

At The Belvedere Preparatory School, we endeavour to achieve the highest possible standards.



Attendance Policy

2026-2027
BELVEDERE PREPARATORY SCHOOL

Attendance Policy

We aim to ensure that all children attend school regularly and on time in order to enable them to take full advantage of the educational opportunities available at The Belvedere Preparatory School. Regular, punctual attendance is valued for all of our pupils and we positively encourage both attendance and punctuality as part of our Behaviour Curriculum: preparation for learning and for life.

Statutory Duty of schools

The Education Act 1996 requires parents or guardians to ensure that their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll. No authorised absences for holidays will be given in term time unless exceptional circumstances are deemed to apply by the Head teacher and Management Board. The Belvedere Preparatory School has incorporated the non-statutory guidance '[Working Together to Improve Attendance 2022](#)' into this policy.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2006 regulations (as amended). Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the Children Missing in Education (CME) officer, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii). cme@liverpool.gov.uk.

Aims of the Policy

This policy has been written to ensure that The Belvedere Preparatory School is compliant with the guidelines established by the government relating to school attendance. This policy is intended to:

- foster a shared understanding of the importance of good attendance across the whole-school community;
- promote good attendance and punctuality;
- reduce unnecessary absences;
- address persistent absenteeism;
- establish protocols to ensure that attendance issues are addressed early and effectively;
- build effective working relationships with parents and carers to ensure that every child is accessing education;
- decide whether requests for leave should be granted in exceptional circumstances.

Designated Senior Leader for Attendance

It is expected that schools will have a designated senior leader for attendance. At our school, this person is Ms A. Jones. The senior leader will:

- oversee attendance across the school;

- retain an oversight of attendance data across the school;
- foster a clear vision and expectations throughout the school community;
- identify and/or devise systems and interventions to improve attendance;
- arrange meetings with parents/carers to address attendance issues;
- advise the Headteacher in instances where it would be appropriate to consider a fixed penalty notice.

- work with and offer support to families;
- deliver targeted interventions where a need has been identified;
- provide additional support for attendance in line with the school's policy on this.
- work with education welfare officers and any other external partners to tackle attendance issues;
- The contact details for our designated senior leader is:
a.jones@belvedereprep.com

Class teachers

Class teacher will:

- complete attendance registers at the times specified by the school using SIMS;
- complete the register at the required times if you are a specialist teacher in charge of a class or a teacher that is covering for another class;
- ensure that any safeguarding concerns are reported using the school's agreed safeguarding systems and protocols.

Office or school administration staff

Those responsible for the day-to-day oversight of attendance at the school will:

- answer and record attendance-related phone calls and e-mails from parents/carers;
- use accurate attendance and absence codes as set out in [Working together to improve school attendance](#) to monitor individual and group attendance on a day-to-day basis

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- check attendance registers by 9.30 for any absences where there has been no contact by parents and reason given.
- telephone parents to ascertain a reason for the child's absence from school. If there is no answer, a message will be left asking parents to return the call and a text message is sent.
- Maintain a log for unauthorised absences.
- gather information and produce reports relating to attendance (as required by the Senior Leadership Team);
- ensure that any safeguarding concerns are reported using the school's agreed safeguarding systems and protocols.

Parents and carers

Parents and carers will:

- ensure that their child is in school each day, except for when a statutory reason applies;
- notify the school of their child's absence as soon as possible using the school's agreed systems;
- ensure that leave of absence is only requested in exceptional circumstances and, where possible, advance notice is given;
- book any non-emergency medical and dental appointments outside of the school day, where possible;
- engage with any support offered to address any barriers to their child's attendance.

Pupils

Pupils will:

- attend school punctually every day;
- attend all lessons on time;
- engage with any support offered by the school to help them overcome any barriers to attendance.

Protocols and Procedures

Recording attendance

In line with statutory requirements, The Belvedere Preparatory School will keep a register of school attendance and ensure that the name of every pupil is entered onto the register, irrespective of whether they are of statutory school age or not.

The school will add pupils to the admission register at the beginning of the first day on which it has agreed with (or been notified by) the parent that the pupil will attend the school. If a pupil fails to attend school on the agreed starting day, the school will follow this up and establish the reason for absence.

Once a pupil is added to the admissions register, their attendance or absence will be recorded for each session. The register will take place at the start of the school day and also once during the second session.

Codes recorded in the register will be in line with the guidelines set out in Section 8 of [Working together to improve school attendance](#).

The school will also record:

- whether the absence is authorised or not (if the pupil is of compulsory school age);
- the nature of any off-site activity;
- any exceptional circumstances that have resulted in an absence.

Amendments to the attendance register

Clear and accurate records of amendments made to the attendance register will be kept. These will note:

- the original entry;
- the amendment that is being made;
- the reason for this amendment;
- the date that the amendment is being made;
- the name and position of the individual making the amendment.

Monitoring and analysing attendance

The Belvedere Preparatory School will monitor the attendance of our pupils so that we can identify any issues, concerns and patterns of absence. We use a range of systems to monitor absence on a daily, weekly, termly, half-termly and annual basis. We monitor the attendance of individuals, groups and cohorts, as well as looking at attendance patterns across the whole school.

