (Prep) Rebecca Moore	Email: Rebecca.moore@caterhamschool.co.uk Telephone: 01883 342097 ext. 282
--	---

1. Aims and scope

Caterham Prep is committed to promoting good attendance and punctuality so that pupils can benefit fully from the educational, pastoral and co-curricular opportunities available to them. The School recognises that attendance is closely linked to pupils' educational achievement, social development, emotional wellbeing and safeguarding.

The School works in partnership with pupils and their families to establish positive attendance habits, identify barriers to attendance early and provide appropriate support where concerns arise. Attendance is considered alongside each pupil's individual circumstances, including any safeguarding, medical or additional needs.

This policy applies to all pupils in Reception to Year 6. It sets out the School's arrangements for registration, reporting and managing absence, supporting attendance, and meeting its safeguarding and statutory responsibilities.

2. Roles and responsibilities

Trustees oversee the School's approach to attendance and hold leaders to account for its implementation and effectiveness.

The Head of School (Prep) has overall responsibility for attendance across Reception to Year 6, including ensuring that appropriate arrangements are in place to promote attendance, identify concerns and provide support.

The Senior Attendance Champion oversees attendance monitoring, identifies patterns and emerging concerns, coordinates support for pupils and families, and ensures that concerns are escalated appropriately.

Class teachers take accurate registers in accordance with the School's registration arrangements, promote good attendance and punctuality, and raise concerns promptly.

The School Office maintains attendance records, records reasons for absence and follows up unexplained absences in accordance with the School's procedures.

Parents are expected to ensure that their child attends school regularly and punctually, report absence promptly, provide the reason for absence and work with the School where attendance concerns arise.

Pupils are encouraged, in an age-appropriate way, to develop positive attendance habits and speak to a trusted adult if something is making attendance difficult. The School promotes positive attendance through communication with families, celebration of good attendance where appropriate, and by fostering a culture in which pupils enjoy attending school.

3. Registration and reporting absence

3.1 Registration arrangements

The attendance register is taken at the start of each morning and afternoon session for all pupils in Reception to Year 6. Attendance is established at the beginning of the session and recorded within the School's electronic registration system during the published registration period.

The registration windows for all pupils are:

Session	Registration Window
Morning	8:15am – 8:39am
Afternoon	1:15pm – 1:44pm

Registers remain open until 8:39am in the morning and 1:44pm in the afternoon. Electronic completion may occur earlier within these periods in some year groups, but attendance is established at the start of the session and recorded for all pupils before the register closes.

In the morning, electronic registration is completed between 8.15am and 8.39am in Pre-Prep and between 8.25am and 8.34am in the Prep School, reflecting the operational arrangements of the School's management information system. All attendance information is recorded within the published registration window and before the register closes.

Where pupils, including those in Reception and Year 1, begin afternoon lessons before the electronic register has been completed, the class teacher records attendance at the start of the session and reports this to the School Office, which completes the electronic register accordingly.

Pupils arriving after registration has begun but before the register closes will normally be recorded using code L (late before register closes). Pupils arriving after the register has closed will normally be recorded using code U (arrived after registration closed), unless another attendance code applies.

3.2 Reporting absence

Parents must notify the School as soon as possible if their child will be absent, using My School Portal, and provide the reason for absence. Day-to-day attendance enquiries and notifications should be directed to the School Office via My School Portal, telephone or email. The School may request further information where necessary.

Where an absence is known in advance, parents should notify the School beforehand. Requests for leave during term time are considered in accordance with section 5 of this policy.

3.3 Following up unexplained absence

The School expects to hold more than one emergency contact number wherever reasonably possible. Where a pupil is absent without explanation, the School will contact parents on the first day of absence and continue reasonable efforts to establish contact where absence remains unexplained.

The School follows up promptly when a pupil is absent without an explanation. The School Office contacts parents to establish the reason for absence and ensure that the pupil is safe. Where contact cannot be made, or the circumstances give rise to concern, the matter is escalated in accordance with the School's safeguarding procedures.

This applies to all pupils, including those in Reception who are not yet of compulsory school age.

3.4 Lateness

Parents should ensure that their child arrives in time for the start of their school day and morning registration, in accordance with the arrangements communicated for their year group. Repeated lateness will be monitored and may be discussed with parents where concerns arise.

