



Bowdon
Preparatory School

Believe • Persevere • Succeed

Attendance Policy

This policy is applicable to all Governors, Staff, Parents/Guardians and Pupils

Statement of Intention

We are committed to fostering an environment that promotes **our vision** 'To continue to be recognised as a leading Prep School, providing unforgettable learning experiences which inspire our pupils to **Believe** in themselves, to **Persevere** and **Succeed** in all they do'.

Our policies are designed to support the diverse needs of all our pupils, our staff, and our community. This policy and its procedures have been developed with due regard for our duties and obligations, for the safeguarding and wellbeing of all our pupils.

Principles of the policy

Regular attendance is essential to ensure that pupils benefit fully from the educational opportunities provided by the School. This policy is grounded on the principle that every child has the right to access high-quality learning and that consistent attendance supports:

- academic achievement
- personal development
- social wellbeing

The policy has been developed in line with guidance from Department for Education - Working together to improve school attendance (2024).

Objectives of the policy

The primary objective of this attendance policy is to promote and support high levels of attendance and punctuality across the School community. We are committed to ensuring that every pupil has full access to the curriculum and the opportunity to achieve their academic and personal potential. Attendance is embedded in the School's ethos, curriculum, behaviour policy, and pastoral support and is seen as a shared responsibility across all staff.

The Senior Attendance Champion (SAC) is Mrs C Delf (Deputy Head).

This policy seeks to:

- Promote regular attendance as a key factor in academic success and personal development
- Establish clear expectations for pupils, parents, and staff regarding attendance and punctuality
- Identify and address barriers to attendance at an early stage through supportive and collaborative approaches
- Ensure consistency and fairness in the way attendance is monitored and managed across the School
- Comply with legal and regulatory requirements, including safeguarding responsibilities and reporting obligations



Bowdon
Preparatory School

- Promote a culture of responsibility, where attendance is recognised as a shared commitment across the school community.
- Ensure that accurate registers of attendance are maintained
- Ensure staff account for the whereabouts of our pupils throughout the school day
- Promote punctuality as a core value
- Monitor individual pupil attendance and intervene where concerns arise
- Work closely with families to support pupils when attendance concerns are identified
- Follow appropriate government guidance relating to attendance
- Inform relevant external agencies about pupils who fail to attend regularly.

Contents

Introduction	3
Registration	3
Unplanned Absence	4
Appointments During the School Day	4
Term-Time Absence Requests	4
Specific Responsibilities	5
Further titles	7
Related policies	7
Policy Review and Dissemination	7



Bowdon
Preparatory School

Introduction

The School is committed to working in partnership with families to promote punctuality and minimise absence. While we recognise that exceptional circumstances may occasionally require time away from school, authorised leave will only be granted at the discretion of the Headteacher.

All requests for leave must be made in advance. Decisions will be made with the pupils best interests and consideration will be given to the pupil’s attendance record, and the nature of the request.

A child reaches *compulsory school age* on 31st December, 31st March, or 31st August following their 5th birthday. The specific start date depends on when the child turns five:

- Children who turn 5 between 1st September and 31st December
→ Compulsory school age begins at the start of the Spring Term (after 1st January).
- Children who turn 5 between 1st January and 31st March
→ Compulsory school age begins at the start of the Summer Term (on or after 1st April).
- Children who turn 5 between 1st April and 31st August
→ Compulsory school age begins at the start of the Autumn Term (on or after 1st September).

All Schools, including BPS, must maintain an attendance register and monitor attendance:

- 100% Exceptional attendance
- 95-99% Excellent attendance
- 90-94% Poor attendance – at serious risk of underachievement
- <90% Persistent absence: significant concern – high intervention required

Registration

An attendance register is taken twice daily, at the start of the school day and beginning of the afternoon session.

A pupil will be recorded accordingly to the Department for Education (please contact the School Office if you need any further information):

- Present
- Absent (authorised or unauthorised)

Morning Registration

	School doors open	Registration
Kindergarten and Reception	8.40 – 8.50am	8.50am
Year 1 – Year 6	8.35 – 8.45am	8.45am

Pupil Arrival and Registration Procedure



Bowdon
Preparatory School

Pupils arriving after the school doors have closed must be signed in at the School Office. They will be marked as 'late during registration' until 9am.

Once the final school register has closed at 9am, any pupil arriving thereafter will be recorded as 'late after registration – unauthorised'. Please note that if a pattern of late arrivals emerges, we are duty-bound to report this to Trafford Local Education Authority (LEA).

Afternoon registration

All pupils will be registered after the lunch session has finished.

Unplanned Absence

If a pupil is unable to attend school due to illness or another unplanned reason, parents should notify the School Office via the [Reach More Parents](#) app by 8.45am, providing a reason for the absence.

If the absence remains unexplained, it will be recorded as unauthorised, and the School will continue efforts to contact Parents via a telephone call in the first instance. In some cases, staff may carry out a home visit, if there are safeguarding concerns. Please note that if a pattern of unauthorised absence emerges, we are duty bound to notify Trafford Local Education Authority (LEA).

Appointments During the School Day

If a pupil needs to leave during the School day (once the register has been taken), Parents should email the School Office via [Reach More Parents App](#) in advance, providing the reason for the absence and the time the pupil will be collected.

Appointments should be scheduled outside of the school day whenever possible. If this is not feasible, every effort should be made for pupils to attend school before and/or after the appointment to minimise lost learning time.

To reduce disruption to learning, pupils should be collected during natural breaks in the School day, such as lunchtime, wherever possible.

