



AVONDALE PREPARATORY SCHOOL

Attendance Policy

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Ensuring that all children are kept safe, that their wellbeing is promoted, and they do not miss out on their entitlements and opportunities.
- Acting early to address patterns of absence.
- Build strong relationships with families to ensure that pupils have the support in place to attend school.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy meets the requirements of the [‘Working together to improve school attendance August 2024’](#) from the Department for Education (DfE), and refers to the DfE’s statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE’s guidance on the school census, which explains the persistent absence threshold.

3. School Procedures

3.1. Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present

- Attending an approved off-site education activity
- Absent
- Unable to attend due to exceptional circumstances

We will also record:

- (For pupils of compulsory school age) Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of the circumstances where a pupil is unable to attend due to exceptional circumstances

Every entry made in the attendance register will be preserved for 6 years after the date on which the entry was made.

Pupils must arrive in school by 8:30am on each school day.

The register for the first session will be taken at:

- 8:30-8:40am and will be kept open until 9:00am.

The register for the second session will be taken at:

- Pre-Prep: 1:00-1:10pm (and will be kept open until 1:30pm).
- Prep: 1:35-1:45pm (and will be kept open until 1:55pm).

3.2. Unplanned absence

Parents must notify the school on the first day on an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:30am or as soon as practically possible (see also section 6).

Parents should email office@avondaleschool.org.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.3. Planned absence

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

Parents should email office@avondaleschool.org to give notice of, and reason for, the intended absence.

However, we encourage parents to make medical and dental appointments out of school hours, where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must apply for other types of term-time absences as far in advance as possible of the requested absence. Section 5 includes further information about which term-time absences the school can authorise.

3.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

When a child is absent and a reason has not been provided by 8.30am, the school will attempt to make contact with the parent/carer of the child. If contact cannot be made, the school will attempt to contact the emergency contacts provided by the parent/carer. If there is reason to believe that the child may be in danger, we may choose to contact the Wiltshire's Multi Agency Safeguarding Hub to seek further advice.

3.6 Reporting to parents

Children's attendance is reported to parents at the end of each term on the school report. Where attendance is lower than is deemed acceptable (90% or below), a letter emailed home to explain the importance of attendance. If attendance falls below 80% parents will be contacted to attend an attendance meeting.

4. Authorised and unauthorised absence

4.1 Valid reasons for authorised absence include:

- Leave of absence due to illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Leave of absence for exceptional circumstance
- Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Leave of absence for the purpose of studying for a public examination
- Leave of absence for a compulsory school age pupil subject to a part-time timetable
- Leave of absence for parent travelling for occupational purposes
- Leave of absence for religious observance
- Leave of absence due to being suspended or permanently excluded

4.2. Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term-time unless they consider there to be 'exceptional circumstances'. The school considers each application for term-time absence individually, taking into account specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Co-Headteachers' discretion.

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an 'exceptional circumstance', and therefore this cannot be granted by the Co-Headteachers.

5. Attendance monitoring

Parents are expected to email office@avondaleschool.org by 8:30am – or as soon as practically possible – if their child is going to be absent due to ill health (see section 3.2). They should phone or email the school on every day of a child's absence. If a pupil's absence goes above 5 consecutive days, we will contact the parents to discuss the reasons for this.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee and the school will work with the parents to improve the level of attendance for the child.

6. Roles and responsibilities

6.1. The Proprietor

The proprietor is responsible for monitoring attendance figures for the whole school on at least a termly basis. He also holds the Co-Headteachers to account for the implementation of this policy.

6.2. The Co-Headteachers

The Co-Headteachers are responsible for ensuring that this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the proprietor.

The Co-Headteachers also support other staff in monitoring the attendance of individual pupils.

6.3. The designated senior leader responsible for attendance

The designated senior leader is responsible for leading attendance across the school and evaluating and monitoring expectations and processes. They will also have an oversight of data analysis and devise specific strategies to address areas of poor attendance identified through data.

The designated senior leader responsible for attendance is Mrs Amy Worley.

6.4. Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office after the register has been closed during the first session of the day.

6.5. Office manager

Our Office manager is expected to take emails from parents about absence and inform the class teacher and Co-Headteachers via email.

6.6. Parents

Parents are expected to:

- ensure that their child attends school regularly and on time.
- email the school to report their child's absence before 8:30am on the day of the absence and on each subsequent day of absence, advising when they are expected to return.

- provide the school with an emergency contact for their child.
- ensure that, where possible, appointments for their child are made outside of the school day.

6.7. Pupils

Pupils are expected to:

- attend school regularly
- share information about anything which is preventing them from attending school with a trusted adult.

7. Attendance and absence codes

7.1 On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (with the exception of a pupil who is a boarder).

7.2 The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics.

7.3 As set out in the DfE's guidance on 'Providing remote education', pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.

7.4 The codes are set out in ['Working together to improve school attendance August 2024'](#) pages 77-92.

8. EYFS Attendance

At Avondale Preparatory School, we recognise that children in the Early Years Foundation Stage (EYFS) are of non-compulsory school age; however, regular attendance is essential for supporting each child's development, sense of security, and emotional well-being. While attendance is not a legal requirement at this stage, we have a clear duty under the updated 2025 EYFS safeguarding requirements to identify and respond to any patterns of absence that may raise concern. For this reason, we ask all families to ensure that children attend regularly and punctually, and to notify the school as early as possible if their child will be absent. This can be done by contacting the school office, emailing your class teacher or leaving a message on our communication app, Tapestry.

In accordance with safeguarding best practice, we also require a minimum of two emergency contacts for every child. This is to ensure that we can always reach a responsible adult in the event of illness, injury, or if we are unable to make contact with a parent or carer when a child is unexpectedly absent for long periods of time.

If a child has repeated or prolonged unexplained absences, or if we are unable to establish contact with a parent or emergency contact, we will take appropriate steps which may include a phone call, home visit, or where appropriate, referral to external safeguarding partners. Our aim is always to support families and prioritise the safety and welfare of every child in our care.

Written by: Vicky Scadden

July 2025

9. Monitoring arrangements

This policy will be reviewed annually by the Co-Headteachers. At every review, the policy will be shared with the proprietor.

10. Links with other policies and guidance

This policy is linked to our Safeguarding and Child Protection policies.

Revised October 2024

Signed as read:

Signature: A Worley

Name: Amy Worley

Date: 09/09/25

School Attendance Codes 2024



Present Codes	
/\	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)

Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)