

Attendance Policy

Applies to:

- All staff (teaching and non-teaching), the directors and volunteers working in the School.
- Pupils, Parents and Caregivers and Prospective Pupils.

Availability:

This policy is made available in the following ways:

- The School's website www.radnor-sevenoaks.org;
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request a copy may be obtained from the School's Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton
Head



Ian Davies
Chairman of the Board of Directors

Reviewed on: September 2025

Next Review: September 2026

1. Aims

- 1.1. Radnor House Sevenoaks (The School) aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their School experience, including their attainment, well-being and wider life chances.
- 1.2. The aims of this policy are as follows:
 - To develop and maintain a whole school culture that promotes the benefits of good attendance; to ensure, so far as possible, that every pupil in the School can benefit from and make their full contribution to the life of the School;
 - To prioritise and, where possible, improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence/non-attendance.
 - To recognise the linkages between attendance/absence and pupil wellbeing, specifically ensuring a consistent whole School approach to safeguarding; and
 - To help promote an entire School culture of safety, equality and protection.

2. Regulatory Framework

- 2.1. This policy has been prepared to meet the School's responsibilities under:
 - Education (Independent School Standards) Regulations 2014;
 - EYFS statutory framework for group and School-based providers 2025;
 - Education and Skills Act 2008;
 - The School Attendance (Pupil Registration) (England) Regulations 2024;
 - Equality Act 2010;
 - Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR); and
 - This policy also has regard to the Working together to improve School attendance (DfE, applies from 19 August 2024).

3. Responsibility statement and allocation of tasks

- 3.1. The Head has overall responsibility for all matters which are the subject of this policy.
- 3.2. The Head 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 the School, referred to in this policy as the SAC (School's Attendance Champion).
- 3.3. The SAC for the School is George Penlington and can be contacted by email at gpenlington@radnor-sevenoaks.org.

4. Registration and Absence

- 4.1. Registers are taken for both morning and afternoon sessions, and the School will telephone parents should there be an unexplained absence for which the School has not been notified. In the Senior School, additional registration is taken during each lesson to ensure safety for pupils throughout the day.
- 4.2. Parents are required to ensure their children attend School every day and on time. Parents must contact the School giving a reason for pupil non-attendance, by emailing absence@radnor-sevenoaks.org, alternatively, they should telephone 01959 563720. This must be done on each day of the pupil's absence by 8.20 am to support safeguarding.
- 4.3. Parents who request a leave of absence must do so using the Absence Request Form on My School Portal (MSP). Absences are generally not permitted, except in exceptional circumstances, such as important family commitments or participation in sports and music events.
- 4.4. The School Reception and form tutor (Senior)/class teacher (Prep) must be notified in advance of any medical/dental appointments or other planned absences from School.
- 4.5. Medical appointments should not be made during School time unless it is unavoidable. A full day off for a medical appointment is unacceptable unless the treatment the pupil has received has made it difficult for them to return to School.
- 4.6. Senior School pupils who are absent for any reason are expected to complete missed work, in due

course, once they are feeling better, to ensure a complete record of all their courses. It is the responsibility of the pupil to obtain and complete assignments. In the Prep School, children who have been absent will be guided by their class teacher and subject specialist teachers to complete any missed work.

5. Lateness

- 5.1. It is expected that all pupils arrive at School by 8.20 am ready for Registration.
- 5.2. Frequent lateness can have as much of an impact on learning as absence. Lateness will be monitored, and persistent lateness will be discussed with parents.

6. School responsibilities

- 6.1. The School acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.
- 6.2. The School will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.
- 6.3. Where there are challenges to attendance, the School will work effectively and respectfully with pupils, their families, and, where appropriate, local authorities to address these issues.
- 6.4. The School will respond to non-attendance and/or lateness proactively, firmly, consistently, and with care, making appropriate reference to this policy, its safeguarding and behaviour policies, and the School's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- 6.5. The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

7. The SAC

- 7.1. The Head has appointed a senior member of staff of the School's leadership team as SAC to have overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within School.
- 7.2. The SAC's responsibilities are:
 - 7.2.1. To set a clear vision for improving attendance in school;
 - 7.2.2. To establish and maintain effective systems for tackling absence and make sure all staff follow the systems;
 - 7.2.3. To regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
 - 7.2.4. To have oversight of and analyse attendance data; and
 - 7.2.5. To communicate clear messages on the importance of attendance to pupils and Parents.

