Attendance Policy

Lyndhurst Preparatory School (Ages 3-11)

Academic Year: 2026-2027 **Policy Owner:** School Secretary
Last Reviewed: 05.10.26 **Review Cycle:** Annual

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 the 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 with pupils and parents annually.

· Systematically analyse attendance data to identify patterns of absence.

· Act early to address any absence or emerging attendance concerns.

· Work in partnership with families, the local authority and other relevant partners where appropriate.

· Provide appropriate support where barriers to attendance are identified.

The school recognises that good attendance is an essential foundation for securing positive outcomes for all pupils, their education, wellbeing, safeguarding and wider development. Attendance concerns will be addressed in a supportive, proportionate and individualised manner, taking account of the circumstances affecting each pupil and family.

Scope

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

· Early Years Foundation Stage (EYFS)

· Key Stage 1

· Key Stage 2

For pupils below compulsory school age, attendance expectations apply but legal obligations differ. All pupils who are registered at the school are included on the admission register and their attendance is recorded in accordance with the statutory attendance regulations.

The school recognises that children attending Little Lyndhurst and Pre-Reception may not yet be of compulsory school age. Attendance for these pupils is monitored carefully, but statutory attendance enforcement and some legal requirements apply differently to children who are not yet of compulsory school age.

Legal and Regulatory Framework

This policy should be read in conjunction with the latest applicable statutory guidance and legislation, including:

· Working Together to Improve School Attendance (DfE)

· School Attendance (Pupil Registration) (England) Regulations 2024

· Education Act 1996

· Education (Independent School Standards) Regulations 2014

· Keeping Children Safe in Education (latest version)

· Other relevant statutory guidance issued by the Department for Education.

The school will review this policy when there are changes to legislation or statutory guidance and at least annually.

The statutory attendance framework applies to independent schools in England.

Responsibility Statement and Allocation of Tasks

The Governing Body has overall responsibility for all matters which are the subject of this policy. The school has appointed Emma Morgan, Headmistress, as its Senior Attendance Champion (SAC). The SAC is a member of the School Leadership Team and has strategic responsibility for attendance. Day-to-day attendance administration may be delegated to appropriate staff, but the SAC retains overall strategic oversight.

Task Allocation:

Task	Allocated To	Frequency of Review
Strategic responsibility for attendance	SAC/Emma Morgan Headmistress	As required, and at least annually
Monitoring attendance data and trends	SAC/Emma Morgan Headmistress	As required, and at least termly

Day-to-day register monitoring and coding	School Secretary	Daily
Attendance interventions and escalation	SAC/Emma Morgan Headmistress	As required -at least termly
Reporting to Governors	SAC/Emma Morgan Headmistress	As required, and at least 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, where appropriate, local authorities and other relevant agencies.
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 or severe absence.

Parents

Parents/carers are expected to:
· Ensure, where possible, that their child attends school regularly and punctually.
· Understand the importance of regular attendance.
· Inform the school promptly when their child is unable to attend.
· Provide a reason for absence and any relevant information requested by the school.
· Work with the school where attendance concerns or barriers are identified.

Reporting Absence

1. If a pupil is absent, the parent/carer should contact the School Office by email (absence@lyndhurstschool.co.uk) or telephone by 8.30am on the first morning of absence.
2. Where a pupil is ill, the school should be notified of the nature of the illness where reasonably possible.
3. The school may contact parents/carers where an explanation for absence has not been received or where further information is required.
4. Unexplained absence will be followed up promptly in accordance with the school's safeguarding and attendance procedures.

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, maintains attendance records, completes relevant statutory returns and communications with the local authority where required. Reports termly to the SAC.
Senior Attendance Champion (SAC): Provides strategic oversight of attendance, reviews attendance data and trends, oversees interventions and escalation, and reports to Governors.

Head: Overall responsibility for attendance; authorises exceptional leave for staff and pupils in accordance with this policy and the applicable regulations.
Governing Body: Ensures appropriate oversight of attendance and compliance with the latest statutory requirements.

