



Pownall Hall School

School Attendance Policy

This is a whole school policy which includes the EYFS

Equality Statement

Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise on their academic, sporting, musical and creative potential.

The School aims to include traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self-discipline and good working habits for the future. The all-round personal development of each and every pupil lies at its heart.

Pownall Hall School is committed to creating an environment which will promote equality of opportunity for all members of its community including students, staff, parents/ carers and others working in partnership with it.

(from Pownall Hall School's 'Single Equality Scheme Policy')

1. INTRODUCTION

At Pownall Hall School, we recognise that every child has a right to a full-time education. This School Attendance Policy attends to the specific needs of certain pupils and pupil cohorts. The policy will be applied fairly and consistently, but with consideration for the individual needs of pupils and their families who have specific barriers to attendance, and in accordance with the Equality Act 2010 and the UN Convention on the Rights of the Child.

This policy is written in accordance with:

- Keeping Children Safe in Education (KCSIE) 2024
- Working Together to Improve School Attendance (2024)
- Working Together to Safeguard Children (2023)
- Education (Independent School Standards Regulations) 2014 (as amended)

This policy will be readily accessible to leaders, staff, parents and pupils, including being published on the Pownall Hall School website. Parents' attention will be drawn to it when their child starts at the School, every year thereafter and whenever it is updated. Parents will therefore have regular opportunities to inform any necessary policy amendments, and their views will be welcomed by the School.

The school recognises that poor attendance may be an indicator of safeguarding concerns, including abuse or neglect, and will respond accordingly.

2. TIMING OF THE SCHOOL DAY

Robins and Owls children can arrive from 7:30am and stay until 6pm.

Children in Kindergarten (Hérons, Kingfishers and Nightingales) arrive from 8:30am in the morning and finish at 3:30pm.

Pupils from Reception to Form 6 are required to be in school from 8.20am. Registration takes place between 8.20 and 8.40.

The school day ends at 3.30pm for children in Reception to Form 2 and at 3.45pm for pupils in Forms 3 – 6. Pupils leaving school before the end of the day must sign out with the Front Desk, Main Hall. Children should inform their teachers during morning registration whether they intend to remain behind at the end of the school day for After School Care or extra-curricular activities.

Parents of children in Reception, Form 1 and Form 2 should inform form teachers or TAs on arrival at school in the morning, or Breakfast Club staff who will then relay this information to form teachers accordingly.

All activities end no later than 6.00pm.

3. EDUCATIONAL VISITS

Staff will notify parents of any proposed trips, visits or sporting fixtures where the children will be taken off-site during the school day and what their departure and arrival times will be. Please see the school's policies on Educational Visits.

4. ABSENCE

Parents are requested to email, telephone or use the School Spider app to notify the school before 8.20am if their son/daughter is unwell and cannot attend school. The school will contact parents by 9.30am if a child is absent without explanation, as a child protection/safeguarding measure. The School may also contact parents at afternoon registration for an update as to the child's welfare if they expect that the child may attend later in the day.

Our school recognises that a child missing education is a potential indicator of abuse or neglect and will follow the school procedures for unauthorised absence and for children missing education. Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency (ChECS or Police). For more information, please see the school Child Protection and Safeguarding Policy.

The strategic approach to attendance in the school is overseen by the Headmaster, Mr David Goulbourn headmaster@pownallhallschool.co.uk

On a day-to-day basis, parents should contact the School Office on office@pownallhallschool.co.uk and their child's form teacher about matters relating to a child's attendance.

For more detailed support on attendance, parents should contact the Head of the relevant section of the school:

EYFS: Mrs Georgia Flynn glynn@pownallhallschool.co.uk

Forms 1 and 2: Miss Katherine Lowther klowther@pownallhallschool.co.uk

Forms 3 to 6: Ms Vicky Haton vhayton@pownallhallschool.co.uk or Mr Mike Erian merian@pownallhallschool.co.uk

Where additional support is required to ensure a child's regular attendance at school, the Head of SEND, Mrs Vicky Hayton vhayton@pownallhallschool.co.uk will be informed and will work alongside child, parents and form teacher to implement any necessary strategies.

5. AUTHORISED ABSENCE

Parents wishing to request authorised absence should complete an Absence Form, which is available from the school office. The Head will authorise term-time absences where special circumstances apply; absence for family holidays during term time will not be routinely authorised.

6. CHILDREN AT RISK OF MISSING EDUCATION

In accordance with KCSIE 2025, Pownall Hall School recognises that schools must inform their local authority of any pupil who is going to be deleted from the admission register where they meet the criteria set out in statutory guidance.

The school will notify the Local Authority in advance of any deletion from the register and will work in partnership with the Local Authority to ensure that all children receive suitable education.

The school will also inform the Local Authority of any pupil who fails to attend regularly or has been absent without permission for a continuous period of 10 days or more.

At Pownall Hall, attendance is monitored on a day-to-day basis. Where concerns arise, attendance data will be reviewed using the school's management system and appropriate action taken.

Attendance is classified as follows:

- 95% and above: good attendance
- 90% – 95%: at risk of persistent absence
- Below 90%: persistent absence
- Below 50%: severe absence

Where attendance falls below expected levels, parents will be contacted and appropriate support and challenge will be provided.

Where appropriate, the school may refer cases to the Local Authority, who may consider issuing a Penalty Notice in line with local procedures.

Attendance data is monitored and tracked by the Senior Leadership Team. Trends are analysed and appropriate interventions implemented to support pupils and families.

Attendance percentages are recorded on pupils' reports.

MONITORING AND REVIEW

This policy will be monitored by the Headmaster and will be reviewed annually.

Presented to Governors for approval

April 2026

Signed:

Mrs Eileen MacAulay, Chair of Governors

April 2026

REVISION LOG

| Date | Changes Made | V. No |
|------------|---|-------|
| Dec 2009 | Created | V1 |
| Apr 2010 | Reviewed | V1.1 |
| Jan 2011 | Reviewed | V2 |
| May 2012 | Reviewed | V3 |
| May 2013 | Reviewed | V4 |
| May 2014 | Reviewed | V5 |
| Feb 2015 | Reviewed | V6 |
| Feb 2016 | Reviewed | V7 |
| Feb 2017 | Reviewed | V8 |
| Feb 2018 | Reviewed | V9 |
| Feb 2019 | Reviewed | V10 |
| Sep 2019 | Reviewed | V11 |
| Feb 2020 | Reviewed | V12 |
| Feb 2021 | Reviewed | V13 |
| May 2022 | Reviewed | V14 |
| May 2023 | Reviewed | V15 |
| May 2024 | Reviewed | V16 |
| Sept 2024 | Reviewed | V17 |
| April 2025 | Reviewed - Section 4 - added School Spider App as way to inform absence, Section 4 Forms 3-6 changed to Vicky Hayton as contact, general minor typos | V18 |
| Sept 2025 | Reviewed - updated KCSiE reference | v19 |
| April 2026 | Reviewed – Introduction updated to include regulations referenced and section 6 amended to bring it in line with current DfE expectations of attendance | V20 |

Next Review: April 2027