



Devonshire House Preparatory School

# Attendance Policy

*This policy is for the whole school, including EYFS*

Last review date	<i>September 2025</i>
Next review date	<i>September 2026</i>
Lead reviewer	<i>Louise Reen</i>

## **Serving North London Families**

Devonshire House is a co-educational prep school, offering unparalleled preparation for senior school and life thereafter. Our unwavering emphasis on individual growth, within an inclusive community, balances traditional values and modern practice to inspire fearless life-long learning.

Our school values are:

- **Growth** – we reach high
- **Courage** – we learn fearlessly
- **Wonder** – we are inspired to find our spark
- **Belonging** – we care and come together

## **Policy statement:**

At Devonshire House Prep School, we believe that regular and punctual attendance is essential for the academic progress, personal development, and wellbeing of every pupil. We are committed to working in partnership with parents to ensure that pupils attend school regularly and on time.

Good attendance supports continuity of learning, encourages responsibility, and promotes a strong sense of community within the school. We expect high standards of attendance and punctuality from all pupils.

This policy aligns with the school's safeguarding duties and reflects our commitment to ensuring every child has the opportunity to thrive.



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This School Policy is reviewed annually and has regard to:

- Working together to improve school attendance (DfE; August 2024)  
[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf)
- Keeping Children Safe In Education 2025 (KCSIE; DfE)  
[https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping\\_children\\_safe\\_in\\_education\\_from\\_1\\_September\\_2025.pdf](https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf)
- Summary table of responsibilities for school attendance (DfE; August 2024)  
[https://assets.publishing.service.gov.uk/media/66bf301e253aee7aafdbdfea/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf301e253aee7aafdbdfea/Summary_table_of_responsibilities_for_school_attendance_-_August_2024.pdf)
- Children missing education: Statutory guidance for local authorities and schools (DfE; September 2025)  
<https://www.gov.uk/government/publications/children-missing-education/children-missing-education-statutory-guidance-for-local-authorities-and-schools>

### **AIMS**

Good attendance at school is important for a pupil's educational and social well-being. Pupils who miss school, for whatever reason, can experience a loss of self-confidence and social isolation as well as having gaps in their learning.

The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Children going missing from education or having unexplainable and/or persistent absences is a potential indicator of abuse or neglect.

Our aims for this policy are to ensure good attendance, discourage lateness and to ensure that a full record is kept of all absences. It is also for the school to be aware of all persons present on the school site at any one point in time. The policy will also ensure that registers are correctly kept and available for inspection by any appropriate body at any given time.

Where reasonably possible, the School will hold more than one emergency contact number for each pupil to provide the School with additional options to make contact with a responsible adult, particularly when a child missing from education is also identified as a welfare and/or safeguarding concern.



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### Procedures

#### Registration

Registration is carried out twice daily, at the start of the morning and afternoon sessions.

Registers are marked in accordance with Department of Education guidance and codes in this guidance are used in the registers to classify absence.

Registration is recorded on the school management system; ISAMS.

Staff are expected to make daily checks of accuracy of the register for their Form / Class and weekly reviews to account for any absences where 'no reason has yet been provided' (N code). **N codes must be amended within 5 school days.**

Senior teachers will contact Form / Class teachers if the registers that they are responsible for are not maintained correctly in order to investigate and, if necessary, provide appropriate training and support. Persistent failure to maintain an accurate register will trigger the School's disciplinary procedures.

#### Authorised Absence

##### Illness

Parents should telephone the school office or contact it by email before 8.30 to inform us if their child is ill. The school contact details are:

- Tel: 020 7435 1916
- E-mail: [absences@dhprep.co.uk](mailto:absences@dhprep.co.uk)

If no reason for absence is received by the school, then the reason for the child's absence must be pursued by the school office by 9.30am. Any case where a parent refuses to give a reason for absence must be referred to the DSL and may result in a referral to the Educational Welfare Officer.

If a pupil is persistently late or absent, the School will write to the parents in the first instance and if the problem continues will invite them to a meeting. If the school's efforts to improve the situation are unsuccessful, it may be necessary to refer the matter to the Educational Welfare Officer. In this case the school will write to the parents informing them of the referral.

