



# KNIGHTON HOUSE

D O R S E T

## **Knighton House School Attendance Policy Including EYFS**

Reviewed by: Deputy Head

Reviewed:

Next Review: **Currently Under Review – School Merger**

### **KNIGHTON HOUSE ATTENDANCE POLICY**

Knighton House sees the successful education of our pupils as a partnership between the family and the school. We are committed to providing the highest quality of education possible. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

Knighton House has a statutory obligation to maintain an appropriate attendance register in accordance with The Education (Pupil Registration) (England) Regulations 2006 as amended by the The Education (Pupil Registration) (England) (Amendment) Regulations 2016 and 2018.

In order to comply with its statutory obligations, Knighton House expects that it will enjoy the full support of all parents in implementing this policy.

#### **Registration times**

An attendance register is kept for each form in the school (which, for the purposes of this policy includes EYFS) and Prep departments.

The register is completed at the start of each morning and afternoon session.

Pupils in the Pre-prep department are expected to arrive for morning registration no later than 8.40 am. Pupils in the Prep department are expected to arrive for morning registration no later than 8.30am and be in their form room for afternoon registration no later than 2.25pm.

#### **Late Arrival of a Pupil**

If a pupil arrives at school after registration ends or after her form teacher has taken the register, she must go straight to the office and notify the secretary of her arrival and reason for lateness. In The Orchard the staff must inform the school office as soon as is practical.

#### **Absence**

Permission must be sought from the Head for a pupil to be absent from school, apart from cases of illness.

### **Leaving school during school hours**

If a pupil has permission to leave school, with a parent, guardian or matron, during school hours, the parent must sign their daughter out on the appropriate sheet kept on 'the slab'.

If pupils leave for a school trip during the day the member of staff responsible notifies the secretary of their departure.

### **Returning to school during school hours**

If a pupil, who has been signed out, returns to school during the school day but outside a registration period, her parent, guardian or matron must sign the sheet on their return.

If pupils return from a school trip during school hours but outside a registration period, it is the responsibility of the member of staff to notify the secretary that they have returned.

### **Pupil illness or unplanned absence**

If a pupil is ill or unable to attend school for any other reason and the school has not been previously notified, parents should telephone the school office by 8.45am at the latest. If telephoning early, before the office is staffed, parents may leave a message on the answerphone. Parents should not e-mail form teachers of unplanned absence as teachers cannot check e-mails during registration periods. If a pupil is ill for more than one day, parents should telephone the office each morning to confirm the pupil will be absent for that day. Furthermore, if a pupil is absent for more than 3 days due to illness parents will be asked to confirm the illness in writing, by letter or email, to the school office.

### **Pupil planned absence**

Knighton House values the strong relationship it has with parents. We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend. As far as possible medical appointments should be made during the holidays, although the school recognises that this is not always in parents' control. If a parent needs to take a child out of school for a medical appointment parents must notify the school by email in advance. In some circumstances parents may be asked to provide evidence of the appointment.

Permission from the Head must be sought in advance for all other absences. Parents are reminded that the Head has a duty to ensure the continuity of a pupil's education and may refuse permission where he considers this to be threatened, eg in cases of lengthy or repeated absences. Such absences will then be registered as unauthorised. This includes attendance on Saturday morning.

### **Unauthorised absence**

It is expected that all parents will notify the school of any absence in accordance with this policy in order that the school can safeguard the welfare of all pupils. It is therefore unlikely that there will be an unexplained absence by the end of a registration period. If a pupil is absent with no notification from parents, it is the responsibility of the form tutor, assisted by the secretary to make contact with parents, as a matter of priority, to establish a reason for the absence. In such situations, the secretary will seek to contact parents before 10.00 am, once the registers have been checked.

### **Repeated unauthorised absences**

If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then

contact the LA support services, who may visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

### **Duty to report absence and Children missing Education**

Local Authority Local Authorities have a legal responsibility to identify children of compulsory school age who are not in education. Knighton House may therefore receive an enquiry about whether they are educating a specific child and the school is obliged to provide this information to the Local Authority.

Schools are required to alert Dorset County Council after a pupil of compulsory school age has been absent without authority for ten consecutive days (other than for reasons of sickness or leave of absence), or fails to attend school regularly or is removed from the school roll without the pupil's next school being known. In this last case, the school is required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.

A child going missing from education is a potential indicator of abuse or neglect. Knighton House staff know children that go missing from education, particularly on repeat occasions, may be an indicator vulnerability of the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future

Contacts are:

| Responsible Officer | Contact Details  |
|---------------------|--|
| Colin Briden        | Tel: 01305 225728<br>Email: <a href="mailto:c.r.briden@dorsetcc.gov.uk">c.r.briden@dorsetcc.gov.uk</a> |

We will notify the local authority when any pupil is going to be deleted from the admission register. The exception being when a pupil has completed their final year.