We will use our monitoring data to identify any individuals, groups or patterns that are a cause for concern and then take measures to address these. This data will be used in discussions with families and when evaluating the impact of any attendance strategies that we implement.

Reporting to parents and carers

We understand the importance of keeping parents and carers informed about their child's attendance, reminding them of the implications of poor attendance and sending a clear message that if a pupil is absent, he/she will be missed.

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Our systems for reporting attendance and absence to parents and carers are as follows:

- a clear message that if their child is absent, that he/she will be missed
- a letter home if attendance is a concern
- percentage attendance of punctuality on termly reports

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Authorised absences

We recognise that every absence is unique so the school will consider whether to authorise an absence on a case-by-case basis.

The following will give a guide as to whether the absence is likely to be authorised. Typical scenarios for authorised absences include:

- illness;
- emergency medical and dental appointments;
- religious observance for recognised religious holidays/festivals;
- a pupil taking part in a performance;
- bereavement (close friend or family member);
- educational reasons, such as exams or open days (where this has been approved by the school).

In the examples listed above, the school will still need to grant permission for the absence to be authorised.

Unauthorised absences

Unauthorised absence is where a pupil's absence is for a reason that is deemed to be unacceptable by the school or where the reason for a pupil's absence has not been provided and cannot be established.

In the case of illness, the absence will usually be authorised unless there are grounds for concern that the illness may not be authentic. In these instances, the school may ask for supplementary evidence, such as a doctor's note, appointment card, medical report, etc. The school will not ask for this additional evidence unnecessarily.

If, after requesting evidence, the school is still not satisfied that the reason given is genuine, it will be recorded as unauthorised. Parents or carers will be informed of this.

Non-emergency appointments

We request that non-emergency medical and dental appointments are booked outside of the school day to minimise lost learning time. Where this is not possible, permission for absence should be sought in advance.

Punctuality

Pupils must arrive at school on time each day.

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The school gate will be closed at 8.40am and children are required to be in class for registration with their class teacher. After this time, they will get a late mark (L). If children arrive to school after the register is closed and checked by the office staff (10am) the children will get a late mark (U).

The register for the second session will open at 1.50pm and will be kept open until 2.00pm.

Pupils arriving after the register is opened, but before the register is closed will be marked as late using the appropriate code.

The school day ends at 3.20pm.

Reporting absences

If a parent or carer needs to report an absence to the school, they should follow the agreed procedures as set out below:

- parentapps
- telephone the School Office: 0151 471 1147

Parents or carers are requested to report all absences before 9.00am each day (or as soon as reasonably possible.)

These systems should be used to report day-to-day absence and attendance issues. For more detailed support with attendance, parents should contact: Mrs J. Hoey

Requesting term-time absence

Requests for advanced approval of term-time absence will not be granted unless there are exceptional circumstances.

Parents or carers should plan their holidays around school holidays and avoid seeking permission to take their children out of school during term time, unless it is absolutely unavoidable.

If there are exceptional circumstances, then a request can be made to the school using our “Absence report” or “Appointment or Special Leave Request” forms under content tab on Parentapps.

Requests for term-time absences should be made as soon as possible and at least 7 working days before the absence is due to take place. However, we recognise that in some rare instances, this will not be possible.

Requests for term-time absences will be considered on a case-by-case basis taking the facts, circumstances and any supporting evidence into consideration. Leave of absence due to exceptional circumstances is at the discretion of the headteacher. This includes the length of time that the leave will be granted for.

Managing persistent and severe absence

We will identify and address instances of persistent and severe absence.

Persistent absence is defined as a pupil who is absent for 10% or more of scheduled sessions.

Severe absence is where a pupil misses 50% or more of scheduled sessions.

To respond to persistent and severe absence, the school will seek to identify and address root causes. As there are a wide range of reasons for this occurring, the response will be determined on a case-by-case basis. However, typical strategies will include:

- supporting the pupil and their family to understand the reasons that attendance is important and the possible implications of repeated absences;
- enhanced monitoring of individual pupils where attendance is (or could be) an issue;
- holding meetings with parents or carers to discuss concerns;
- offering specific pastoral support using the resources and staffing already available within the school;
- working with external partners to address the underlying factors that are causing the absence;
- reporting absence to the local education authority.

Handling unexplained absences

If a pupil is absent from school without an explanation, the school will take the following steps to determine the whereabouts of the child and the reason for their absence:

- telephone calls
- home visits

If, after repeated efforts to establish the circumstances around the child's absence, the school is still not able to establish this, the following steps will be taken in line with our safeguarding protocols and [Children missing education - GOV.UK](#)

Legal sanctions for addressing attendance issues

Schools, the police and local authorities have legal powers to fine parents or carers for unauthorised absences. These powers only exist where the child is of statutory school age.

Decisions on whether to issue a penalty are made after considering a number of factors, including:

- the number of unauthorised absences in the last academic year;
- one-off absences that have been taken without school permission, e.g. term-time holidays;
- whether there are exceptional circumstances that explain an absence that would usually be unauthorised.

