

# LVS ASCOT



**LVS Ascot**

A Co-educational Day & Boarding School  
for young people aged 4 - 18

## ATTENDANCE POLICY

### Whole school including the EYFS

<b>Relevant Statutory Regulations:</b>	ISSR 15 312 to 322  Education (Pupil Registration) (England) Regulations  Education Act 1996 section 434(6)  KCSIE 2023
<b>Nominated member of SMT responsible for the policy:</b>	Laura Collins
<b>Updated:</b>	01 September 2023
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## Principles

By law, all children of compulsory school age (5 to 16) must receive a suitable full-time education. Parents, teachers and the local authority have a duty to ensure maximum attendance at school. LVS Ascot holds high expectations of attendance and punctuality. Term dates are published a year in advance and are available on the school website. Any amendments to this will be clearly communicated to all stakeholders.

## Aims

1. To enable pupil attendance through valuing high attendance rates.
2. To encourage students to take full advantage of their educational opportunity by attending regularly.
3. To recognise the external factors which influence pupil attendance and work in partnership with parents to address difficulties.

## Objectives

1. To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.
2. To provide an effective and efficient system for the monitoring of attendance.
3. To ensure that the health, welfare and safeguarding of all students is fully monitored through vigilant and proactive monitoring of attendance

## Practice

1. Attendance is recorded by a pupil's tutor (or other appropriate member of staff) in the morning at 8.40am and in the afternoon at 13:55 (in the Infant and Junior School this time is 13:20). A register is also taken at the start of each lesson and recorded through ISAMs
2. Pupils must attend all scheduled classes and sessions, including assemblies, registration, tutorial meetings, House meetings and school fixtures. Any absence from school, however short, must be supported in writing by parents or guardians, either through a Leave of Absence request on the Parent Portal or through email.
3. Pupils are expected to be punctual at all times. Poor punctuality could be a symptom of an underlying problem and should be investigated by staff immediately. Repeated poor punctuality will be dealt with through the Well-being system and will be recorded on a pupil's iSAMS record.
3. All unknown registration absences will be followed up by a call from the school receptionist, following scheduled registration periods to verify absence.
4. Tutors are to raise any attendance issues with the pupil's IHM (and BHM where applicable) or Head of Sixth Form if they have concerns over any individual parents or pupils.
5. IHMs (and BHM's where applicable) have a duty to review their pupils' absence figures on a half-termly basis, to work alongside the tutor to identify any patterns or concerns regarding absence or punctuality. An attendance report plus a brief summary should

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be sent to the Deputy Headteacher, Wellbeing and Compliance towards the end of each half-term.

6. *Causes for Concern:* IHMs (and BHMs where applicable) or the Head of Sixth Form will liaise with parents or, if not applicable, the Head of Well-being (or Assistant Head – Head of Boarding, if applicable) or the DSL will liaise with outside agencies in consultation with the Principal.
7. In the Infant and Junior School monitoring of absence is undertaken by the Class Teacher and the Senior Management Team. Causes for concerns are to be raised with the Headteacher of the Infant and Junior School.
8. The Local Education Authority (LEA) will be notified if a pupil has left the school and the admission register updated to reflect this:
  - Due to the commencement of education at another educational establishment.
  - Due to parents taking the pupil out of school to be educated outside the school system, e.g. home education;
  - If the child has ceased to attend school for any reason, including ill health, relocation or permanent exclusion.

When a notice of leaving has been received the admin team will send an “Exit Form” to the parents/guardians which requests the New School. The administration team will then contact the New School on proposed Enrollment date or before to ensure that the child has commenced education there.

9. Unplanned absences will be marked as an ‘N’ but it is the responsibility of the school receptionist to change this as soon as the reason for the pupil’s absence is or becomes known. A pupil’s tutor or class teacher must check the Leave of absence requests and emails in case of communication of absence from parents.
10. As per KCSIE 2023 a child is deemed “absent from education” when they are on school roll and have persistent, or regular patterns of absence. In this instance the DSL will work with the parents/guardians and if appropriate the Local authority to try and improve the attendance.

A child “missing from education” is when a child has been taken off of roll and is no longer attending a place of education whilst at compulsory school age. The Local Authority will be informed of this within 10 days, less if a child is considered in need or on a child protection plan.

### Expectations

1. Pupils are expected to attend school every day unless they are ill or have pre-arranged permission from the Principal to be absent from school. This is also applicable where officially authorised “online” learning is taking place.
2. Where a pupil is absent for 3 consecutive days or has a pattern of absence that is a concern, this must be reported, usually by the tutor, to the IHM (and BHM if applicable)
3. In line with regulations, any absence of more than 10 consecutive days or regular absence will be reported to the LEA.

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4. Any absence due to reasons other than illness without permission from the Principal will be recorded as “unauthorised”.
5. Any absence over four days will be reported to Tier 4 department in the case of overseas students.
6. Parents should arrange vacations during the published periods of holiday, unless there are extenuating circumstances and prior permission is granted by the Principal.
7. Medical appointments should be made outside of the school day where possible.