8. Parent/carer responsibilities

- 8.1. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.
- 8.2. This means pupils must attend every day that the School is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the School.
- 8.3. The School will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short- and long-term consequences of poor attendance.
- 8.4. Expectations the School places on Parents can be found in Appendix 1 of this policy.
- 8.5. Parents are bound by the terms relating to conduct and attendance in the parent contract. Failure to

ensure a child's attendance or engage with the School about it may amount to a breach of contract or a finding that the parent is treating the School unreasonably.

9. Staff with specific responsibilities for attendance

9.1. The staff who have day-to-day responsibility for monitoring and promoting good attendance and punctuality. They should:

- Have a formal routine for registers being taken accurately each morning and afternoon (Prep) and every lesson (Senior School);
- Record all absences promptly and accurately using the processes specified;
- Seek explanations of absences required from pupils on their return to School;
- Make enquiries about unexplained absences, including those within the School day, and follow up with the pupil to ensure that an explanation has been formally given to the School;
- Look out for trends or patterns in a pupil's attendance and inform the Deputy Head Pastoral of any specific concerns;
- Deal with lateness to lessons consistently and promptly;
- Consider appropriate sanctions for pupils who arrive late to a lesson in line with the School's behaviour and discipline policies; and
- Discuss non-attendance and/or lateness with pupils and Parents (where possible) and emphasise the importance of punctuality and attendance.

10. All Staff

10.1. The School ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and Parents about it.

10.2. The School provides staff with appropriate training and professional development consistent with their roles and responsibilities.

11. Additional Needs

11.1. The School recognises some pupils may find it harder than others to attend School and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

11.2. The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage compared to pupils without a disability in relation to attendance.

11.3. The School will also work with Parents, and where appropriate, with the local authority to develop specific support approaches for attendance for pupils with special educational needs and disabilities, e.g., ensuring the provision outlined in a pupil's Education, Health and Care Plan is accessed.

11.4. Where a pupil has an education, health and care plan (EHCP) the School will communicate with the local authority where the pupil's attendance falls, or the School become aware of barriers to attendance that relate to the pupil's needs.

11.5. Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

11.6. Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

11.7. The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

12. Staged Approach for Managing Poor Pupil Attendance:

- 10.1 Pupil absences at the start of the School year present a skewed proportion, so their seriousness will be considered on a case-by-case basis, taking into account previous attendance.
- 10.2 In the event of 90-95% attendance, the class teacher or form tutor will investigate and notify the Head of Key Stage (Prep) or Head of Year (Senior) of any concerns and contact parents if necessary.
- 10.3 If attendance is below 90%, the School will send an intervention letter to parents to arrange a meeting and/or request medical evidence as appropriate.
- 10.4 Where the level of absence has not improved and there are unauthorised absences, the School will make a referral to the relevant local authority.
- 10.5 If it is unclear whether a referral to the local authority is appropriate, the School may request an attendance consultation with the Local Authority's School Liaison Officer.
- 10.6 For the cases that require intensive family support, the School may make an Early Help Notification or consult with Local Area Safeguarding.

13. Safeguarding and Attendance

- 13.1. Attendance below 90%, for which there is no satisfactory explanation, will be reported as a concern on the School's Safeguarding system.
- 13.2. The DSL monitors the following safeguarding-related procedures:
 - Following up on unexplained absences of any child with a telephone call from the School on the morning of the first day of absence.
 - Notifying social services if there is an unexplained absence of more than two days of a pupil who is on the child safeguarding register.
 - Notifying the local authority when a child moves to a new School at any point during their time at the School.
 - Notifying the local authority when children are added to the School Roll.
 - Any Welfare Concern reports completed by staff relating to absences are recorded on the MyConcern Safeguarding system.
 - Reviews are carried out at the end of the first half of term 1, and thereafter, a review is carried out every 3-4 weeks.

