School Attendance Policy

Lancing Prep Hove

School Attendance Policy

This policy applies to the whole school, including the EYFS. This policy is designed to address the specific statutory obligations on the school to record attendance and absence.

The aims of this policy:

- to develop and maintain a whole school culture that promotes the benefits of good attendance.
- to ensure, so far as possible, that every pupil at Lancing Prep Hove can benefit from and make their full contribution to the life of the school.
- to prioritise and where possible improve attendance and punctuality across the school, reduce absence and set out the school's approach to the management of absence and non-attendance.
- to recognise the links between attendance and pupil well-being, specifically ensuring a consistent whole school approach to safeguarding; and
- to help to promote a whole school culture of safety, equality and protection.

Student attendance is critical to academic success and social integration. We ask parents to support the school to promote the standards of attendance and punctuality which are essential for a school environment where all pupils can get the maximum benefit from their education and commit fully to the school community.

The school recognises that persistent absence, severe absence, lateness, unexplained absence and children missing education may be indicators of abuse, neglect, child criminal exploitation, child sexual exploitation, mental health concerns, county lines activity, domestic abuse, radicalisation or other safeguarding risks. Attendance concerns will therefore be considered through a safeguarding lens and, where appropriate, referred to the DSL and external safeguarding agencies.

Attendance concerns in relation to children affected by domestic abuse, including those identified through Operation Encompass notifications, will be considered as part of the school's safeguarding response.

Attendance overview

Absence, whatever its cause, is detrimental to any student's academic, social and emotional development. Children with poor attendance tend to achieve less well; regular or persistent absence can also be an indicator of wider pupil welfare issues.

Parents have a legal duty to ensure their children, who are of compulsory school age and who are registered at school, attend regularly. Parents can only allow their child to miss school if they are too ill to go in or they have advance permission from the school. 'School Attendance (Pupil Registration) (England) Regulations 2024' and 'Working Together to Improve School Attendance 2024' make it clear that Heads may only grant leave of absence *in exceptional circumstances.* As required by law, the school will inform the local authority of any pupil who fails to attend regularly or has

been absent without the school's permission for a continuous period of 10 days or more. Appropriate notifications will also be made to safeguarding services in cases where absence amounts to a safeguarding concern.

See APPENDIX 2 Admissions Register for more information.

School attendance rates are monitored regularly by the Senior Attendance Champion, and trends of absence are analysed and followed up on, including in reporting to the Governing Body. Any individual pupil whose attendance record is below 90% must be followed up on by the school, as will be noticeable patterns of absence, or sudden or unexplained absence. Persistent absence (PA) id below 90% and Severe Absence (SA) id below 50%.

Where attendance does not meet the threshold, the school will adopt the following graduated intervention model:

Attendance concern	School response
Emerging concerns	Tutor contact
Below 95%	Attendance discussion
Below 90%	Attendance support meeting
Severe absence	Multi-agency intervention
Continued unauthorised absence	Referral to LA

The importance of good attendance

Lancing Prep Hove recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the school's ethos and culture. In building a culture of good school attendance it recognises:

- the importance of good attendance, alongside good behaviour, as a central part of Lancing Prep Hove's vision, values, ethos, and day-to-day life.
- the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils.
- the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents.
- that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes, and strategies; and
- that children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse, and child sexual and criminal exploitation.

School responsibilities

Lancing Prep Hove acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the school community.

Lancing Prep Hove will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.

Where there are challenges to attendance, Lancing Prep Hove will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

The school will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The school will have robust systems in place to track and record attendance, reasons for absence, and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent, and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

Attendance and punctuality

Pupils can arrive at school between 8.00am and 8.25am; school registers are taken from 8.15am and registration closes at 8.30am. Pupils arriving after 8.25am must ring the office via the school front door and they will be admitted. Pre-Prep pupils will be signed in by the school secretary; Prep pupils will sign in using the iPad in the school office. Registration is taken again in the afternoon between 1.50pm and 2.00pm. Lateness is not sanctioned at LPH, but pupils are disadvantaged academically, organisationally, and socially if they are not in school by 8.25am at the latest. Form periods take place daily from 8.15am.

Requests for Leave of Absence should be made to the Head Mistress via her PA. Please see APPENDIX 1 for guidelines on Leave of Absence.

Unexpected absence should be reported to the school office and form tutor as soon as is reasonably practicable, and by 8.25am on the day of absence at the latest.

Contact information

The Senior Attendance Champion is Mr Daniel Clifton, DSL: dclifton@lancing.org.uk For day-to-day absence (not having required a request for Leave of Absence), parents should contact the school office: hove@lancing.org.uk and copy their child's form tutor, giving reason for the child's absence and, if possible, their expected return date. Parents should email the school office again to confirm their child's return to school no later than 8.25am on their day of return. Where no explanation is received, the school will contact parents on the first day of absence. Continued unexplained absence will be escalated to the DSL and safeguarding procedures initiated where necessary

For support with attendance, parents should contact the Senior Attendance Champion, who may seek the involvement of a wider pastoral team which could include a member of the Wellbeing Department or the Learning Enhancement Department.