#### Medical appointments

So as to avoid disruption to a child's education, wherever possible medical or dental appointments should be arranged to take place after school, at the weekends



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or during the school holidays, rather than during the school day. Where appointments during the school day cannot be avoided, such appointments should still be arranged with a view that these should cause the least possible disruption to the child's education. Parents must notify the school of any intended absence of their child for such a reason, again by e-mail or telephone.

### **Other authorised absence**

Absence from school may also be authorised if it is for one of the following reasons:

- Religious observance
- Exceptional family circumstances e.g. bereavement.
- Visits to or interviews at future schools

All absences must be explained by a parent or, in the case of a planned absence, permission requested in writing.

### **Lateness**

Pupils who arrive at school after the registers have closed must report to the school office before joining their class.

### **Requests for absence for any other reason**

Requests from parents to take their child out of school for any other reason must be made through the Head (and not to the form teacher). Parents are requested to e-mail or write to the school. All such correspondence will be kept in the child's file.

The school expects each parent to ensure that his or her child has the best attendance record possible. To this end, the schools publish term dates well in advance and it therefore expects total support from parents in this matter.

Parents wishing to take a child out of school during term time for the purposes of holiday or other leisure or recreational events are advised that authorisation will not normally be granted, other than in the most exceptional circumstances.

When because of an imminent exceptional circumstance a parent makes such a request, the head, at their discretion will make the final decision as to whether the absence will be authorised or not, and thus the manner of the attendance record in the school's register and will communicate this to the parents in writing.

While the school tries to be as helpful as it may within reasonable limits, it is the school's policy that staff should not normally be obliged to prepare work for a child to complete during any authorised absences.



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### **Children missing from education**

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Appropriate safeguarding policies, procedures and responses are implemented for children who go missing from education, particularly on repeat occasions.

In accordance with statutory guidance (KCSIE) the school's Designated Safeguarding Lead will report to the local authority any pupil who fails to attend school regularly or has been absent, without the school's permission, for a continuous period of 10 school days or more. All staff are aware that unexplainable and/or persistent absences from education can be signs that children are at risk.

In addition, each school will inform its local authority within five days of any pupil who is added to the admission register other than those pupils who are registered at the start of the school's youngest year of entry, unless the local authority requests information on the youngest children.

Each school will also notify the local authority when a pupil's name is to be deleted from the admission register under any of the 15 grounds set out in regulation 8(1) of the Education (Pupil Registration) (England) Regulations 2006 as amended, or under any of the five grounds set out in regulation 8(3) if the pupil is not of compulsory school age, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register. This duty does not apply where the pupil has completed the school's final year, unless the local authority requests such information is provided.

Children missing education raises a safeguarding issue particularly when a child leaves with no known destination. For this reason, although the legal requirement under the registration regulations is met by the school reporting to its 'own' local authority, the school may in some circumstances also contact the local authority where the child is normally resident.

### **Promoting good attendance and punctuality**

The school will regularly promote to pupils and parents the value and importance of good attendance and punctuality.

Staff will set a good example by being punctual.

Staff will use the school's rewards and sanctions procedures to encourage punctuality.



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Parents will be kept fully informed of any concerns regarding attendance and punctuality.

Individual cases where pupils experience attendance or punctuality difficulties will be investigated by the form teacher and where appropriate referred to the Head.

### **Monitoring**

Attendance statistics will be monitored each term to identify individuals or cohorts whose attendance causes concern.

Any member of staff who has concerns about any absence, or any pattern of absence, must inform the Designated Safeguarding Lead promptly.

### **Sponsored Students**

Good attendance is part of the visa conditions for visa sponsored pupils studying in the UK. It is the responsibility of the school to ensure accurate attendance monitoring and prompt follow up. We may cease sponsorship of pupils who fail to meet the attendance requirements or those who miss ten consecutive contact points without authorisation from the Head.

Pupils missing 5 contact points will be subject to a Pastoral Review with the Head and Dukes Student Immigration Manager. This meeting will put in place a plan to support the pupils by improving attendance or allow the school to increase support and monitoring of the situation.

Should a pupil miss 10 contact points, the school will review the situation. There is a strong possibility that the school will cease sponsorship and report the absence to the UKVI at this stage and the pupil will have to return to their home country.