

The Richard Pate School



Attendance Policy

September 2026

This policy applies to The Richard Pate School, including the EYFS. It is available to current and prospective parents upon request and is published on the School's website.

1. Introduction

Attendance Expectations

At The Richard Pate School, we believe that excellent attendance is fundamental to safeguarding, wellbeing and academic success. Regular attendance enables pupils to make the most of their education, develop positive relationships, participate fully in school life and benefit from the wide range of opportunities the School provides.

*The School aims for every pupil to achieve attendance of at least **95%** across the academic year wherever possible. This reflects our high expectations and our commitment to ensuring that every child has the best possible opportunity to flourish.*

We recognise that there will be occasions when absence is unavoidable due to genuine illness or exceptional circumstances, and we value the positive and supportive relationships we have with our families in managing these situations.

Parents and carers have a legal responsibility under **Section 444 of the Education Act 1996** to ensure that their child of compulsory school age attends school regularly.

*In accordance with Department for Education guidance, attendance below **90%** is classified as **persistent absence**, while attendance below **50%** is regarded as **severe absence**. Both can significantly affect a child's education, wellbeing and wider life chances.*

Attendance is monitored carefully by the School's Attendance Lead, Mrs Miller-Howell, The Deputy Head (Head of Pastoral) working alongside the School Office and Senior Leadership Team, oversees attendance across the School, reviewing attendance patterns, following up unexplained absences and identifying emerging concerns at an early stage.

Where attendance gives cause for concern, the School will work proactively, sensitively and collaboratively with pupils, parents and carers to understand and address any barriers to attendance. Support will be tailored to the needs of the child and family, recognising that attendance concerns may sometimes indicate wider safeguarding or welfare issues.

Where appropriate, the School will seek advice and support from the Local Authority Attendance Team and other relevant agencies to ensure that pupils receive the right support at the right time.

We are grateful for the continued support of our parents and carers in ensuring that children attend school regularly and punctually. *By working together, we can help every pupil benefit fully from the outstanding educational, pastoral and enrichment opportunities that life at The Richard Pate School provides.*

2. School Day

All pupils are required to be in school by 8:45am with the exception of Nursery pupils who are required to be in school for 9.00am. The normal school day ends at the following times:

Nursery

08:30	Nursery door open
09:00	Morning school begins - Free choice and adult led activities.
09:00 - 09:30	Assembly time Mon, Wed, (Fri from 09:25 – 09:55)
10:00 - 10:30	Rolling snack time
10:30 - 11:20	Outside/inside free play
11:20 - 11:40	Carpet time
11:45	Morning children go home
12:00 - 12:45	Lunch time in the main school then quiet time in the Nursery
12:45 - 13:25	Outside play (weather permitting)
13:25 - 15:00	Adult led activities and Free choice inside/outside
15:00 - 15:30	Tidy up time/carpet time

Pre-prep.

08:30	Duty teachers in playground
08:30	School opens
08:45	Pre-prep. doors open *
08:55	Registration and playground doors locked (late entry is through the main reception area)
10:30 - 10:50	Morning break
12:00 noon	Lunch
13:25	Afternoon school begins
14:25 - 14:40	Afternoon break
15:30	End of academic day

Junior

08:15	Member of staff in Netball courts
08:30	Duty teacher in Netball courts
08:30	School opens
08:45	Children to come into school for registration *
08:55	First lesson begins
10:55 – 11:15	Morning break
12:15 – 13:25	Lunch
14:25 – 14:40	Afternoon break
15:40	End of academic day

Pupils are registered at both the start of the morning and afternoon sessions each day.

3. Notifying the School of Illness

If an occasion arises where your child is ill, please e-mail absent@richardpate.co.uk or telephone the School (01242) 522086 before 8.50am on the first day of absence. If a *return*

date is unknown, parents are expected to contact the School on each subsequent day of absence unless alternative arrangements have been agreed.

Parents should provide the reason for the absence and, where possible, an anticipated date of return.

If the School has not received notification of a child's absence, the School Office will contact parents or carers as part of the School's first-day response procedures. If contact cannot be made, the School will continue attempts to contact all available emergency contacts. Where there are concerns regarding a child's safety or whereabouts, the matter will be referred immediately to the Designated Safeguarding Lead (DSL), who will determine whether further safeguarding action is required.

We ask parents to keep the School informed throughout any prolonged absence so that appropriate pastoral and academic support can be provided where necessary.

Any child with diarrhoea and/or vomiting symptoms must remain away from school or the Early Years setting until they have been free from symptoms for 48 hours and are well enough to return.

4. Late Arrival

Registration takes place twice daily at 8.50am and 1.25pm.

Punctual attendance is essential for safeguarding, learning and wellbeing.

