



**ATTENDANCE POLICY**  
**Parsons Green Prep**  
**including EYFS (Reception)**

Reviewed by: Dr Pamela Edmonds (Head)

Reviewed: July 2026

Next review: July 2027

**AIMS OF THIS POLICY**

Parsons Green Prep (PGP) is committed to meeting our obligations with regards to school attendance including those laid out in the Department of Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and reducing absence, including persistent absence
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Obligations under the Equality Act 2010
- The individual needs of pupils and their families who have specific barriers to attendance

The School will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons. This will often involve a support plan agreed with the parents.

**Definition of Compulsory School Age**

A child must be in full-time education by the time they reach compulsory school age defined as by the UK government as 31 December, 31 March or 31 August following the child's fifth birthday - whichever comes first (<https://www.gov.uk/schools-admissions/school-starting-age>). If the child's fifth birthday is on one of those dates then they reach compulsory school age on that date.

Most children start school full-time in the September after their fourth birthday with the child turning five years of age during their first academic year. If a parent or the school feels this is too early, and the child is not ready to start school, they may apply for a delay to start on a part-time basis prior to their child turning five years of age. At Parsons Green Prep the school offers the option for a child under five years of age in Reception to attend half days in the first three weeks, this may be followed by a half day on a Friday only until the Autumn term half-term break. All children in Reception attend full-time after the Autumn term break for the academic year.

**LEGISLATION AND GUIDANCE**

This policy is based on the DfE's statutory guidance on [Working together to improve school attendance \(applies from 19 August 2024\)](#) and school attendance parental responsibility measures. The guidance is also based on the following legislation setting out the legal powers and duties that govern school attendance:



- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- <https://www.gov.uk/schools-admissions/school-starting-age>
- Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 [https://www.legislation.gov.uk/uksi/2024/208/pdfs/uksem\\_20240208\\_en\\_001.pdf](https://www.legislation.gov.uk/uksi/2024/208/pdfs/uksem_20240208_en_001.pdf)
- <https://www.legislation.gov.uk/uksi/2024/208/made>

It also refers to:

- [Keeping Children Safe in Education \(September 2026\)](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## ROLES AND RESPONSIBILITIES

Attendance, welfare and wellbeing of pupils/children at Parsons Green Prep are everyone's responsibility in the school. It starts with the Proprietor and the Governance Team, the Head, Senior Leadership Team (SLT), the Attendance Champions who are on the SLT and the Admissions Registrar, but includes all school staff.

## PROPRIETOR/GOVERNANCE TEAM

The Governing Team is expected to:

- Ensure that the school has an admissions register and an attendance register
- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure the Heads and school leaders fulfil expectations and statutory duties
- Regularly review (at least termly) attendance data, discuss and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most
- Ensure that school staff receive adequate training on attendance
- Hold the Head to account for the implementation of this policy

## THE HEAD

The Head is responsible for:

- Implementation of this policy at the school
- Ensuring that the school has an admissions register and an attendance register.
- Ensures that the admissions register and the attendance register are kept electronically.
- Ensures that all pupils/child's regardless of their age are placed on the admissions register and have their attendance recorded in the attendance register.
- Ensures that the admissions register (school roll) records the specific personal details of every pupil/child in the school along with their starting date, information regarding parents and details of the school last attended.



- Ensures that pupils are only deleted from the admissions register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies, including when a pupil registers at another school, the Governance Team/Head does not have reasonable grounds for the school to believe that the pupil will attend the school again, a parent of the pupil has told the school in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school ([https://www.legislation.gov.uk/ukxi/2024/208/pdfs/ukxiem\\_20240208\\_en\\_001.pdf](https://www.legislation.gov.uk/ukxi/2024/208/pdfs/ukxiem_20240208_en_001.pdf), <https://www.legislation.gov.uk/ukxi/2024/208/made>).
- Monitoring school-level absence data and reporting it to the Governance Team
- Supporting staff with monitoring the attendance of individual pupils/children
- Monitor the impact of any implemented attendance strategies
- Ensuring identification and follow-up of absences and patterns of prolonged absence including in Early Years
- Ensure triangulation of absence with safeguarding in consultation with the DSL
- Ensures support for families and reporting to the LA
- Monitor the impact of any implemented attendance strategies

