



Devonshire House Preparatory School

Attendance Policy

This policy is for the whole school, including EYFS

Last review date	September 2026
Next review date	September 2027
Lead reviewer	Louise Reen

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.

The school recognises that attendance, safeguarding and wellbeing are closely linked. Persistent absence, unexplained absence, frequent lateness, patterns of absence or sudden changes in attendance may be indicators of safeguarding concerns, including neglect, abuse, mental health difficulties, exploitation or family difficulties. Such concerns will be considered in line with the Safeguarding and Child Protection Policy.



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This School Policy is reviewed annually and has regard to:

- Working together to improve school attendance (DfE; July 2026)
[Working together to improve school attendance: July 2026](#)
- Keeping Children Safe In Education 2026 (KCSIE; DfE)
[Keeping children safe in education 2026: September 2026](#)
- 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
- 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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RESPONSIBILITIES

Responsibilities of parents

Parents of a child of compulsory school age have a legal duty to make sure that their child receives efficient full-time education suitable to their age, aptitude, and ability (and to any special education needs they may have).

Compulsory school age extends from the term after a child's fifth birthday up to the last Friday in the month of June in the academic year of their eighteenth birthday. This means that children must attend every day that school is open, except in a small number of allowable circumstances, such as being too ill to attend or being given permission for an absence in advance from the school.

Illness

Parents should telephone the School Office or contact it by email as soon as possible and, by 8.30am at the latest, to inform School if their child is ill, providing the reason for non-attendance.

The school contact details are:

- Tel: 020 7435 1916
- E-mail: absences@dhprep.co.uk

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 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 or by using the request form available on My School Portal.

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



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All absences must be explained by a parent or carer or, in the case of a planned absence, permission requested in writing by completing an absence request form, available from the My School Portal platform.

Parents are requested to make any family holiday arrangements during the school holidays as it is to a child's disadvantage to miss any time off school. 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 be granted (DfE July 2026).

Other absences are only authorised under exceptional circumstances. The Head will either authorise the requested absence or inform the parent that their request will be recorded as "Holiday absence – not approved" or "Unauthorised absence" depending on the reason for the absence.

In line with DfE guidance (July 2026), each request for leave of absence is still considered individually on its own merits and the school does not operate a blanket policy of automatic approval for any category of request.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

Responsibilities of pupils

Pupils have a responsibility to attend school when they are fit and well and to arrive at school in time for registration (morning and afternoon) each day during term time.

Responsibilities of the School

The school has a legal responsibility for taking and maintaining an accurate School Register of all pupils twice each day throughout term time: once at the beginning of the morning session and once at the start of the afternoon session. Every entry in the Attendance Register must be preserved for a period of six years after the date on which the entry was made.

The Governing Body receives attendance information periodically and provides strategic oversight of attendance, safeguarding and children missing education arrangements.

The Attendance Register is recorded on iSams which maintains its own backup procedures for school data.

In line with the DfE's Working Together to Improve School Attendance guidance (July 2026), the school has designated a Senior Attendance Champion on the school leadership team with overall responsibility for championing and improving attendance. The Senior Attendance Champion for Devonshire House is Louise Reen, Senior Deputy Head Pastoral and DSL and can be contacted via the School Office or by email (Lreen@dhprep.co.uk)

The school uses attendance data from iSams to identify pupils or cohorts who need additional support, benchmarks its attendance against local and national levels, and promotes and incentivises good attendance through its wider pastoral ethos (DfE July



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2026).

Where a pupil has a social worker and/or youth offending team worker, the school will inform them of any unexplained absences so that support can be coordinated across all professionals involved (DfE July 2026).

The school recognises that some pupils have caring responsibilities at home as young carers, which can be a barrier to regular attendance. Young carers are recorded as such and the school will work in partnership with the pupil and their parents to understand any barriers to attendance this creates and to put appropriate support in place (DfE July 2026).

The school is mindful that some pupils face barriers to attendance due to mental or physical ill health, or special educational needs and disabilities (SEND). Such pupils have the same right to a full education as any other pupil, and the school will work in partnership with parents to put in place appropriate support, including reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability, and liaison with the local authority where a pupil has an Education, Health and Care Plan. Medical evidence will only be requested where a pupil's health needs are complex, long-term or frequently recurring, rather than as a matter of routine (DfE July 2026). In very exceptional circumstances, and only where it is in a pupil's best interests, the school may agree a temporary, time-limited part-time timetable with a parent, for example to support a pupil's return to school following ill health. Any part-time timetable will have a clear purpose, regular review dates, and a proposed end date, and will not be used as a means of managing behaviour (DfE July 2026).

Unexplained and/or Persistent Absence

The school promotes attendance of at least 95% wherever possible. Individual circumstances, including illness, disability and other exceptional factors, will always be considered when reviewing attendance.

Any concerns that a Form tutor may have regarding a pupil's attendance should be raised with the Senior Deputy Head Pastoral in the first instance.

