



**The White House Preparatory School
and
Woodentops Day Nursery**

Attendance Policy

1. Aims

We are committed to meeting our obligations regarding school attendance through a whole-school culture and ethos that values excellent attendance, including:

- Promoting good attendance and punctuality across all year groups.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil (including Early Years Foundation Stage children) has access to the full-time education and care to which they are entitled.
- Acting early to address patterns of absence or school avoidance.
- Building strong relationships with families to ensure pupils have the right support in place.

2. Legislation and Guidance

This policy meets the statutory requirements of the DfE guidance *Working together to improve school attendance* and incorporates:

- **Safeguarding Compliance:** *Keeping Children Safe in Education* (KCSIE 2026) and *Children Missing Education* (CME) statutory guidance.
- **Early Years:** Statutory Framework for the Early Years Foundation Stage (EYFS) welfare and safety tracking requirements.
- **ISA Frameworks:** Guidance and documentation from the Independent Schools Association.
- **Legislation:** The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments.

3. Roles and Responsibilities

3.1 Governance: The Proprietors (Principal and Vice Principals)

As the governing body, the Principal and Vice Principals are responsible for:



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

24 Thornton Road, London, SW12 0LF

020 8674 9514 office@whitehouseschool.com

www.whitehouseschool.com



- Setting the strategic vision and promoting the importance of attendance across all school policies.
- Ensuring school leaders fulfill their statutory and operational duties.
- Regularly reviewing, monitoring, and challenging whole-school attendance data.
- Ensuring staff receive adequate, up-to-date training on attendance and its links to safeguarding.
- Holding the Headteacher to account for the rigorous implementation of this policy.

3.2 Day-to-Day Management & Strategic Attendance Lead

- **The Headteacher:** Responsible for the overall daily running of the school, operational implementation across both the Prep School and Nursery, and regularly reporting trends back to the Proprietors.
- **Senior Deputy Head (Designated Attendance Lead - Olivia Palmer):** Contactable via the School Office. Responsibilities include:
 - Leading attendance strategies across the school and overseeing half-termly data analysis.
 - Monitoring the impact of targeted attendance strategies and benchmarking data against national trends.
 - Building relationships with parents/carers to discuss, tackle, and resolve ongoing attendance issues.
 - Creating intervention and reintegration plans in partnership with families.
 - Serving as Safeguarding Link: Working closely with the Designated Safeguarding Lead (DSL), local services, and education welfare officers to support vulnerable cohorts.

3.3 Class Teachers and EYFS Practitioners

- Recording attendance twice daily using the correct DfE codes via the electronic register (morning session completed by 09:00; afternoon session taken following the lunch break).
- Reporting immediate patterns of absence or unusual lateness directly to the Senior Deputy Head.

3.4 School Office Staff



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

24 Thornton Road, London, SW12 0LF

020 8674 9514 office@whitehouseschool.com

www.whitehouseschool.com



- Receiving daily notifications of absence, recording them accurately on the school system, and passing relevant details to Class Teachers and the Senior Deputy Head.

3.5 Parents and Carers

- Ensuring their child attends school every day and arrives punctually before 09:00.
- Notifying the school office via phone or email before 09:00 on the first day of an unplanned absence and every subsequent day thereafter.
- Providing the school with a minimum of two emergency contact numbers (a mandatory requirement under KCSIE).
- Arranging medical and dental appointments outside of school hours wherever possible.

4. Recording and Managing Attendance

4.1 The Attendance Register

The register is a legal document, and entries are securely stored for 3 years.

- **Punctuality:** The morning register closes at 09:00. Any pupil arriving after this time will be marked as Late (L).
- **Signing In/Out:** Any pupil arriving late or leaving early must be signed in/out at the School Office. For non-dismissal collections, the collecting adult must counter-sign the register and provide a reason.

4.2 Unplanned Absence & Illness

- Absences due to physical or mental illness are typically marked as authorised unless the school has a genuine safeguarding or authenticity concern.
- For absences exceeding 3 consecutive days, or where patterns cause concern, the school may request medical evidence (e.g., appointment card, prescription) via the Senior Deputy Head.
- Unexplained absences within Woodentops Day Nursery are followed up with equal urgency to satisfy EYFS welfare standards.

4.3 Planned Term-Time Leave

- Parents must apply in writing to the Headteacher for any term-time leave at least 2 weeks in advance. Leave is strictly granted at the Headteacher's discretion under "exceptional circumstances."



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

24 Thornton Road, London, SW12 0LF

020 8674 9514 office@whitehouseschool.com

www.whitehouseschool.com



- Given our international community, overseas visits to countries of origin are evaluated individually, balancing attendance values with family experiences. Returning pupils are encouraged to present a project to their class about their travels to enrich the wider cohort.

4.4 Following Up Unexplained Absences (Safeguarding Protocol)

In line with KCSIE 2026 and CME requirements, if a child is absent without notice:

1. **First-Day Contact:** Staff will call parents/carers on the morning of the first day before 10:00.
2. **Emergency Contacts:** If primary contacts are unreachable, alternative emergency numbers will be dialled.
3. **Escalation:** If no contact can be established and the child is considered vulnerable, the Senior Deputy Head may instigate a home visit or notify local safeguarding authorities/the education welfare officer.
4. **Code Resolution:** The correct attendance code will be finalised within 5 working days of establishing the reason.

5. Attendance Monitoring & Interventions

5.1 Categories of Absence

The school tracks attendance using standard DfE thresholds:

- **Persistent Absence (PA):** A pupil missing 10% or more of school (attendance below 90%).
- **Severe Absence (SA):** A pupil missing 50% or more of school (attendance below 50%).

5.2 Using Data to Intervene

- Attendance and absence data are monitored half-termly, termly, and yearly by the Senior Deputy Head, and benchmarked against national trends to report back to the Headteacher and Principal.
- If a pupil's attendance falls below 95%, the Senior Deputy Head will engage with parents informally to offer support and identify barriers (such as medical, emotional, or school



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

24 Thornton Road, London, SW12 0LF

020 8674 9514 office@whitehouseschool.com

www.whitehouseschool.com



— THE —
**WHITE
HOUSE**
PREPARATORY SCHOOL

avoidance factors). Formal intervention plans are established if attendance triggers PA/SA thresholds.

6. Links with Other Policies

This policy directly interacts with:

- Child Protection and Safeguarding Policy (including Children Missing Education procedures)
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

24 Thornton Road, London, SW12 0LF

020 8674 9514 office@whitehouseschool.com

www.whitehouseschool.com



Appendix 1: Attendance Codes Present & Approved Educational Activity

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised or approved by the school
W	Work experience	Pupil is on a work experience placement

Authorised Absence

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances





THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

Code	Definition	Scenario
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Unauthorised Absence

Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (amended when reason emerges or replaced by O)



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

24 Thornton Road, London, SW12 0LF

020 8674 9514 office@whitehouseschool.com

www.whitehouseschool.com



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

Code	Definition	Scenario
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Administrative & Exceptional Circumstances

Code	Definition	Scenario
X	Not required in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend (exceptional)	School site closed, emergency travel disruption, or pupil in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial closure due to half-term, bank holiday, or INSET day

<i>Policy will be reviewed every 2 years</i>			
Policy created:	Sept 26	By:	Headteacher
To be reviewed:	Sept 28	By:	Headteacher