Registration Procedures

Registers are legal documents and must be accurate.
The admission and attendance registers are maintained electronically in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. A backup copy of each register is made at least monthly in electronic or printed form.
Where an entry is amended, the register will retain the original entry, amended entry, reason for amendment, date of amendment and name of the person making the amendment.
Attendance is recorded:
· At the beginning of each morning session at 8.30am.
· Once at the start of each afternoon session at 1.30pm.
Morning Register
The morning register closes at 8.45am.
· Any pupil arriving after 8.30am but before the register closes at 8.45am will be marked L – Late.
· Any pupil arriving after 8.45am will normally be marked U – Late after the register has closed, unless another attendance code applies to the circumstances.
The school day begins at 8.30am and pupils arriving after this time are therefore expected to report to the School Office before going to their classroom.
Afternoon Register
The afternoon register is taken at the beginning of the afternoon session at approximately 1.30pm.
Enrichment Activities
An informal manual register is taken before the commencement of after-school enrichment activities at approximately 4.15pm for safeguarding purposes. This is not part of the statutory attendance register and is not used to record statutory attendance.

Attendance Codes and Register Recording

Principles

· Every statutory session must have a recorded attendance code.
· Codes must accurately reflect the true circumstances of the pupil's attendance or absence.
· No session should be left blank without an appropriate reason.
· Temporary or unexplained codes will be resolved promptly.
· The school will use the national attendance and absence codes prescribed by the Department for Education, as updated from time to time.

Commonly Used Codes

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	Leave of absence for exceptional circumstances
C1	Leave of absence for a regulated performance or employment abroad
C2	Leave of absence for a temporary part-time timetable
B	Approved off-site educational activity
R	Religious Observance
G	Unauthorised holiday
N	No reason yet provided
O	Other unauthorised absence
X	Non-compulsory-school-age pupil not required to attend

Types of Absence

Authorised Absence:
Authorised absence is absence where the school has approved the absence or where a national attendance code permits the absence to be recorded as authorised.
This may include:
· Illness.
· Medical or dental appointments where appropriate.
· Religious observance.
· Exceptional circumstances.
· Approved educational activities or other circumstances recognised within the national attendance coding system.

Unauthorised Absence:
Unauthorised absence includes absence where:
· No satisfactory reason has been provided.
· The school has not approved the absence.
· A term-time holiday has been taken without authorisation.
· The circumstances do not meet the requirements for an authorised absence code.
· The pupil arrives after the morning register has closed without an alternative authorised reason.
The school will consider each case individually and will not automatically authorise absence simply because a parent/carer has provided an explanation.

Sickness and Medical Absence

Illness should normally be recorded using the appropriate national attendance code.
Where a pupil's medical condition is significantly affecting attendance, the school will work with the family and, where appropriate, medical professionals and other agencies to understand barriers and identify appropriate support.
The school will comply with all applicable statutory requirements concerning attendance returns, information sharing and notification of prolonged or significant absence.

Remote Education
The School is required to record absence from in-person lessons in accordance with the national attendance framework.
In limited circumstances, the school may provide remote education for pupils who are well enough to learn but temporarily unable to attend school.
Where remote education is provided, the pupil remains recorded as absent from school unless another national attendance code applies. Engagement with remote education is monitored separately and does not replace the statutory attendance register.

Monitoring and Thresholds

The following thresholds are used by Lyndhurst as internal monitoring and intervention triggers. They do not replace the national definitions of persistent or severe absence.

Attendance	Category	School Response
96-100%	Good	Monitored routinely and celebrated.
90-95%	Mild Concern	Attendance monitoring. Reviewed by Form Teacher and SAC; action taken where patterns emerge.
Below 90%	Concern	Email from Form Teacher, copying in SAC. Monitoring increases and barriers are explored.
Below 85%	Serious concern	Formal communication from Head/Deputy Head. Logged on MyConcern with attached correspondence. Meeting arranged to explore barriers and support.
Below 50%	Severe absence	Intensive support and safeguarding review. Ensure updates and correspondence are logged in MyConcern. Relevant external agencies/local authority involved where appropriate.

Where attendance falls or patterns of absence emerge, the school will consider:
· The reason for absence.
· The frequency and pattern of absence.
· Punctuality.

