



THE ORATORY
PREPARATORY SCHOOL

The Oratory Preparatory School

ATTENDANCE POLICY

SEPTEMBER 2021



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Overview

This policy is written in accordance with:

- School attendance Guidance for maintained schools, academies, independent schools and local authorities - August 2020
- The Oratory Preparatory School Admissions Policy
- The Safeguarding and Child Protection Policy
- Keeping Children Safe in education - September 2021

The Oratory Preparatory School is part of Bellevue Education and is a co-educational catholic independent day and boarding school with approximately 370 pupils, providing an enriched education to boys and girls aged 2 to 13 years old.

Purpose and Aims

At the Oratory Preparatory School, attendance is central to raising standards in education and ensuring all pupils can fulfil their potential. Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind: children with poor attendance tend to achieve less in both primary and secondary school.

We expect our pupils' attendance to be 96%.

We aim to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and, act early to address patterns of absence.
- Ask parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- Ensure all pupils are punctual to their lessons

Contents of Attendance Register

An attendance register is taken at the start of the first session of each school day and once during the second session. On each occasion the Oratory Preparatory School will record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances; or,
- Not attending in circumstances relating to coronavirus (COVID-19) (See Addendum 1: recording attendance in relation to coronavirus (COVID-19), which explains and illustrates the changes made to regulations governing school attendance registers in relation to coronavirus (COVID-19), which come into effect from 24 August 2020 for use throughout the 2020 to 2021 school year)

The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.



Children at Risk of Missing Education

The Oratory Preparatory School has regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children and put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.

Where reasonably practicable, we hold an emergency contact number for more than one person. The emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where the School notifies the local authority that a pupil's name is to be deleted from the admission register, it will provide the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- 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;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

Home Educated Children

On receipt of written notification to home educate, The Oratory Preparatory School will inform the pupil's local authority that the pupil is to be deleted from the admission register. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

Present at School

Registration takes place between 8.15am and 8.35am. A pupil arriving after the register has closed should be marked absent.



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Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Boarders (full, weekly and flexi) - the boarding community has additional registration at breakfast, supper and during the weekends.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006.

The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes - iSAMS is used to record all attendance codes

Note: All absences must be approved by the Headmaster

| | | | |
|--|---|-----------------------------------|---|
| No reason for absence | N | Approved sporting Activity | P |
| Unknown | - | Late (After Registration Closed) | U |
| Other | - | Medical/Dental Appointment | M |
| Unauthorised Absence | O | Family Holiday (not agreed) | G |
| Religious Observation | R | Extended Family Holiday (agreed) | F |
| Family Holiday (Agreed) | H | Educated off site | B |
| Study Leave | S | Non-Compulsory School Age Absence | X |
| Excluded | E | Other authorised circumstances | C |
| Education Visit or Trip | V | Exceptional Circumstances | Y |
| Illness | I | School Closed to pupils | # |
| COVID-19 related illness | > | Self-Isolating - COVID-19 | * |
| Shielding - COVID 19 | ^ | Quarantine - COVID 19 |) |
| Working Remotely (UK & Overseas Pupils) - COVID 19 | & | | |

Persistently Absent Pupils

Where a pupils attendance falls below 90% they are considered as Persistently Absent. All Parents of 'Persistently Absent' pupils are invited to a meeting with the Headmaster with a view to discuss and resolve any issues. If no resolution can be found and absence continues to cause concern then referrals to outside agencies will be made.



Further sources of information Relevant legislation:

- *The Education (Pupil Registration) (England) Regulations 2006*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2010*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2011*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2013*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2016*
- *The Education Act 2002*
- *The Education (School Day and School Year) (England) Regulations 1999*
- *The Changing of School Session Times (England) (Revocation) Regulations 2011*
- *The Education and Inspections Act 2006 Other DfE guidance*
- *Parental responsibility measures for school attendance and behaviour*
- *Children missing education*
- *Keeping children safe in education - September 2021*

Attendance expectations

From the start of the Michaelmas term 2021 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

Not attending in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the Michaelmas term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure schools record this accurately and consistently, a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)' has been introduced.

This category must only be used to record sessions that take place in the 2021 to 2022 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.



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1. Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)

As stated in Government guidance issued on the 27th August 2021, pupils are required to isolate if they have symptoms consistent with Coronavirus

- A new persistent cough
- A loss of taste or smell
- A fever or high temperature

In the case of pupils who display these symptoms or have a positive lateral flow test result, they should isolate at home according to government guidelines. However, close contacts or family members will not need to isolate unless they have a positive lateral flow test or they display symptoms. In all cases pupils should take a PCR test to ascertain if they have been infected.

2. Local lockdown

If rates of the disease rise locally, schools may need to prevent some pupils from attending. The Oratory Preparatory School will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

3. Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), The Oratory Preparatory School will be able to immediately offer them access to remote education. The School should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

4. Review

This policy will be reviewed annually unless updates are required beforehand.