

Farrowdale House

INDEPENDENT PREPARATORY SCHOOL

Proprietors:
Mrs S. Hall & Mrs Z. Campbell
Head Teacher:
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Attendance Policy

This policy applies to the whole school including the EYFS

Our Attendance Champion is Mrs S Hall

1. Aims of the Policy

Farrowdale House is committed to providing a full and efficient education for all pupils. Regular attendance is essential if pupils are to take full advantage of the educational opportunities available to them. The school aims to:

- Promote excellent attendance and punctuality
- Ensure safeguarding by knowing the whereabouts of pupils
- Support families in removing barriers to attendance
- Comply with the law and with the expectations of the Independent School Standards

2. Legal Framework

This policy is informed by:

- The Independent School Standards Regulations
- Keeping Children Safe in Education (KCSIE)
- Working Together to Improve School Attendance (DfE guidance)
- The Education (Pupil Registration) Regulations 2006 (as amended)

Although independent schools are not required to follow local authority procedures, Farrowdale House chooses to reflect national best practice in promoting high attendance and safeguarding pupils.

3. Expectations of Attendance

- Pupils are expected to attend school **every day the school is open**, unless they are genuinely ill or there is an unavoidable reason for absence.
- Parents are responsible for ensuring their child attends regularly and on time.
- The school's target for attendance is **at least 95%** for all pupils.

4. Punctuality

- The school day begins at **8.45am**.
- Pupils are expected to arrive on time and ready to learn.
- Persistent lateness is monitored and followed up with parents as it disrupts learning and can affect safeguarding procedures.

5. Recording Attendance

- Attendance is recorded **twice daily**: morning and afternoon.
- An electronic register is maintained in accordance with regulations.
- The school keeps accurate and up-to-date records for safeguarding and compliance.

6. Absence Procedures

6.1 If a Child Is Absent

- Parents must notify the school **by 9:00am on the first day of absence**.
- Communication should be via **telephone/email/online portal**.
- If no reason is provided, the absence will be followed up the same day as part of safeguarding procedures.

6.2 First-Day Calling

- If a pupil is absent and the school has not been informed, staff will attempt to contact parents immediately.
- If the school cannot establish a child's whereabouts, further safeguarding action will be taken in line with KCSIE guidance.

7. Medical Appointments

- Wherever possible, medical and dental appointments should be made **outside school hours**.
- When this is not possible, parents must inform the school in advance and provide evidence if requested.

8. Authorised and Unauthorised Absence

8.1 Authorised Absence May Include:

- Genuine illness
- Medical or dental appointments
- Exceptional family circumstances (considered on a case-by-case basis)
- Religious observance (in line with guidance)

8.2 Unauthorised Absence Includes:

- Holidays in term time (unless exceptional circumstances apply)
- Unexplained absences
- Oversleeping
- Non-urgent appointments taken in school time

9. Term-Time Leave (Holidays)

- Holidays during term time are **strongly discouraged** and will only be authorised in **exceptional circumstances**.
- Parents must submit a written request to the Headteacher in advance.
- The Headteacher's decision is final.

10. Persistent Absence

- A pupil with attendance below **90%** is considered persistently absent.
- The school will:
 - Monitor attendance closely on Compass
 - Meet with parents to identify barriers
 - Offer appropriate support
 - Set attendance targets where necessary

The parents will:

- Provide evidence
- Understand that at 10 unauthorised absences will be referred to the LA

Where attendance does not improve and safeguarding concerns arise, the school may seek advice from the local authority.

11. Roles and Responsibilities

Parents Will:

- Ensure regular and punctual attendance
- Inform the school promptly of absences
- Avoid term-time holidays
- Work with the school to improve attendance where needed

The School Will:

- Promote a positive attendance culture
- Maintain accurate registers
- Follow up absences promptly
- Support pupils and families
- Take safeguarding action where absence causes concern

The Headteacher Will:

- Oversee implementation of this policy
- Make decisions regarding authorised leave
- Report attendance patterns to proprietor and DSL

12. Children Missing Education (CME)

- The school follows local authority guidance on Children Missing Education. Where a pupil's whereabouts cannot be established or sustained non-attendance is a concern, appropriate referrals will be made.

13. Monitoring and Review

- Attendance data is monitored regularly by senior leaders.
- Patterns and trends are analysed to support early intervention.
- This policy is reviewed **annually** or sooner if guidance changes.