#### THE DESIGNATED SAFEGUARDING LEAD (DSL):

- Leading, championing and improving attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Oversees, in conjunction with the Senior Leadership Team (SLT), calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Working with education external agencies to tackle persistent absence

#### ADMISSIONS REGISTRAR:

- Ensures that the admissions register is kept electronically
- That the admissions register includes:
  - Confirmation that the parents have accepted the offer of a place and agreed the start date for their child.
  - The start date is recorded on the register
  - If a pupil/child fails to attend school on the agreed starting date, the school follows this up and establishes the reason for the absence. If the school is unable to locate the pupil/child, it should notify the local authority
  - The pupil's/child's name is entered/recorded on the register no later than on the first day they attend the school
  - The pupil's/child's personal details of every pupil at the school are in the admissions register. The register **must** include the following information for every pupil:
    - Full name
    - Name the pupil/child uses at school
    - Sex



- Full name and address of each of the pupil's/child's parents
- Which of the pupil's/child's parents, if any, the pupil/child normally lives with
- At least one telephone number (two or three) by which each parent can be contacted in an emergency. For children in Reception (Early Years), the school requires two additional emergency contact numbers.
- Day, month and year of birth
- Day, month and year of the pupil's starting day at the school
- Name and address of the last school the pupil/child attended, if any

Where a parent of a pupil informs the school that the pupil will live at another address, whether in addition to or instead of the address at which the pupils currently lives, the school must ensure that the admissions register contains the address and the date when the pupil will start normally living there.

### Management of Leavers

The school must ensure that the admissions register contains:

- The name of the other school
- The date when the pupil began or will begin attending that school

### CLASS TEACHERS:

The Class Teachers are responsible for recording attendance daily, electronically, using the correct codes (see appendix 1) on the school system (Engage). Absences are followed up by the Front Office Manager.

### PARENTS:

Parents are expected to:

- Make sure that their child attends every day on time
- Call the school or email to report their child's absence before 08:30 on the day of the absence and each subsequent day of absence and advise when they are expected to return
- For planned absences the parent must complete an absence form, which must be approved as authorised or unauthorised by the Head
- Provide the school with more than one emergency contact number for their child and additional contact numbers for emergencies, particularly for when parents are not in the UK. Parsons Green Prep has a multicultural cohort with many pupils/children having a family 'home' outside of the UK
- Ensure that, where possible, appointments for their child are made outside of the school day

### PUPILS:

Pupils are expected to:

- Attend school every day on time. The school uses the minimum 92% attendance provided by the DfE as a benchmark for attendance with weekly, monthly and annual data maintained for all pupils/children
- Attend every timetabled session on time

### MAINTENANCE OF THE ADMISSIONS REGISTER

The admissions register must be kept up to date. The school encourages the parents to inform the school of any changes whenever they occur and must ensure that the admissions register is amended promptly. The



Admissions Registrar and Front Office Manager update parents' details on the school's electronic management system (Engage) when informed of changes by the parent(s). Additionally, parents are requested to complete an online form to confirm that their contact details and address have not changed and to provide details of changes, prior to the start of every academic year.

The people responsible for attendance, The Senior Attendance Champions, are the DSL and the Head.  
Contact details:

DSL: Mr Lee Bradshaw Email: [lee.bradshaw@parsonsgreenprep.co.uk](mailto:lee.bradshaw@parsonsgreenprep.co.uk) Tel: 020 7371 9009

Head: Mr Alex Jarrett Email: [head@parsonsgreenprep.co.uk](mailto:head@parsonsgreenprep.co.uk) Tel: 020 7371 9009

### MONITORING ABSENCE

The School Office takes calls about absence and monitors absence emails from parents on a day-to-day basis, recording it on the school's MIS system (Engage). They will also transfer calls from parents to the Head, DSL and/or Head of Pastoral and Wellbeing in order to provide them with more detailed support on attendance. The School Attendance Champions have oversight of:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Head of Governance.

### RECORDING ATTENDANCE

#### ATTENDANCE REGISTER

The school keeps an electronic attendance register and places all pupils onto this register.

The school takes an attendance register at the start of the day between 08:45 and 08:50 with the first lesson starting at 09:00. A second register is taken between 13:00-13:30 (within a 30-minute period) prior to the first afternoon lesson/session of each school day. See Appendix 1 for the attendance codes (August 2024).