Attendance data is analysed termly to identify trends, patterns and any disproportionate absence affecting particular groups of pupils, including those with SEND, those with social workers and other vulnerable groups.

Where a pupil's attendance falls below 95%, the Head will consider the factors relating to the child's absence, including where a child has been known to have been unwell, as well as other mitigating factors (such as family bereavement). Any concerns will be noted for consideration and for further monitoring.

Nationally, a pupil is regarded as persistently absent where attendance falls below 90%. If a child's attendance falls below 90% and there are no known mitigating circumstances, the Senior Deputy Head Pastoral will contact the parents and invite them in to discuss this. If there continue to be concerns about attendance over the next six weeks, the Head will invite the parents in for a formal meeting. If a child's attendance falls below 85% and there are no exceptional circumstances, the Head will inform the parents that a



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referral to the Camden Attendance Team (Attendance and Children Out of School (ACOS)) will need to be made

A pupil whose attendance falls below 50% is considered severely absent. Such cases will receive immediate senior leader review and further safeguarding consideration where appropriate.

Unauthorised Absence

The school will inform the Local Authority if, for any pupil, unauthorised absences exceed 10 days during an academic year. The school will inform the Local Authority if a pupil misses, or is expected to miss, 15 days due to sickness.

Repeated unauthorised or unexplained absences may result in referral to the Local Authority Children Missing Education team where appropriate.

Other Notification to the Local Authority

The school will also inform the relevant Local Authority and/or Children's Social Care, as appropriate, immediately if:

- A single absence raises child protection concerns (see the Missing Child Policy and the Safeguarding Policy);
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this case, the school is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the Local Authority in which the pupil lives and, in any event, before the pupil's name is deleted from the register.

Registration procedures

Registration is recorded on the school management system; iSAMS.

Registration is carried out twice daily, at the start of the morning and afternoon sessions. Morning registration is carried out by class/form teachers. Registers close at 8.30am in the Middle and Upper School and at 9.00am in Nursery and Lower School.

Afternoon registration takes place in the first session after lunch break and is carried out by the class teacher or by the subject teacher taking the lesson after lunch.

Children must be registered as Present or Absent. If a pupil is absent, the teacher must identify the code to be entered in the School Register on iSAMS.

When an absence request form has been received in advance and the absence agreed by the Head / School Office, this will also be recorded on iSAMS and should appear automatically for the registration period in question. Please be aware that sometimes parental circumstances change at short notice, so, if a pupil was expected to be absent but is in class, they should be marked as present on the register.

If a child is in school, but not in class for the morning registration (including out of school



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trips and clubs), then it is the responsibility of the teacher / club leader to notify the office that the child is in school. This can be done by email to the School Office or in person.

The Senior Deputy Head Pastoral 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.



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Registration Codes at Devonshire House School are as follows:

Present Codes	
/	present during morning registration
\	present during afternoon registration
B	educated off site and for taster days
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority
Absent Codes	
Authorised Absences	
C	absence due to exceptional circumstances, agreed by the headteacher
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable, agreed by the headteacher and parent(s)/carer(s)
D	dual registered
E	suspended or permanently excluded, and no alternative provision made
I	illness (both physical and mental health related; 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 and child accompanying
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 unexpectedly closed
Y4	unable to attend due to unexpected 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 Absences	
G	holiday or absence for leisure-related purposes (not agreed by the Head)
N	reason for absence not yet established (must be rectified as soon as possible and no more than 5 school days after the session (regulation 10(7) to (9)))
O	absent in other or unknown circumstances
U	late after register has closed
Administrative Codes	
Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets)



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Procedure for following up absence

The School Office staff will follow up any absences promptly to ensure that all pupils are accounted for.

If a child arrives late (after 8.30am in Middle and Upper School, after 9am in Nursery and Lower School), the parent will need to come to go to the School Office at the appropriate site and must sign their child in. School Office staff will be able to update the register.

Once the registration has closed, a list of absences will be printed off from iSAMS by the School Offices. Any parents of pupils who have been marked with the letter N (No reason yet provided) will be contacted by telephone by 9.30am by the appropriate School Office. Therefore, it is essential that the registers are accurately completed to avoid causing unnecessary confusion or panic with the child's parent.

If there is no response from any of the contact details for the parent (phone numbers and emails), then the missing child procedure will be put into action; this will also be the case if a pupil is missing from afternoon registration but was present during the morning registration.

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.

Procedures for following up persistent lateness

If a pupil accrues five lates during a term, the class teacher will contact parents to express concerns about his/her punctuality. If he/she is late on a further five occasions, the Senior Deputy Head Pastoral will invite the parents to meet with them in school to discuss the lateness issue. For serious and/or repeated concerns regarding lateness, the Head will ask the parents to come into school for a meeting to discuss how to support the family and the child concerned.

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. The school will review sponsorship obligations and may withdraw sponsorship if attendance requirements are not met, in accordance with UKVI requirements. Absence will be reported to the UKVI at this stage and the pupil will have to return to their home country.