



PRIOR'S FIELD SCHOOL

ATTENDANCE AND ABSENCE POLICY

1. This policy should be read in conjunction with the Behaviour Policy and Missing Student guidelines and is written to work in line with:
 - a. [Working together to improve school attendance \(DFE 2024\)](#)
 - b. Part 6 of The Education Act 1996
 - c. Part 7 of The Education and Inspections Act 2006
 - d. KCSIE (2025)
 - e. The Education (Student Registration) (England) Regulations 2006 (and amendments)
 - f. Education Act 1996, 2002, 2011
 - g. Missing Student Guidelines
2. Prior's Field is committed to ensuring that students are in school and learning as required by law and that they miss as little school as possible during the course of the year. When school is missed, absences are recorded and, if necessary, followed up. Parents of compulsory school age children have a legal duty to ensure their child(ren) attend school regularly.
3. Students are expected to be in school on every working day in term time and on requested days at weekends, for example, for matches, co-curricular events, expeditions and school events. Term dates are published on the school website and publicised to parents. Parents are reminded that school term dates are issued well in advance and that girls are expected to attend school throughout the term. Open Events, Prize Giving and the Celebration of Christmas are working days and part of our term and students are expected to attend these.
4. If a student is ill and unable to come to school, parents should contact the school office (via the parent portal) as early as possible and by 8.15am, or soon as afterwards as possible. The information will be logged by the School Office staff and the register completed accordingly.
5. Student absence not accounted for at the end of registration (8.45am for all years other than Sixth Form, 10.10am for Sixth Form) will be followed up by the School Office. Sixth Form students will have their absence followed up by staff in the School Office or the Sixth Form House.
6. An up-to-date list of absent or late students is kept every day by the School Office in addition to being accessible by staff through the MIS. Any student who arrives late into school, i.e. after 8.15am, must sign in at the School Office.
7. Requests for absence for educational, health or religious observance reasons should be addressed to the Head well in advance of any known dates, wherever possible (via the Special Absence Form on the parent portal). All other requests for absence will be refused and the absence will be

recorded as unauthorised. The Head will authorise exceptional absence where there has been a bereavement involving a member of student's immediate family. The school is entitled to ask for appropriate evidence where a request is made for absence for health reasons. The school allows Sixth Formers to be absent on a maximum of two school days to visit a further education establishment.

- 8.** When a student is absent for routine events such as medical or dental appointments, parents should request this absence via the parent portal, using the Advanced Absence Notification Form if the date is known more than two days in advance, or otherwise via the Absence Notification Form.
- 9.** All absences from school, for any reason, are actively discouraged and noted by the school. Parents are requested to arrange holidays and treats out of term time; absence inevitably means lost lessons and an interruption to the full study programme.
- 10.** Form Tutors and Heads of Year ('HOY') monitor absences on a weekly basis. An attendance report with the percentages noted is run weekly and sent to the Deputy Head, Director of Pastoral Care and Learning Pathways, HOYs and the Wellbeing and Safeguarding Coordinator. Where a student's attendance falls below 95%, the Form Tutor will contact home. Should the child's attendance fall below 90%, the HOY will contact home. If attendance falls below 85%, the Wellbeing and Safeguarding Coordinator will write to parents or guardians. Should the attendance continue to fall, then the parents will be invited in to discuss strategies and will be informed that, as a school, we may need to ask for external help. If attendance falls below 80%, the Local Education Authority may be contacted for additional support. (Appendix 2)
- 11.** Any staff who are concerned about any student absence should inform the Form Tutor in the first instance. If there is a concern of immediate danger, the Designated Safeguarding Lead should be informed.
- 12.** Ongoing absences for illness require certification from a medical professional, where there is a concern about a student's education.
- 13.** The Surrey Children Missing Education procedure will be followed in cases of unknown absences.
- 14.** Students who have permission to be out of school for part of the day, or who arrive after registration, for any reason, must sign in or out in the file in the School Office, to enable us to ensure their safety and to monitor absence.
- 15.** Students who are on a reduced timetable for whatever reason will have a copy of the timetable held at the School Office. Sessions when they are not required in school will be recorded in the register as C2. Sessions when they are present will be recorded as /. If the student is supposed to be in school and does not attend, the School Office will follow this up and their absence will be recorded as O unless a valid reason is supplied.
- 16.** Students on a reduced timetable will have this agreed by either the Deputy Head, Director of Studies, Director of Pastoral Care and Learning Pathways or the Wellbeing and Safeguarding Coordinator. Parents will be involved in this decision and all discussions will be recorded on the Surrey template (Appendix 3).
- 17.** Absence from Lessons
 - a.** While in school, students are expected to attend all timetabled lessons and special events. It is the duty of members of the teaching staff to take a register at the start of each lesson

on ISAMs. Where appropriate, the School Office will follow up any absences. If a student is missing from their class, the teacher must note all details and check the absence with the School Office who will follow the Missing Student Guidelines as necessary. If there is continued unexplained ad hoc absence from a lesson over a period of weeks, the teacher must refer this to the relevant Form Tutor. Students who will miss the 8.15am registration or 2.15pm registration due to a Music, Drama or Tennis lesson should be registered on SOCS by the relevant member of staff.

- b.** A list of vulnerable children is available from the Director of Pastoral Care and Learning Pathways, the Wellbeing and Safeguarding Coordinator and the School Office.
- c.** All teaching staff will note any absences from a lesson in their mark books or planners, for future reference.

18. Attendance Champions

The school Attendance Champions are the Deputy Head and the Wellbeing and Safeguarding Coordinator.

19. Extract from the Parent Contract

- a.** The Head must be informed in writing of any reason for your child's absence from school. Wherever possible, the school's prior consent should be sought for absence from the school.
- b.** Punctuality in returning to school after the holidays and after exehats must be strictly observed, and students prevented by sickness or injury from returning to school on the right day must send a medical certificate to that effect. As per [Working together to improve school attendance \(DFE 2024\)](#) and the LEA guidelines, the school will not be able to authorise any late arrivals after the start of a term or early departures before the end of a term.

Reviewed by:	Deputy Head
Date of next review:	1st March 2027
Governors review:	N/A
Location:	Website/Portal