Good attendance is promoted through various activities including in assemblies, particularly where achievements, personal endeavour and commitment are celebrated. Those pupils with poor level of attendance are not shamed and the school is committed to working with families to understand why pupils are missing their education.

Follow-up actions

Where any pupil's attendance is low (below 90%) or a pattern of absence can be seen, the school will meet with the parents to discuss how to support the pupil and remove barriers to attendance where possible. This may include referrals to external services and organisations. These actions will be regularly reviewed to ensure improvement. Persistent or severe absence is always treated as a safeguarding risk.

All staff

The school will provide information and contact details of the staff who pupils and parents should contact about attendance on a day-to-day basis, such as a form tutor, and for more detailed support on attendance (pastoral lead or senior leader).

The school ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it. The school provides appropriate training and professional development for staff consistent with their roles and responsibilities.

School arrangements

The school will accurately complete admissions and attendance registers and have effective day-to-day processes in place to follow-up absence. These registers must be kept electronically.

See APPENDIX 3 Attendance Register & APPENDIX 4 Working practicalities at Lancing Prep Hove

Monitoring attendance

Lancing Prep Hove will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. Such analysis may include.

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families.
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and leaders (including the special educational needs coordinator and designated safeguarding lead).
- conducting thorough analysis of termly and full year data to identify patterns and trends.
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement.
- devising specific strategies to address areas of poor attendance identified through data.
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Governing Body to support its work. Governors receive termly reports including where appropriate: Whole school attendance; Persistent absence; Severe absence; Cohort attendance; SEND attendance; Safeguarding-related absence trends.

Pupil responsibilities

School attendance is important to pupil attainment, wellbeing, and development. The school therefore has high expectations of pupils as to their attendance and has

systems in place to reward good attendance and manage poor attendance. Pupils should be aware that:

- they are expected to be present in-person for the duration of each school day.
- they are expected to arrive on time and attend all timetabled lessons.
- they should not leave a lesson or the school site without permission or otherwise in accordance with school rules.
- they should engage with the school's arrangements for recording and managing attendance as set out in this policy.
- any unexplained absence will be followed up.
- persistent lateness or non-attendance will result in action being taken by the school. This may take the form of:

    (a) offers of support to seek to identify and address any barriers to attendance,
    (b) communication with parents,
    (c) reporting to other agencies such as children's social care, and
    (d) sanctions against them or their parents in line with the school's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending school or specific lessons regularly, they may speak to any member of staff, although the school encourages them to speak to their form teacher or Sophie White, Head of Wellbeing, in the first instance. Pupils are entitled to expect this information to be managed sensitively.

Additional needs

Lancing Prep Hove recognises some pupils may find it harder than others to attend school and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and to put the right support in place. The school will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance. It will also work with parents and, where appropriate, with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed - in this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010. Mental health issues affecting a pupil's attendance: guidance for schools states in the non-statutory summary of responsibilities document that 'in many cases the school may be able to agree with parents / carers adjustments to its policies and practices that are consistent with the special educational provision set out in the EHC plan. In other cases, additional or different attendance support identified may require the LA to review or amend an EHC plan.'

The school monitors closely the following groups of vulnerable children:

- Pupils with SEND
- Pupils with EHCPs
- Young carers
- Children with a social worker

- Looked After Children (LAC)
- Previously Looked After Children
- Pupils with medical conditions
- Pupils experiencing mental health difficulties

Suitable strategies will also be considered for pupils with any social, emotional, or mental health issue that is affecting their attendance. Where barriers are outside of the school's control, the school will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for Early Help. The school will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

Children Missing Education

Where a pupil is absent and their whereabouts cannot be established, the school will follow Children Missing Education procedures, undertake reasonable enquiries, liaise with the local authority and make safeguarding referrals where appropriate.

Parent / carer responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education. This means pupils must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. The school will help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

Staff Training

Lancing Prep Hove ensures that regular guidance and training for staff on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
As a minimum, this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances.
- the school's strategies and procedures for tracking, following up and improving attendance.

APPENDIX 1
Leave of absence

Leave of absence can only be authorised by the Head and may only be permitted in exceptional circumstances. Parents should submit their request to the Head no later than three days prior to the date of absence. If an absence is authorised in advance parents will be notified and an absence note will not be required on return.

Reasons for absence

Illness
Parents are requested to inform the school on the first day that their child is ill.

Medical and Dental Appointments
Routine visits to the dentist, optician etc. should be arranged during school holidays or out of school hours.