14. Monitoring attendance

- 14.1. The School will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it and to look at historic and emerging patterns across the School and develop strategies to address them. Such analysis may include:
 - Monitoring and analysing weekly attendance patterns and trends, and providing support in a targeted way to pupils and families.
 - Using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and with leaders (including the special educational needs coordinator and designated safeguarding lead).
 - Undertaking frequent individual-level analysis to identify pupils who need support and focus staff efforts on developing targeted actions for those cases.
 - Conducting a thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
 - Benchmarking attendance data at the whole School, year group and cohort level to identify areas of focus for improvement.
 - Devising specific strategies to address areas of poor attendance identified through data.
 - Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
 - Providing data and reports to the Head to support their work.

15. Further Information

- 15.1. Parents and pupils should carefully read and sign any documentation received from the School relating to conduct and attendance, and are required to work closely with the School to support good attendance as a preparation for the world of work and lifelong learning.
- 15.2. The School calendar is published on My School Portal (MSP) on a termly basis, and dates when the School is open are featured on the page 'About' that can be accessed from the home page. School emergency closures, such as those due to extreme weather, will also be published on the home page of our website and sent via email.

16. Information Sharing

- 16.1. Personal information on attendance will only be shared in line with legal obligations and in accordance with government guidance on attendance, safeguarding, and children missing education.
- 16.2. The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- 16.3. Where appropriate, the Schools will attend regular targeting support meetings.
- 16.4. The School is legally required to share information from the registers with the local authority. As a minimum, this includes:
 - New pupil and deletion returns.
 - Attendance returns.
 - Sickness returns.
- 16.5. The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts, supporting joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.
- 16.6. Where appropriate, the School is expected to inform a pupil's social worker and/or youth offending team worker of any unexplained absences.

17. Record keeping and confidentiality

- 17.1. All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 17.2. The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website, which explain how the School will use personal data.

Appendix 1 School Arrangements

1. Managing attendance

- 1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically using iSAMS and retained by the School for the relevant time period as stated by law.
- 1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration:
 - 1.2.1 The Prep day begins at 8.20am and ends at 3.30pm (Pre-Prep), and 3.45pm (Key Stage 2),
 - 1.2.2 The Senior School Day begins at 8.20am and ends at 4.00 pm,
 - 1.2.3 This period may be extended, for example for out of school clubs, sports fixtures or school trips.

2. The role of Parents / carers

- 2.1 The School expects all Parents to:
 - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity.
 - 2.1.2 notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
 - 2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 2.2 Parents of day pupils should ensure their child attends School by 8.20am for morning registration.

3. Registration and attendance checks

- 3.1 Morning registration is at:
 - 3.1.1 Prep: 8.20 am. The registers will remain open 10 minutes after the start of morning registration.
 - 3.1.2 Senior: 8.20 am. The registers will remain open 10 minutes after the start of morning registration.
- 3.2 Afternoon registration will be at:
 - 3.2.1 Prep: 12:55-1:05pm (Pre-Prep) and 1:25-1:35pm (KS2)
 - 3.2.2 Senior: 2:20pm, during period 6
- 3.3 Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.

- 3.4 If a pupil is absent when the register starts being taken but arrives before the register is closed, they will be recorded as a late arrival (code L).
- 3.5 If a pupil arrives after the register has closed but before the end of the session without a satisfactory explanation e.g. because of an unavoidable cause, then this will be recorded as an unauthorised absence (code U) and the reasons given/not given will be recorded.
- 3.6 Registers will also be called at the beginning of each lesson to identify and follow up on absences from lessons that might occur after morning or afternoon registration
- 3.7 The School uses iSAMS Attendance Management System

4. **Reporting absence**

- 4.1 If a pupil is to be absent from School for any reason, the parent / carer should contact the following below by email / telephone by 8am on first morning of absence.
- 4.2 Where a pupil is ill, the School should be notified of the nature of the illness.

