

Forest Preparatory School

Attendance Policy



bellevue

Date of last review: August 2025
Date for next review: July 2026

This policy outlines the shared responsibility between the school, students, parents, and the broader community in promoting regular attendance. The goal is to ensure that every student reaches their full potential through consistent and punctual attendance, fostering a supportive and collaborative approach to addressing attendance challenges. This policy should be read in line with the attendance section in the Safeguarding Policy.

The person with overall responsibility for this policy, including the monitoring and promotion of attendance (*Attendance Champion*) is Mr Rick Hyde in their role as Deputy Head (Pastoral and DSL) they can be contacted on rhyde@forestschoo.co.uk or 0161-980-4075.

Rationale

Regular attendance is essential for students' academic achievement and social development. This policy promotes a culture of high expectations where attendance is prioritised and supported by the entire Forest Preparatory School community.

Principles

- **Shared Responsibility:** Attendance improvement requires collaboration between the school, students, parents/guardians, and external partners.
- **Positive School Environment:** The school will provide a welcoming and engaging environment that motivates students to attend regularly.
- **Clear Communication:** Open and transparent communication between the school, parents, and students about attendance expectations and procedures.
- **Early Intervention:** Timely identification and intervention for students at risk of poor attendance to prevent long-term absence.

Roles and Responsibilities

Forest Preparatory School's Responsibilities

- **Promote Attendance:** The school will actively promote the importance of regular attendance and punctuality through assemblies, newsletters, and meetings with families, this is also outlined in the Parent/Student Handbook.
- **Monitoring:** Attendance will be recorded twice daily, and regular reviews will be conducted to identify patterns of absence.
- **Intervention:** Early intervention strategies will be employed for students with declining attendance. These may include letters home, parent meetings, and individualised support plans.
- **Support for Families:** The school will offer guidance and support to families facing barriers to regular attendance, including pastoral care, counselling, and referral to external agencies if necessary.
- **Recognition of Good Attendance:** Positive reinforcement, such as certificates, awards, and special privileges, will be used to reward excellent and improved attendance.

Parents'/Guardians' Responsibilities

- **Ensure Regular Attendance:** Parents/guardians are expected to ensure that their child attends school regularly and punctually.
- **Report Absences:** Notify the school on the first day of an absence and provide a reason. For extended absences further information will be needed, including medical information

- **Engagement:** Work collaboratively with the school if attendance issues arise and attend meetings when required.
- Requesting a leave of absence – this involves writing a letter or email to the School Office where it will be directed to the headmaster, or in his absence the Deputy head (Pastoral and DSL).
- **Avoid Term-Time Holidays:** Family vacations should be scheduled during school holidays. Requests for term-time absences will only be granted in exceptional circumstances.

Students' Responsibilities

- **Attendance:** Attend school regularly, arrive on time, and be prepared for learning.
- **Engage with Support:** If facing challenges affecting attendance, students should seek support from teachers, Pastoral Lead or DSL.
- **Positive Attitude:** Contribute to a positive school culture that values regular attendance.

Attendance Procedures

Daily Attendance Monitoring

- **Recording:** Teachers will take attendance daily. All absences will be recorded, categorised as either authorised (with a valid reason, such as illness) or unauthorised (without a valid reason). Within this codes for attendance and absence are listed in p76-92 of [Working Together to Improve School Attendance August 2024](#)
- **The school day** is between 08:40 and 15:10 (Lower School) or 15:45 9Upper School) , in the morning the register closing time is 09:00.
- **Late Arrival:** Students arriving after the official start time will be marked late and required to sign in at reception.

Reporting Absences

- Parents/guardians must report their child's absence on the first day by phone or email, explaining the reason for the absence. If the school is not notified, the absence will be followed up promptly by the school.
- Parents/guardians should contact the school office on office@forestschoo.co.uk or via telephone on 0161-980-4075 for day to day matters
- If Parents/guardians have wider concerns about attendance they should contact
 - The Class teacher
 - The Key Stage Coordinator
 - The Deputy Head (pastoral and DSL) as the person with overall responsibility for attendance

Authorised and Unauthorised Absences

- **Authorised Absences:** Illness, medical appointments, family emergencies.
- **Unauthorised Absences:** Holidays during term time, unexplained absences, or absences for reasons not accepted by the school.

Addressing Attendance

Early Intervention

95%-90% Attendance: When a student's attendance falls between 95%-90%, parents will be advised of attendance issues, either by email or invited in for a meeting.

Persistent Absence

If a student's attendance drops below 90%, they will be classified as a "persistent absentee." The school will initiate a formal process, which may include:

Escalation

In cases where attendance does not improve despite intervention, the school may consider further action, including the involvement of external agencies.

Rewards and Recognition

The school will promote the importance of high levels of attendance amongst its community. This may include awards for 100% attendance and other incentives where appropriate.

Working with External Agencies

The school will collaborate with external agencies, including educational welfare services, healthcare professionals, and MK MASH, to address the underlying issues that may affect a student's attendance.