4. Managing and supporting attendance

The School monitors attendance and punctuality regularly to identify patterns, emerging concerns and pupils who may need additional support. The School may review attendance at an earlier stage where patterns of absence emerge, including repeated illness, regular absence on particular days, increasing lateness or a downward attendance trend. Attendance information is considered alongside staff knowledge of each pupil and their individual circumstances.

The School monitors pupils who may be at risk of persistent absence (missing 10% or more of sessions) and severe absence (missing 50% or more of sessions) and will work in partnership with families to provide appropriate support.

Where a pupil's attendance falls below 90%, the School will write to their parents to highlight the concern and, where appropriate, invite a discussion about any barriers to attendance and the support that may be needed.

The School will consider the reasons for absence and the pupil's individual circumstances when determining any further action. This may include pastoral support, reasonable adjustments, liaison with relevant professionals and regular review of the arrangements in place.

The School recognises that pupils with special educational needs and disabilities (SEND), medical conditions or difficulties affecting their emotional wellbeing may face additional barriers to attendance. Support will be considered sensitively and in partnership with families, while maintaining the expectation that pupils attend school wherever they are able to do so.

Temporary part-time timetables

In exceptional circumstances, a temporary part-time timetable may be agreed where it is in a pupil's best interests and forms part of a plan to support their return to full-time attendance. It must have a clear purpose, an agreed end date and regular review. A part-time timetable must not be used to manage behaviour or as a substitute for appropriate support.

5. Authorised and unauthorised absence

The School determines whether an absence is authorised or unauthorised in accordance with the national attendance requirements. Parents must provide the reason for an absence, but the decision about how it is recorded rests with the School. The School records

attendance in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and uses the national attendance and absence codes prescribed by the Department for Education. Attendance records may be amended where further information becomes available.

5.1 Illness and medical appointments

Parents should notify the School when their child is too unwell to attend. The School may seek further information where necessary, particularly where absence is frequent or prolonged.

Where there are genuine concerns regarding the authenticity, frequency or duration of illness-related absence, or where additional support arrangements may be required, the School may request medical evidence.

Where possible, routine medical and dental appointments should be arranged outside school hours. If an appointment during the school day is unavoidable, pupils should attend school for the remainder of the day wherever possible.

5.2 Requests for leave during term time

Parents must request permission for planned absence during term time in advance. Requests will be considered individually by the Head of School (Prep), the Head of Pre-Prep or another person authorised by the Headmaster. Leave will only be authorised where the circumstances justify it in accordance with the applicable attendance requirements.

Holidays during term time will not normally be authorised.

5.3 Unauthorised absence

An absence will be recorded as unauthorised where the School does not accept the reason given, permission for leave has not been granted, or no satisfactory explanation has been received.

The School uses the national attendance codes when recording absence and will amend records where appropriate if further information is received.

6. Safeguarding and statutory reporting

The School recognises that absence from education may indicate a safeguarding or welfare concern. Where a pupil's absence, pattern of absence or inability to make contact with their family gives rise to concern, staff will refer the matter promptly to the Designated Safeguarding Lead (DSL), in accordance with the School's Safeguarding Policy.

Where a pupil is absent and their whereabouts cannot be established despite reasonable enquiries, the School will follow the relevant procedures and make referrals to the local authority where required.

The School will make statutory attendance and sickness returns to the local authority where the relevant thresholds are met, including continuous unauthorised absence of 10 school days and sickness absence totalling 15 school days, whether consecutive or cumulative, as required by the applicable regulations.

The School will work with parents and, where appropriate, the local authority and other agencies to identify and address barriers to attendance. Attendance concerns will be considered alongside other information known about the pupil and their family. The School will not wait for attendance to fall below 90% before taking action where there is a safeguarding concern.

7. Record keeping, monitoring and review

The School maintains admission and attendance registers in accordance with statutory requirements. Attendance records are completed accurately, amended where necessary and retained for the required period.

The Senior Attendance Champion (Prep) reviews attendance information to identify patterns, evaluate the effectiveness of support and inform any further action. Attendance data is reviewed at individual, class, year group and whole-school level to identify patterns, trends and groups of pupils who may require additional support. Trustees review attendance information regularly and provide support and challenge to school leaders regarding attendance trends and strategies.

Attendance and admission registers are legal records. Entries in the admission and attendance registers are preserved for six years from the date on which each entry was made. Amendments retain the original entry and record the amended entry, reason for amendment, date of amendment and the name of the person making it.

This policy is reviewed annually, or sooner where changes to statutory requirements or School arrangements make this necessary.