If a pupil arrives after registration has closed, they must report to the School Office with their parent or carer so that they can be signed into the School's Management Information System.

Children returning following a medical appointment or other authorised absence during the school day must also sign in at the School Office before returning to class.

The School completes a first-day absence check each morning. Where a pupil is absent and no reason has been received, parents or carers will be contacted promptly to establish the child's whereabouts and ensure they are safe.

5. Leaving School During the Day

Pupils are not normally permitted to leave the School site during the school day unless accompanied by a member of staff for an authorised educational activity or collected by a parent or authorised adult.

Where a pupil needs to leave school because of illness, a medical appointment or another authorised reason, parents or carers must notify both the School Office and the Class Teacher.

All pupils leaving or returning during the school day must be signed out and back in using the School's electronic signing system.

6. Requests for Absence

6.1 Requesting Absence

Requests for planned absence should be made in writing via email to smorgan@richardpate.co.uk and office@richardpate.co.uk marked "Absence Request".

The School expects pupils to attend every day that the School is open unless there is a genuine reason for absence.

6.2 Exceptional Circumstances

Requests for leave of absence due to exceptional circumstances should be made in writing to the Headteacher, in advance wherever possible.

Leave of absence during term time will only be authorised where the Headteacher is satisfied that exceptional circumstances apply, in accordance with current Department for Education guidance.

Exceptional circumstances would not normally include:

- birthdays
- holidays
- family celebrations
- recreational trips
- discounted travel arrangements.

6.3 Authorising Absence

Only the School may authorise a pupil's absence. Parents cannot authorise absence themselves.

The School will determine whether an absence should be authorised in accordance with statutory guidance.

6.3.1 Illness

Where the School is satisfied that a pupil is unable to attend due to illness, the absence will normally be authorised.

The School may request medical evidence where there are concerns regarding the authenticity or frequency of illness-related absence.

6.3.2 Medical Appointments

Medical and dental appointments should, wherever reasonably possible, be arranged outside school hours.

Where this is not possible, only the time required for the appointment should be taken as authorised absence.

6.3.3 Family Holidays

There is no entitlement to take family holidays during term time.

The Headteacher may only authorise leave of absence where exceptional circumstances apply.

Requests must be made in advance. Retrospective requests cannot normally be authorised.

Where parents choose to take their child out of school during term time for a holiday or other unauthorised absence, teaching staff are not expected to provide work in advance or prepare additional learning materials for the period of absence

6.3.4 Religious Observance

The School will authorise absence where it falls on a day set aside exclusively for religious observance by the religious body to which the parents belong.

6.3.5 Compassionate or Exceptional Circumstances

The School will consider requests for authorised absence on compassionate grounds, including bereavement or serious family illness.

7. Attendance, Persistent Absence and Support

The Richard Pate School recognises that regular attendance is fundamental to safeguarding, wellbeing and educational achievement.

The School monitors attendance carefully and works proactively with pupils, parents and external agencies where appropriate to identify and address barriers to attendance at the earliest opportunity.

Attendance concerns may indicate wider safeguarding issues including:

- abuse or neglect;
- mental health needs;
- child criminal exploitation;
- child sexual exploitation;
- bullying;
- family difficulties.

Attendance is monitored regularly by the Attendance Lead, Senior Leadership Team and the Designated Safeguarding Lead.

7.1 Persistent and Severe Absence

In accordance with current Department for Education guidance:

- *Persistent Absence is attendance below 90%.*
- *Severe Absence is attendance below 50%.*

Where attendance becomes a concern, the School will work in partnership with parents and, where appropriate, the Local Authority Attendance Team and other agencies to improve attendance.

Where poor attendance is linked to safeguarding concerns, appropriate referrals will be made to Children's Social Care and other relevant agencies.

8. Statutory Attendance Registers

The School maintains both an Admissions Register and an Attendance Register in accordance with the Education (Pupil Registration) (England) Regulations and current Department for Education guidance.

Attendance registers are completed twice daily and maintained using the statutory attendance codes.

9. Attendance Recording

Attendance is recorded electronically using the School's Management Information System (School Manager) and Department for Education attendance codes.

10. Attendance Records and Information Sharing

Attendance records are stored securely in accordance with data protection legislation and statutory record retention requirements.

Attendance information is reviewed regularly by the Senior Leadership Team and forms part of the School's wider safeguarding monitoring arrangements.

Schools are required to alert their local authority after a pupil of compulsory school age has:

- been absent without authority for 10 consecutive school days, or
- failed to attend school regularly, or
- been removed from the school without the school being informed formally, in writing

The School will notify the Local Authority where required by legislation, including where a child is deleted from the admission register or where concerns arise that a child may be missing education.

The School will work closely with the Local Authority and other safeguarding partners to ensure that children missing education are identified promptly and appropriate action is taken to safeguard their welfare.