5. **Arrangements for reporting subsequent absence**

- 5.1 Absence will be recorded on the Attendance Register as set out in Appendix 3.

6. **Managing absence**

- 6.1 The form tutors and Prep teachers will take the register each morning and afternoon and will mark any absences.
- 6.2 The receptionist will chase any missing marks on the registers and will also chase and call the parents of any unauthorised pupils who are absent.
- 6.3 Any concerns will be sent to the Deputy Head Pastoral to review and investigate.
- 6.4 All absences are recorded on iSAMS, with a summary on MyConcern.

7. **Authorised absences**

- 7.1 Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

8. **Applications for an authorised leave of absence**

- 8.1 Applications for authorised leaves of absence during the School day will only be granted in exceptional circumstances and will only be permitted if made in writing to absence@radnor-sevenoaks.org.
- 8.2 The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.
- 8.3 Apart from illness or where there are additional needs, no pupil should be away from School without prior permission.
- 8.4 Dental or medical appointments should be made during School holidays or after the school day except in cases of emergency when an email should be sent to absence@radnor-sevenoaks.org or telephone 01959 563720.

- 8.5 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is or was permitted to be away from School. It will be recorded as an authorised absence. See section 3 of Appendix 3 for more details.
- 8.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which Parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

9. **Reporting duties**

- 9.1 The School must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- 9.2 Action will also be taken in accordance with the Missing child policy and safeguarding and child protection policy if any absence of a pupil from the School gives rise to a concern about their welfare.

Appendix 2 Admission Register

1. **Admission Register**
2. In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:
3. maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
4. inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.
5. The admission register must be kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
6. The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.
7. The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.
8. A pupil's name can only be deleted from the admission register for a reason set out in Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in Regulation 9 occurs, the pupil's name must be deleted.
9. Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:
10. the full name of the pupil.
11. the address of the pupil.
12. the full name and address of any parent the pupil normally lives with.
13. at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency.
14. the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable.
15. name of the pupil's other or future school and the pupil's start date or expected start date there, if applicable.
16. the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3 Attendance Register

1. Attendance Register

- 1.1 The School records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024
- 1.2 The School uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way that complies with Regulation 10 of the Attendance Regulations.
- 1.3 The attendance register is kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.4 The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and Parents to resolve any issues before they become entrenched.
- 1.5 The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.6 On each occasion it will be recorded whether every pupil is:
 - 1.6.1 physically present in school when the attendance register begins to be taken; or
 - 1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - 1.6.3 attending a place other than the school; or
 - 1.6.4 absent.
- 1.7 The circumstances in which a pupil may be recorded as attending a place, other than the school, can include:
 - 1.7.1 Attending educational provision arranged by a local authority.
 - 1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff.
 - 1.7.3 Attending a place for an approved educational activity that is a sporting activity.
 - 1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education.
 - 1.7.5 Attending a place for any other approved educational activity.

2. Recording absence

- 2.1 Absence will be recorded in accordance with the national absence codes set out in Regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:
 - 2.1.1 leaves of absence.
 - 2.1.2 other authorised reasons.

2.1.3 unable to attend school because of unavoidable cause.

2.1.4 unauthorised absence.

3. **Remote education**

3.1 The School is required to record all absence from in-person lessons.

3.2 The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

3.3 In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

3.3.1 ensuring mutual agreement of remote education by the School, Parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;

3.3.2 if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity;

3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in-person education with the required support in place to meet their needs.

3.4 Pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. The School will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration into school.

4. **Unauthorised absence**

4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance or where no explanation has been given meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

4.1.1 holiday has not been authorised by the School or is in excess of the period granted.

4.1.2 the reason for absence has not been provided.

4.1.3 a pupil is absent from school without authorisation.

4.1.4 a pupil has arrived at School after registration has closed and without reasonable explanation.