Every pupil is marked:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances. Any amendment to the attendance register is accompanied by the reason, which is added in the accompanying text box on Engage to ensure that there is indication of:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment



The school also records:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

### **RETENTION OF RECORDS**

The school keeps every entry on the attendance register for six years after the date on which the entry was made.

### **ABSENCE – COMMUNICATION WITH THE LOCAL AUTHORITY**

The school will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 consecutive school days or if the authenticity of the illness is in doubt, the school may ask the pupil's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

The school needs to provide local authorities with the name and address of pupils who miss 15 consecutive or cumulative days due to illness who may need additional support from the local authority to continue their education, as set out in the recently updated statutory guidance for local authorities [Education for Children with health needs who cannot attend school](#).

### **PLANNED ABSENCE**

Attending a medical or dental appointment will be counted as authorised if the pupil's parent notifies the school in advance of the appointment. However, the school encourages parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

### **LATENESS AND PUNCTUALITY**

A pupil who arrives late (after 08:50):

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Pupils who are persistently late are reported to the Attendance Champions

### **FOLLOWING UP ABSENCE**

Where any child the school expects to attend school does not attend, or stops attending, the school will:



- Follow up on their absence with their parent to ascertain the reason, which is done via the main school office. If the school cannot reach any of the pupil's emergency contacts, the school may make a home visit or call the police for a welfare check.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent.
- Call the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

### REPORTING TO PARENTS

The school will regularly inform parents about their child's attendance and absence levels via regular written reports. Attendance is reported on the termly academic reports published to parents in the form of the number of absences that term.

### AUTHORISED AND UNAUTHORISED ABSENCE

#### APPROVAL FOR TERM-TIME ABSENCE

The Head will only approve a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head's discretion and any requests for these must be made in writing.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Exceptional circumstances

#### STRATEGIES FOR PROMOTING ATTENDANCE

Good attendance and punctuality (as well as significant improvements) are acknowledged by the school. There is clear communication to parents setting out the expectations for attendance.

#### SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL AND PUPILS ABSENT DUE TO COMPLEX BARRIERS TO ATTENDANCE

The school will:

- Work with families/external agencies to alleviate barriers and/or create bespoke timetables for re-entry to school after prolonged absence



## **PUPILS ABSENT DUE TO MENTAL OR PHYSICAL ILL HEALTH or SEND**

The school will:

- Work with families/external agencies to alleviate barriers and/or create bespoke timetables for re-entry to school after prolonged absence
- Where a pupil has an Education Health and Care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that relate to the pupil's needs, the school will inform the local authority

## **PUPILS RETURNING TO SCHOOL AFTER A LENGTHY OR UNAVOIDABLE PERIOD OF ABSENCE**

The school will:

- Work closely with families/external agencies to ensure a smooth transition back to school. Strategies that may be employed, but not limited to, are: modified timetable and wellbeing support strategies.

## **MONITORING ATTENDANCE**

The school:

- Monitors attendance and absence data WEEKLY, termly and yearly across the school and at an individual pupil level
- Identifies whether or not there are particular groups of children whose absences may be a cause for concern
- Looks at historic and emerging patterns of attendance and absence, and then develops strategies to address these patterns.

## **REDUCING PERSISTANT AND SEVERE ABSENCE**

Persistent absence is where a pupil misses ten consecutive days of school or a total of 15 days of school in any academic year. In these cases, the parents will be informed and an action plan agreed to support the pupil's/child's improved attendance.

The school:

- Will meet with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance



## PENALTY NOTICES

Penalty notices can be used by schools with the exception of independent schools (p.56 [Working together to improve school attendance](#) (applies from 19 August 2024). There is flexibility in how local authorities work with independent schools to better suit the needs of different local independent schools (p.7). The school informs the local authority of patterns of absence in line with the preferred method used by Hammersmith and Fulham.

<https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/hf-school-attendance-strategy-2024-2029>

## POLICY REVIEW

This policy will be updated by the Head, and reviewed, annually, by the Governance Team.

### APPENDIX 1: Attendance Codes (Effective August 2024)

Present Codes	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school



Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
<b>Unauthorised Absence</b>	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (e.g. holidays, insets and polling station days)