

## **Inwoods Small School in EYFS**

### **ATTENDANCE & MISSING FROM EDUCATION POLICY**

Last Review Date	1 Aug 2025
Policy Endorsed by	Trustees & School Management Committee
Policy is Maintained by	School Coordinator
Next Review Date	August 2026
Review Body	School Management Committee

## **Introduction**

At Inwoods Small School, we offer full-time education for day pupils of primary age. We see education as a partnership between the family, the child and the school. We recognise the importance of children having exposure to learning on a consistent and regular basis and that this helps each child to grow and progress in their learning. We also emphasise the importance of school in helping children to learn how to engage socially and so build healthy relationships. With this in mind, we develop and maintain a whole school culture that promotes the benefits of high attendance, integrating it into the school's vision, values, and daily life.

This policy is written with regard to the Independent School Standards (April 2019), in particular standard 15, as well as the guidance from the DFE [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) and [Working Together to Improve School Attendance \(August 2024\)](#). We also follow guidance from Keeping Children Safe in Education 2025 and [Children Missing Education](#). We also follow the [EYFS Statutory Framework 2025](#).

## **Day to Day Processes**

### **Reporting Absences**

The Attendance Lead at Inwoods is the school Coordinator – Kate Power. She is supported in her role by the class teachers. It is the school Coordinator's responsibility to check the attendance register daily and to record any absences and their reasons on Salesforce.

At Inwoods the drop off starts at 8.40am and we ask all children to arrive by 9am. Pick up starts at 3.15pm and finishes at 3.35pm. There are two after-school clubs on offer that finish at 4.30pm on two days of the week. Attendance is taken twice daily, in the morning and in the afternoon, and is recorded online on a school register, using the DfE standard set of codes for schools. The morning register will be completed by 9.15am and the afternoon register will be completed by 12.30pm.

If a child is absent and the school has not been informed in advance, parents should e-mail the teachers and the School Coordinator ([info@inwoods.org.uk](mailto:info@inwoods.org.uk)) or telephone the school office (01962 771065) giving a reason for the absence. If parents do not contact the school, the staff will always telephone the home of the child in the morning of an unexplained absence, to determine the reason.

To ensure that families can be contacted quickly, emergency contact details for both parents and/or carers, where possible, will be held by the school. Where possible, we will hold more than two emergency contact numbers for each child to align with EYFS requirements for 2025.

For dental or medical appointments, parents are asked to notify the child's teacher and the School Coordinator in writing, by email in advance.

### Lateness to School

We consider a child to be late for school if they arrive after 9am. But we also understand that many of our families drive a long way to get to the school so this might be a valid reason why the children might be late.

If there is a recurring pattern of lateness this will be addressed with the family to see what can change, or if any support can be put in place.

### Exceptional Absence

Notifications for exceptional absence (i.e. absence for days other than religious festivals, medical or dental appointments or for illness) must be emailed to the School Coordinator with as much notice as possible. If the teachers and School Coordinator have concerns about the request, they will discuss them with, or email, the parent.

We always send parents the term dates about a year in advance in order that they can arrange their holidays without disrupting their child's education. But as a school we do understand that in some very exceptional circumstances an educational trip with the family in term time does occur, although these are discouraged. These educational trips are discussed in advance with the family and if necessary, schoolwork is set for while they are away.

If this becomes a repeated pattern with a particular family, meetings are organised to discuss the impact of this on the child's education. It may be that permission isn't granted and family trips in term time become unauthorised absence.

To ensure that families can be contacted quickly, in the case of children being absent from school without explanation, emergency contact details for parents and/or carers will be held by the school. Where possible, settings should hold more than two emergency contact numbers for each child to align with EYFS requirements for 2025.

## Part-Time Timetable

All children at Inwoods are enrolled in the school in full-time education and there would only be exceptional reasons why a child would be attending part-time;

- An EYFS child of non compulsory school age needs a little time to adjust to full-time attendance at the school and attends for a shorter school day during this time.
- A child has been a school refuser in the past and needs a short amount of time to adjust to the new setting and so might miss an occasional school day.
- There is an agreement between the family and the school that the child will be flexi-schooled. In this situation the Local Authority will be aware of the arrangement. Flex-schooling will only be offered in very specific situations and is at the discretion of the school as to whether it will be available to a family on a case by case basis.

All adjustments to full-time attendance would be discussed between the parents and the School Coordinator before being implemented. They would be reviewed on a weekly basis and contact would be made between the family and the school daily unless the arrangement has been confirmed with another educational provider.

## Attendance, Monitoring and Interventions

Over the year the attendance of each child is monitored and recorded. If there are any concerns the parents are contacted and possible strategies to help are discussed. The child's attendance is closely monitored by the Attendance Lead.

At the end of the academic year, the attendance data is calculated for each child. Any serious concerns are shared with the parents. This could be via email for less serious concerns or by meetings between the school Coordinator/ Attendance Lead and parents if the concerns are more serious.

We are aware of the increase in vulnerability of SEN (Special Educational Needs) children to be more absent from school than other children. As the school SENCO, the school Coordinator is aware of these children and the additional support they might need to access school on a regular basis.

## Contact with Children's Social Services

In the case of repeated and extended unauthorised absences from school to the extent that the child is considered to be missing from education and there is limited or no contact from parents, or if the school are not satisfied that the reasons given for absence are appropriate, the DSL (Mina Masoumian) or Inwoods DDSL (Kate Power) will contact Children's Social Services. To help with this process, the school will hold two emergency contact numbers, of the parents if at all possible.

For more details on our safeguarding procedures please refer to The Brockwood and Inwoods Safeguarding and Child Protection Policy 2025-26 on the Inwoods and Brockwood Park websites.

## Contact with Local Authorities

Local authorities have a legal responsibility to identify children of compulsory school age who are not in education. For Inwoods the [Hampshire Inclusion Support Services](#) offer advice and guidance. They may also contact the school with an inquiry about whether we are educating a specific child.

Before deleting a pupil's name from the register, the school is required to alert the pupil's local authority (Inclusion Support Service) as soon as possible after a student of compulsory school age is taken out of school;

- when the family has apparently moved away,
- when the child is to be home educated,
- when the child has been certified as medically unfit to attend,
- when the child is in custody for more than four months or has been permanently excluded,
- has been absent without authority for 10 consecutive days,
- fails to attend school regularly,
- or is removed from the school roll without his or her next school being known.

The school Attendance Lead will inform the local authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not).

Inwoods may also be contacted by the local authority so that it can view and take extracts from both the admissions and attendance registers, and the Secretary of State may also access and take extracts of the registers.

## Census

All schools in membership of ISC take part in the organisation's annual census of the number of students, staff that are at the school as well as information on expenditure, etc. From January 2009 it has been mandatory to include student ethnic monitoring data, using the same methodology as the maintained sector.