Contacts are as follows:

When pupils:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;  
Kate Williams 01305 224762 email: [k.l.williams@dorsetcc.gov.uk](mailto:k.l.williams@dorsetcc.gov.uk))
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;  
Jean Walker 01305 228444 email: [j.k.walker@dorsetcc.gcsx.gov.uk](mailto:j.k.walker@dorsetcc.gcsx.gov.uk)
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or, have been permanently excluded.  
Kate Williams 01305 224762 email: [k.l.williams@dorsetcc.gov.uk](mailto:k.l.williams@dorsetcc.gov.uk))

We will also notify the local authority within 5 days of adding a pupil to our attendance register at a non – standard transition point [schoolattendance@dorset.gov.uk](mailto:schoolattendance@dorset.gov.uk)

## **Registers**

The admission register and attendance register must be preserved for a period of three years after the date on which the entry was made

**SCHOOL ATTENDANCE TEAM  
REMOVAL FROM SCHOOL REGISTER NOTIFICATION \***



|  |  |
|--|--|
| <b>Full name of student</b>  |  |
| <b>Date of Birth</b>   |  |
| <b>School</b>  |  |
| <b>School address</b>  |  |
| <b>School telephone number</b>                                       |  |
| <b>School contact</b>  |  |
| <b>Finish date</b>   |  |
| <b>Parent(s)</b>   |  |
| <b>Address(es)</b>   |  |
| <b>New school<br/>(if known)</b>                                     |  |
| <b>Address<br/>(if known)</b>  |  |
| <b>Any other information</b>   |  |
| <b>Date received<br/>(to be completed by School Attendance Team)</b> |  |

*\*this form to be used to notify the local authority when a student's name is removed from the admission register at a non-standard transition point.*

Please email to [schoolattendance@dorsetcc.gov.uk](mailto:schoolattendance@dorsetcc.gov.uk)

**SCHOOL ATTENDANCE TEAM  
NEW ADMISSIONS NOTIFICATION \***



|  |  |
|--|--|
| <b>Full name of student</b>  |  |
| <b>Date of Birth</b>   |  |
| <b>New/receiving school</b>  |  |
| <b>School address</b>  |  |
| <b>School telephone number</b>   |  |
| <b>School contact</b>  |  |
| <b>Start date</b>  |  |
| <b>Parent(s)</b>   |  |
| <b>Address(es)</b>   |  |
| <b>Previous school</b>   |  |
| <b>Address</b>   |  |
| <b>Any other information</b>   |  |
| <b>Date received</b><br><i>(to be completed by School Attendance Team)</i> |  |

*\*this form to be used to notify the local authority when a student's name is added to the admission register at a non-standard transition point.*

Please email to [schoolattendance@dorsetcc.gov.uk](mailto:schoolattendance@dorsetcc.gov.uk)

## **Dorset School Attendance Service      Useful Contacts**

Colin Briden – Attendance Manager

Email: [c.r.briden@dorsetcc.gov.uk](mailto:c.r.briden@dorsetcc.gov.uk)

Tel: 01305 225728

Jane Drew – Attendance Support Officer, Weymouth & Portland

Email: [j.drew@dorsetcc.gov.uk](mailto:j.drew@dorsetcc.gov.uk)

Tel: 01305 224052

Nicky George – Attendance Support Officer, Dorchester, Bridport,  
Beaminster & Lyme Regis

Email: [n.george@dorsetcc.gov.uk](mailto:n.george@dorsetcc.gov.uk)

Tel: 01305 225742

Kay James – Attendance Support Officer, Blandford, Gillingham,  
Shaftesbury, Sherborne & Sturminster Newton

Email: [k.b.james@dorsetcc.gov.uk](mailto:k.b.james@dorsetcc.gov.uk)

Tel: 01305 225711

Cheryl Noble – Attendance Support Officer, Purbeck, Lytchett Minster &  
Wimborne

Email: [c.noble@dorsetcc.gcsx.gov.uk](mailto:c.noble@dorsetcc.gcsx.gov.uk)

Tel: 01305 225976

Laura Whittaker – Attendance Support Officer, Christchurch, Ferndown &  
Highcliffe

Email: [l.m.whittaker@dorsetcc.gov.uk](mailto:l.m.whittaker@dorsetcc.gov.uk)

Tel: 01305 221418

Kristian Rose – Children Missing Education (CME)

Email: [k.l.rose@dorsetcc.gov.uk](mailto:k.l.rose@dorsetcc.gov.uk)

Tel: 01305 225741

Julia Howorth – Attendance Team Administrator

Email: [j.howorth@dorsetcc.gov.uk](mailto:j.howorth@dorsetcc.gov.uk)

Tel: 01305 228392