



Attendance Policy

Version 1.0

Reviewed: October 2025

Next Review Due: October 2026

Attendance Policy

Mission Statement

Reviewed by: Headteacher (For all review dates see end of document)

Rawdah Montessori School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. This policy applies to children who are of compulsory school age; however, its principles guide our view on attendance for children aged 2–4 years.

We will provide an environment where all pupils feel valued and welcomed, and where we are committed to the fundamental principle that early intervention and partnership working are crucial in ensuring the attendance, protection and well-being of all children and young people.

For a pupil to reach their full educational achievement, a high level of school attendance is essential. We will therefore consistently work towards a goal of 100% attendance for all pupils. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and guidance, and this school attendance policy is written to reflect the legislation and guidance produced by the Department for Education (DfE). The Education (Pupil Registration) (England) Regulations 2006 set out the legal requirements for school attendance.

The school will review its systems for improving attendance on an annual basis to ensure that it is achieving its set goals and targets as identified by the DfE's guidance on school attendance.

This policy will contain the procedures that the school will use to work towards meeting its attendance targets.

Promoting Attendance

The foundation for good attendance is a strong partnership between the school, parents/carers, and pupils. We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them; we will use a variety of strategies to intervene at an early stage to encourage improved attendance of individual learners.

The parent code of conduct agreement will contain details of how we will work with parents and carers, and our expectations of what they will need to do to ensure pupils achieve good attendance.

Leave of Absence / Holidays in Term Time

Leave of absence during term time is discouraged. Parents and carers do not have an automatic right and should not expect that the school will allow them to withdraw their child for holiday purposes during term time. Only in exceptional circumstances may the amount of leave granted exceed more than ten school days in any twelve-month period.

Parents will be reminded of the effect that absence can have on a pupil's potential achievement. As a Montessori School, we also recognise the value of flexibility for families and that events and occasions sometimes occur during school time where attendance can be of great educational benefit.

The school will consider an application for leave of absence when parents and carers have applied in writing, in advance, for permission. Permission can only be authorised by the Headteacher, Esma Izzidien, Deputy Head, Head of Department, or such persons that the Headteacher delegates to.

DfE guidance clearly states that the reference to exceptional circumstances means that the parent must make a strong case for taking the child away for more than two weeks a year.

School Procedures

Any pupil who is absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Permission can only be authorised by the Headteacher, Esma Izzidien, Deputy Head, or Head of Department. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised and promptly followed up by the school, as part of its early intervention and safeguarding strategies.

Lateness

Morning registration will take place at:

- 8:30 am in the Toddler Community
- 8:45 am in the Children's House
- 9:00 am in the Elementary

The registers will remain open for a maximum of 30 minutes, in accordance with DfE guidance. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation (e.g. medical appointment). Pupils arriving after the start of school but before the end of the registration period will be coded as present late (PL).

Absence for Medical Reasons

Pupils are not expected to attend school when they are unwell. Rawdah Montessori School reserves the right to request evidence of medical absence where appropriate. Routine

appointments (doctor, dentist, optician) should, where possible, be arranged outside school hours. Persistent or repeated absences due to illness may be investigated further.

Attendance Action Plan

The school will endeavour to ascertain the specific reason for non-attendance as soon as possible on the first day of absence. Priority will be given to children who are deemed particularly vulnerable, e.g. those known to child protection/safeguarding services or are looked after (LAC).

Continuing and Frequent Absence

Within the school, it is the responsibility of the class teacher to bring attention to the Attendance Officer any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible before seeking advice from the Education Welfare Service (EWS). Persistent absence is defined by the DfE as attendance below 90%.

Categorisation of Absence

All pupils who are on roll but not present in the school must be recorded within one of these categories:

- Authorised Absence (AA)
- Unauthorised Absence (UA)
- Approved Educational Activity (EA)
- Exceptional Circumstance (EC)

Authorised absence is for those pupils who are away for a valid reason such as illness.

Unauthorised absence is where no valid reason has been provided. Approved educational activity covers supervised educational activities undertaken off the school site but approved by the school.

Retention of Records

Hard copies of registers will be kept as backup to any electronic systems. Attendance regulations stipulate that records should be retained for at least three years; however, it is good practice to extend this period in line with the school's data retention policy. Registers are legal documents and must be accurately maintained.

Attendance Targets

Each year, the school's Director and Senior Leadership Team will set attendance targets. A system for analysing performance towards the targets will be established, and the Director along with the Head of Departments and Administrator will be responsible for overseeing this work.

REVIEW DATE	REVIEWED BY	SIGNED OFF
31 Oct 2025	Governing Body	Chair: Sohaib Tanvir
	Headteacher	tbc on appointment
Next Review Date	Governing Body	Chair:
31 Oct 2026	Headteacher	