



# CHELSEA

## HALL SCHOOL

# ATTENDANCE POLICY

**Responsible Person:** Headteacher (Jessica Duemler)

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**Review Cycle:** Annual

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## INTRODUCTION

Chelsea Hall School is owned and operated by Cavendish Education; the Proprietary Body, also known as the Governing Body. Any reference to Governors means any Director of Cavendish Education.

This Policy document is one of a series of CHS Policies that, taken together, are designed to form a comprehensive formal Statement of CHS's aspiration to provide an outstanding education for each and every one of its pupils, and of the mechanisms and procedures in place to achieve this.

Accordingly, this Policy needs to be ready alongside all of these Policies in order to get the full picture, and should be read in conjunction with other Chelsea Hall School's policies and procedures.

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that Chelsea Hall School is undertaking to ensure the implementation of its core values, our '4 Cs':

**Character**  
**Creativity**  
**Confidence**  
**Competence**

While this current policy document may be referred to elsewhere in Chelsea Hall School documentation, including particulars of employment, it is non-contractual.

In all CHS Policies, unless the specified context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

CHS employs the services of the following consulting companies to ensure compliance is met and best practice is implemented:

**Peninsula HR Online**  
**Peninsula Business Safe (Health and Safety)**  
**Atlantic Data (DBS)**  
**Educare (online CPD)**

Chelsea Hall School fully recognises the responsibility it has under sections 157/175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children and young people, and expect all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Chelsea Hall School. This responsibility is more fully explained in the statutory guidance for schools and colleges [Keeping Children Safe in Education September 2022](#).

All staff are made aware of their duties and responsibilities under part one of this document.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Chelsea Hall School.

Chelsea Hall School's policy documents are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## **EXPECTATIONS**

Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to as much as possible.

Chelsea Hall School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

## **ROLES AND RESPONSIBILITIES**

It is the school's responsibility to:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that systems to record and report attendance data are in place and working effectively
- work out appropriate and accurate annual attendance numbers and future attendance targets, and submit these to the LA within an agreed timescale each year
- monitor attendance
- review and discuss attendance issues in leadership meetings. Discuss with parents when necessary
- develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

It is the parents / carers responsibility to:

- engage with their children's education – support their learning and take an interest in what they have been doing at school
- promote the value of good education and the importance of regular school attendance at home
- encourage and support their children's aspirations
- follow the set school procedure for reporting the absence of their child from school (see below), and include an expected date for return
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours whenever possible
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- keep the school informed of any circumstances which may affect their child's attendance
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so to the headteacher (see below)

## **CATEGORIES OF ABSENCE AND PROCEDURE FOR REPORTING ABSENCE**

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised (see code below). Where staff have concerns regarding absences, they should follow the school's safeguarding procedures.

When a child is to be absent from school without prior permission, parents should inform the school by telephone or email on the first day of absence and let them know what date they expect the child to return. A written note (email) will be required for prolonged absence.

### **ILLNESS (I)**

Most cases of absence due to illness are short term, but parents will need to make a phone call / send an email to alert the school on the first day/each day of absence. For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card or a prescription paper. This is both for our attendance record but also so we are aware of any needs the child may have following their bout of illness.

### **MEDICAL OR DENTAL APPOINTMENTS (M)**

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible.

### **AUTHORISED ABSENCE (C)**

There may be some instances where the school will authorise absence such as for a family bereavement.

### **FAMILY HOLIDAY AND EXTENDED LEAVE (H)**

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time but should not extend their holidays without first getting consent from the head teacher.

All requests for authorised absence will be responded to in writing, and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

### **RELIGIOUS OBSERVANCE (R)**

Chelsea Hall School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times.

Parents will be aware of these dates and should give the school written notification in advance.

### **LATE ARRIVAL**

Registration takes place between 8.15 and 8.50. Pupils who arrive after this time will be marked as late.

Parents should inform school as soon as possible if their child is going to arrive late. Any unjustifiable reason for absence will be marked as unauthorised. It is vital that teaching staff inform the office of

late arrival to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

## **SCHOOL ACTION: FOLLOWING UP ON ABSENCES**

The school register is checked by the school office at the end of the registration period. Where there are unexplained or unauthorised absences, the school will contact the parents or carers. If a pattern of unauthorised absences emerges, the office manager/head teacher will contact the parent or carer to discuss possible reasons and school support systems that could help.

Where a child has been absent from school for a period of more than 20 school days, and where the absence was unauthorised and both the school and LA have been unable to contact the parents, the school may remove the child from the school roll. The school will notify the local authority when such action is taken.

## **LOCAL AUTHORITY**

The local authorities are now requesting attendance records before paying fees. The LA are insisting that attendance must be 93% or above unless there is a significant reason for it being lower.

Attendance below 93% could put the child's placement in jeopardy.

## **CHRONIC LATENESS**

For students that are persistently late, the school will call a meeting in order to put together an attendance action plan. The school will work closely with the LA to ensure that the plan is actioned to ensure students are able to access all learning.

## **SAFEGUARDING CONCERN**

If the action plan is not effective in increasing the child's attendance, it will raise safeguarding concerns and a formal meeting with the Designated Safeguarding Lead, the LA and the Executive Principal will be called. If the LA decides that attendance is not satisfactory the child's placement could be compromised