Legal sanctions will only be pursued when the family concerned have been offered support and this has either been unsuccessful or the family have failed to engage.

If a parent or carer is issued with a fine or penalty notice, each parent must pay £60 within 21 days. If the fine is not paid promptly, this will rise to £120 within 28 days. This payment is made directly to the local authority. Instructions for payment will be given when the fine is issued. After 28 days, the local authority will decide whether to withdraw the notice or pursue a prosecution.

Monitoring and Review

This policy will be reviewed every 2 years. If there are any changes in legislation or government updates, the policy may need to be reviewed before the next scheduled update.

The policy will be reviewed by Ms A. Jones and approved by the Headteacher and Management Board.

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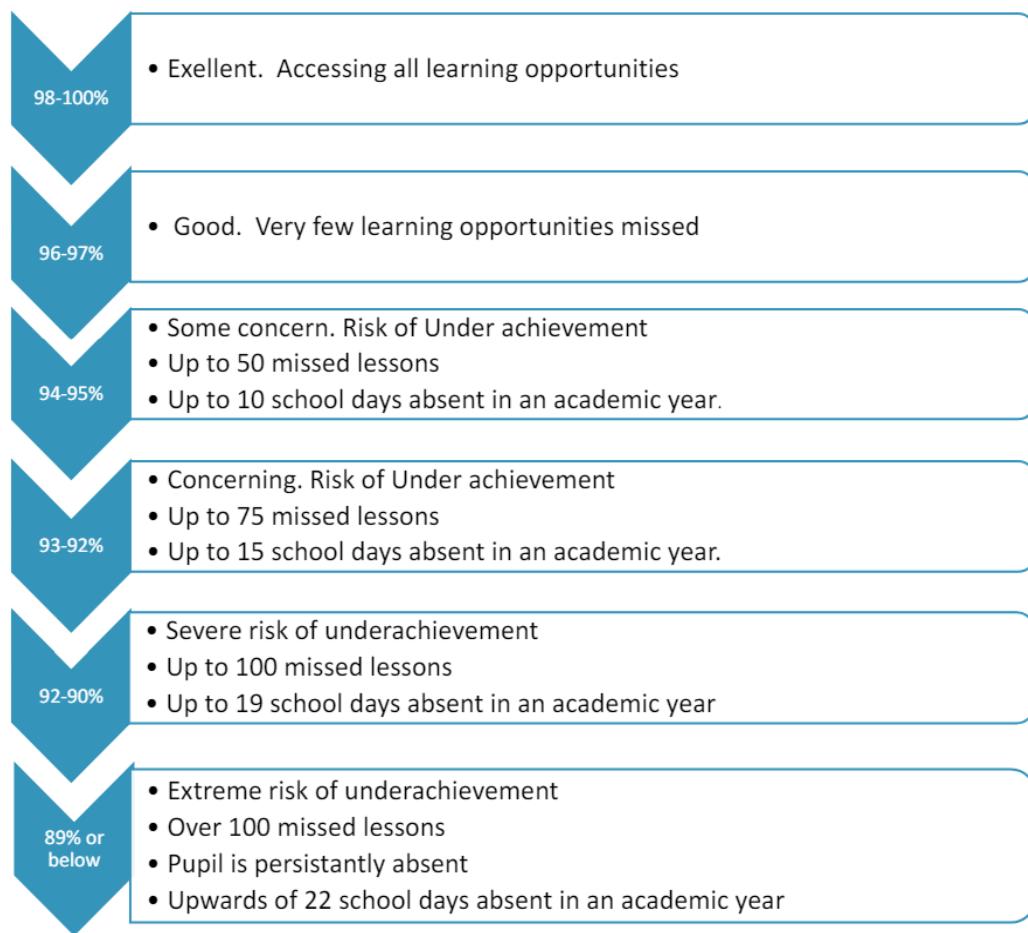
ATTENDANCE CODES AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

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EXPECTED LEVELS OF ATTENDANCE

Expected Levels of Attendance Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.



5 Minutes Late 10 Minutes Late 15 Minutes Late 20 Minutes Late 30 Minutes Late

(Over one academic year)

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23 Belvidere Road L8 3TF
[Date]

Dear Parents/Carers,

Re: Unauthorised Absence for Holidays During Term Time

We are writing to remind you of the importance of regular school attendance and to clarify our policy regarding holidays taken during term time.

Under current regulations, headteachers are not permitted to authorise holidays during school time except in exceptional circumstances. Any absence for holidays taken without prior approval will be recorded as **unauthorised**. Unauthorised absences can have a significant impact on your child's education and may lead to further action, including referral to the Local Authority and possible fines.

We understand that family time is important; however, taking children out of school during term time disrupts their learning and progress. We strongly encourage all parents to plan holidays during official school breaks. We do not provide school work for unauthorised absences.

If you believe there are exceptional circumstances that require your child to be absent during term time, please contact the school in advance to discuss this. Requests will be considered on a case-by-case basis, but please note that approval is rarely granted.

Thank you for your cooperation in ensuring your child's education remains a priority.

Yours sincerely,
Abigail Jones
Deputy Headteacher