Term-Time Absence Requests

Absence during term time will only be authorised in exceptional circumstances.

If Parents wish to request leave for their child during term time, they should formally seek permission from the Headteacher, via the [Reach More Parents App](#), providing the reason for the request, with as much notice as possible.

Authorised leave is granted at the discretion of the Headteacher, who will consider each request individually. Decisions will take into account the specific circumstances, the pupil's attendance record since the start of the academic year, and any relevant historical concerns about attendance.

If a pupil is taken out of school without authorisation, the absence will be recorded as unauthorised.



Bowdon Preparatory School

As part of our safeguarding responsibilities, the school is legally required to share attendance information with the local authority. This ensures appropriate support can be provided to pupils and their families where needed.

Examples of exceptional circumstances are as follows:

- Bereavement: Death or Funeral of a close family member
- Serious illness or crisis in the immediate family
- Religious observance: Recognised by the religious body, not family preference
- Children of armed forces personnel, especially before deployment
- Participation in elite sporting or performing arts events (e.g. if the child is representing their region or country and evidence is provided)
- Family wedding or special family event
- Moving house (if it disrupts the ability to attend School on a specific day)

Specific Responsibilities

Providing Data to the Local Authority

The School has a legal obligation to share specific pupil information with the local authority. This includes the names and addresses of pupils of compulsory school age who:

- fail to attend School regularly or
- have been **absent** for a continuous period of ten school days where the absence has been recorded as unauthorised and/or **late** after the register has been taken
- are absent due to **illness** and the School has reasonable grounds to believe will miss fifteen days consecutively or cumulatively because of sickness.

Parents will:

- provide the School with accurate and up to date contact details;
- promote the importance of good attendance and punctuality;
- refrain from taking their child out of school during term time, except in exceptional circumstances, and submit a formal request for any planned absence in advance;
- proactively communicate with School when there are concerns about their child's attendance;
- notify the School if their child will be arriving late, including the reason;
- inform the School as early as possible on the first day of absence, including the reason;
- update the School daily during ongoing absences, including the reason;
- respond promptly to any school communication regarding an explanation for absence;
- notify the School in advance if their child needs to leave during School hours including the reason.

School Office staff will:

- receive and record absences on a day-to-day basis;
- follow up any unexplained absences as a matter of urgency;



Bowdon
Preparatory School

- monitor pupil attendance and report general concerns to Phase Leaders and significant concerns to the SAC;
- monitor adherence to attendance procedures and provide guidelines to staff.

Form Teachers will:

- complete accurate and timely session registers;
- promote and encourage good attendance and punctuality;
- ensure pupils adhere to attendance procedures (when arriving late to School, leaving during the School day or requesting absence during term time);
- work with the School Office to follow up unexplained absences;
- monitor individual attendance;
- alert Phase Leader to pupils whose attendance or punctuality is a cause for concern;
- liaise with Parents to support attendance as appropriate.

Phase Leaders will:

- promote and encourage good attendance and punctuality;
- provide Parents with regular updates on their child's attendance levels;
- work collaboratively with Form Teachers to reinforce the importance of following attendance procedures to ensure registers are completed accurately and on time;
- review attendance for each year group on a regular basis and take appropriate action when attendance falls below 95% in any half term;
- work collaboratively with Form Teachers, the Senior Attendance Champion and the Headteacher to address concerns regarding individual pupil attendance and/or punctuality;
- engage with Parents to address individual concerns and offer support where needed;
- liaise with external support agencies where necessary to ensure families receive appropriate assistance.

The Senior Attendance Champion (Mrs C Delf, Deputy Head) will:

- set a clear vision for improving and maintaining high attendance;
- monitor and evaluate the effectiveness of attendance strategies and procedures;
- promote a whole-school culture where attendance is everyone's responsibility and staff receive appropriate training;
- work alongside Phase Leaders to review attendance data, identify trends and target interventions;
- support the Phase Leaders when meeting parents and/or pupils to discuss persistent or severe absence;
- liaise with external agencies and represent the school at support meetings;
- support the Headteacher in decisions around legal interventions.

The Headteacher will:

- monitor and analyse whole School attendance data;



Bowdon
Preparatory School

- promote good attendance and provide Governors with regular updates regarding pupil attendance data;
- raise the profile and importance of good attendance and punctuality throughout the School community;
- establish written attendance procedures for staff and Parents;
- consider requests for exceptional leave in line with the Department for Education - Working together to improve School attendance guidance;
- discuss ongoing attendance concerns with Phase Leaders and the Senior Attendance Champion on a regular basis;
- alert the Local Authority in accordance with Department for Education - Working together to improve School attendance guidance;
- monitor the effectiveness of the Attendance Policy and Procedures.

The Designated Safeguarding Lead will:

- in collaboration with the Senior Attendance Champion, contact the Local Education Offices for advice and practical support when a pupil has persistent absence and the family is struggling to meet formal support;
- contact the police when there is an unknown absence and neither the school nor the family can establish the pupil’s whereabouts, in line with safeguarding procedures.

Further titles

[Department for Education - Working together to improve School attendance.](#)

Related policies

Safeguarding and Child Protection

Admissions

Policy Review and Dissemination

All members of staff and governors will receive a copy of this policy (via TEAMS link).

The policy will be available for Parents on our website. A paper copy can be requested via the School Office office@bowdonprep.org.uk

SLT member responsible	C Delf
Governor / Board Responsible	Education Committee
Date of review	September 2025
Date of next review	September 2026

Believe • Persevere • Succeed