· Any identified barriers to attendance.
· The pupil's wellbeing and safeguarding circumstances.
· Any special educational needs or disabilities.
· Any medical or other circumstances affecting attendance.
· What support may reasonably be provided by the school or with external agencies.
The school will not rely solely on attendance percentages when assessing an individual pupil's circumstances.

Early Intervention

The school operates a staged response to declining attendance focusing on early identification, communication, support and partnership.
Where concerns arise, the school may:
1. Monitor attendance more closely.
2. Contact parents/carers to discuss the pattern of absence.
3. Explore barriers affecting attendance.
4. Agree appropriate support with the family.
5. Set an attendance improvement plan where appropriate.
6. Review progress regularly.
7. Involve the Head, SAC, DSL or other relevant staff.
8. Seek support from the local authority or other appropriate agencies where necessary.
Where support does not improve attendance, or where circumstances require further action, the school will consider the appropriate next steps in accordance with statutory guidance and the circumstances of the individual pupil.

Safeguarding

Attendance is closely linked to safeguarding and pupil welfare.
Unexplained absence is followed up promptly and may be reported to the DSL where appropriate.
The school will be particularly alert to:
· Repeated unexplained absence.
· Sudden changes in attendance.
· Patterns of absence which may indicate a safeguarding concern.
· Children who are absent from school and cannot be located.
· Persistent or severe absence.
· Any information suggesting that a pupil may be at risk of harm.
Attendance concerns will be considered alongside other safeguarding information and recorded appropriately on MyConcern where required.
The school will make appropriate referrals or share information with the local authority, social care, youth offending services or other agencies where there is a safeguarding or legal requirement to do so.

Term-Time Leave

Parents/carers do not have an automatic right to take their child out of school during term time.
The school will only authorise leave during term time where the circumstances are considered exceptional and the request is approved by the Head or another person authorised by the proprietor.
Each request will be considered individually, taking account of:
· The specific circumstances.

· The impact on the pupil's education and attendance.
· The amount and pattern of previous absence.
· The pupil's current attendance.
· Any relevant safeguarding or welfare considerations.
Term-time holidays will not normally be considered exceptional circumstances.
Where leave is not authorised and the pupil does not attend, the absence will normally be recorded using the appropriate unauthorised absence code.

Nursery Pupils

Attendance is monitored for all nursery pupils, including those in Little Lyndhurst and Pre-Reception.
Where a pupil is below compulsory school age and is not required to attend a particular session, the appropriate national code, including Code X where applicable, may be used.
The school recognises that attendance expectations and legal obligations differ for children below compulsory school age. However, regular attendance is encouraged where a child is enrolled and attending a planned programme, as consistent attendance supports children's learning, routines, relationships and wellbeing.
Where attendance concerns arise for nursery pupils, the school will work supportively with parents/carers and consider the individual circumstances of the child.

Record Keeping and Information Sharing

The school will maintain accurate admission and attendance registers in accordance with statutory requirements.
Attendance and admission registers are maintained electronically. A backup copy is made at least monthly in electronic or printed form.
Every entry in the admission and attendance registers will be preserved for six years, in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Backup copies will be retained in accordance with the statutory requirements.
Where an attendance or admission register entry is amended, the school will retain the original entry, amended entry, reason for amendment, date of amendment and name of the person making the amendment.
Personal information is shared only in line with legal obligations and the school's data protection requirements.
Mandatory or statutory sharing with the local authority and other agencies will be undertaken where required, including relevant:
· Attendance information.
· Admission/deletion information.
· Sickness or other statutory returns where applicable.
· Safeguarding information.
· Information relating to children missing from education.
Social workers, youth offending teams or other relevant agencies will be informed of unexplained or concerning absence where appropriate and where there is a legal or safeguarding basis for doing so.
All records are managed in accordance with the School's retention and destruction policies and applicable data protection law.
law.

Review

LYNDHURST SCHOOL
Attendance Policy

This policy will be reviewed annually or sooner in response to changes in legislation, statutory guidance or school procedures.
The policy will remain accessible to staff, pupils and parents; significant changes will be communicated appropriately.

Policy Owner: School Secretary
Approved by: Headmistress & Governing Body
Date Approved: 04.11.26
Next Review Date: September 2027