



Attendance Policy

Lyndhurst Preparatory School (Ages 3-11)

Academic Year: 2026-2027
Last Reviewed: 03.09.26

Policy Owner: School Secretary
Review Cycle: Annual

1. Aims and Principles

The school's aims to manage and improve attendance effectively are:

- To build strong relationships with families.
- To understand any barriers to attendance and reduce them.
- To communicate a clear attendance policy to staff, pupils, and parents.
- To accurately complete daily attendance records.
- To maintain strong academic, wellbeing, and social development for all pupils.

The school will:

- Promote benefits of strong attendance—Every Day Matters.
- Create a culture where school is a place pupils want to be.
- Share our high expectations for attendance to pupils and parents annually.
- Systematically analyse data to identify patterns of absence.
- Act early to address any absence.
- Work in partnership with local authorities and partners.

2. Scope

This policy applies to all pupils aged 3-11, including:

- Early Years Foundation Stage (EYFS)
- Key Stage 1 and Key Stage 2

For pupils below compulsory school age, attendance expectations apply but legal obligations differ.

3. Legal and Regulatory Framework

- Working Together to Improve School Attendance (DfE, 2024)
- School Attendance (Pupil Registration) (England) Regulations 2024
- Education Act 1996
- Education (Independent School Standards) Regulations 2014
- Keeping Children Safe in Education (latest version)



4. Responsibility Statement and Allocation of Tasks

The Governing Body has overall responsibility for all matters which are the subject of this policy. The Governing Body recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC (Senior Attendance Champion).

Task Allocation:

Task	Allocated To	Frequency of Review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Seeking input from interested groups (pupils, staff, parents) to consider improvements	SAC	As required, and at least annually
Formal annual review	Proprietor	Annually

School Responsibilities

- **Foundation:** The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils; everyone has a responsibility to take proactive steps to manage and improve attendance.
- **Communication:** The School will consistently promote the benefits of good attendance and communicate high expectations to pupils and parents.
- **Partnership:** Where there are challenges, the School will work effectively and respectfully with families and local authorities.
- **Proactive Action:** The School will respond to non-attendance or lateness firmly and with care, acting in a proportionate and targeted way.
- **Systems:** Robust systems will track and record attendance and reasons for absence to identify pupils at risk of persistent absence.

Parents

- Ensure and understand the need for regular attendance.
- Inform the school of absence promptly.

Reporting Absence:

1. If a pupil is absent, the parent/carers should contact the School Office by email (absence@lyndhurstschool.co.uk) or telephone by 08.30 am on the first morning of absence.
2. Where a pupil is ill, the School should be notified of the nature of the illness.



Staff Roles

- **All Staff:** Complete registers accurately and on time; identify concerns early. Regular guidance and training are provided during induction and at regular intervals.
- **School Secretary:** Monitors daily registers, ensures coding accuracy, completes the annual census, and communicates with the local authority. Reports termly to the SAC.
- **Senior Attendance Champion (SAC):** Monitors attendance data/trends, oversees interventions, ensures coding accuracy, and communicates standards to parents.
- **Head:** Overall responsibility for attendance; authorises exceptional leave for staff and pupils.
- **Governing Body:** Ensure compliance with latest statutory requirements.

5. Registration Procedures

Registers are legal documents and must be accurate. They are taken twice a day, then an informal manual register is taken but not recorded prior to commencement of after school enrichment activities at 4.15pm for safeguarding purposes:

- Morning register: Closes at 8.45 am (Any pupil arriving after 8.30am will be marked as late L and after 8.45am marked as U).
- Afternoon register: Taken immediately.
- Informal manual register: Taken before enrichment begins.

6. Attendance Codes and Register Recording

6.1 Principles

- Every session must have a recorded code.
- Codes must reflect the true reason for absence; no blank entries are permitted.
- Temporary codes must be resolved promptly.

Code Definitions

Code	Meaning
/	Present (morning)
\	Present (afternoon)
L	Late before register closes
U	Late after register closes (unauthorised)
I	Illness
M	Medical/Dental appointment
C/C1/C2	Exceptional authorised leave



B	Approved off-site educational activity
R	Religious Observance
G	Unauthorised holiday
N	No reason yet provided
O	Other unauthorised absence

7. Types of Absence

Authorised Absence:

May include illness, medical appointments, or exceptional circumstances.

Unauthorised Absence:

Includes term-time holidays without approval or absence without explanation.

Sickness Returns

The School will make a sickness return to the local authority if a pupil uses the national absence code I and: grounds to believe the pupil will miss 15 consecutive school days or more, or the total number of days missed reaches or exceeds 15 school days in the current year.

Remote Education

- The School is required to record all absence from in-person lessons.
- In limited circumstances, the School may provide remote education for pupils well enough to learn but unable to attend site.
- Agreements must be made between School, parents, and medical professionals (plus LA if EHCP).
- If used for reintegration, review efficacy regularly.
- Pupils receiving remote education are recorded as absent; engagement is monitored but not tracked in the register.

8. Monitoring and Thresholds

Attendance	Category	School Response
96-100%	Good	Monitored routinely and celebrated.
90-95%	Mild Concern	Monitored by Form Teacher and SAC. Informal discussion/email if patterns emerge.
Below 90%	Concern	Informal email from form teacher(copying in SAC. Monitoring increases.



Below 85%	Serious concern	Formal communication from Head/Deputy Head. Logged on my concern with attached correspondence. Set up meeting for barriers/support.
Below 50%	Severe absence	Intensive support and safeguarding review. Ensure updates and correspondence are logged in My Concern External agencies/LA involved.

9. Early Intervention

The school operates a staged response to declining attendance focusing on early identification and partnership.

10. Safeguarding

Unexplained absence is followed up immediately and reported to the DSL.

11. Term-Time Leave

Only authorised in exceptional circumstances and approved by the Head.

12. Nursery Pupils

Attendance is monitored. Code X may be used where attendance is not required.

13. Record Keeping and Information Sharing

Personal information is shared only in line with legal obligations. Mandatory LA sharing includes: new pupil/deletion returns, attendance returns, and sickness returns. Social workers or youth offending teams will be informed of unexplained absences where appropriate.

All records are managed in accordance with the School's retention and destruction policies and comply with data protection law.

14. Review

This policy will be reviewed annually or in response to changes in guidance.