Bereavement
It is helpful if we are informed of family bereavement so that we can offer students appropriate pastoral support, even if no absence is being requested.

Religious Observance
Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a student or their parents belong.

Family/Domestic Problems
Looking after other children, minding the house, or undertaking other domestic activities within school hours are not acceptable reasons for absence under the law.

Special Occasions
Exceptional occasions may be sanctioned through authorised absence. Such events might include an older sibling's graduation or the wedding of a close family member. Attending sports events, concerts or a family member's birthday event are not sufficient cause for authorisation.

Study Leave
Absence before school exams (internal or external) will not be authorised. The school prepares children fully for all exams and assessments, and to be absent beforehand is disadvantageous

Interviews
Pupils in Year 6, 7 and 8 will be required to attend interviews at the times and on the dates allocated by their chosen senior school(s). It is essential that parents keep the school
informed of these dates via the school office and form tutor.

APPENDIX 2
Admission register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the school will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the school (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the school's admission register at non-standard transition points. The admission register must be kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The school must ensure that every entry in the school's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every pupil in the school, including their date of admission, information regarding parents and carers and details of the school they last attended.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.

Where the school notifies the local authority that the pupil's name is to be deleted from the admission register, the school must provide it with the following information:

- the full name of the pupil.
- the address of the pupil.
- the full name and address of any parent the pupil normally lives with.
- at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency.
- the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable.
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable.
- the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Regulation 8 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the admissions register. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

Schools must refer to regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024 for full details of the legal grounds for deleting a pupil from the registers. See also chapter 7 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.

APPENDIX 3
Attendance register

Lancing Prep Hove records and monitors the attendance of all pupils (both compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024. The school uses the appropriate national attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.

The attendance register is kept electronically, and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy. The school will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

The school is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session. On each occasion it will be recorded whether every pupil is:

- physically present in school when the attendance register begins to be taken.
- or absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended.
- or attending a place other than the school.
- or absent.

The circumstances in which a pupil may be recorded as attending a place other than the school can include:

- Attending educational provision arranged by a local authority.
- For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff.
- Attending a place for an approved educational activity that is a sporting activity.
- Attending an approved educational activity, which is work experience provided under arrangements made by the school as part of the pupil's education.
- Attending a place for any other approved educational activity.

Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 specifies what information must be included in the attendance register. See also chapter 8 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024. Registers are legal records, and the school must preserve every entry in the attendance or admission register for 6 years from the date that the data was entered.

Recording absence

All attendance and absence will be recorded using Lancing Prep Hove's MIS (iSAMS). Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the School Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve school attendance relating to:

- leaves of absence.
- other authorised reasons.
- unable to attend school because of unavoidable cause.
- unauthorised absence.

Remote education

The school is required to record all absence from in-person lessons. The school may, in limited circumstances, provide remote education to enable pupils who are well enough to learn but unable to attend the school site to keep pace with their education.

In the limited circumstances when the school decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the school, parents, or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision.
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity.
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to 19 Schools should refer to regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure they are correctly recording reasons for absence and the applicable commentary in chapter 8 of the statutory guidance Working together to improve school attendance: applies from 19 August 2024.
- in person education with the required support in place to meet their needs.

Pupils who are absent from school and receiving remote education, still need to be recorded as absent using the most appropriate absence code. The school will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to school. The school will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use. The school will maintain pages on its website that provides information and guidance about the remote education provision and links to any trusted external education websites.

Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the school is not satisfied with the explanation given for absence or delayed attendance, meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:

- holiday has not been authorised by the school or is more than the period determined by the Head.
- the reason for absence has not been provided.
- a pupil is absent from school without authorisation.
- a pupil has arrived in school after registration has closed and without reasonable explanation.

APPENDIX 4
Working practicalities for Lancing Prep Hove

Registration Procedure

For all pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session. It must be completed using the designated symbols in iSAMS.

Prep School
Online registration through iSAMS takes place between 8.30 and 8.40 when registration closes. Pupils who arrive after registration has closed must sign in on the iPad in the office. The designated symbol is used for pupils arriving after registration has closed. In the afternoon, registration takes place at 14.00. Staff should formally call the register so that children get used to where their name is on this list and are able to line up in register order during emergency drills.

Pre-Prep, Nursery and Pre-School
Online registration through iSAMS takes place between 8.45 and 9.00 when registration closes. Pupils who arrive after registration has closed must sign in at the office. The designated symbol is used for pupils arriving after registration has closed. In the afternoon, registration takes place at 14.00. Staff should formally call the register so that children get used to where their name is on this list and are able to line up in register order during emergency drills.

Nursery education is not compulsory, but we do ask parents to telephone the school office on the first day of absence and inform us of the reason for their child's absence.

Staff should insert the correct symbol from those offered in the drop-down menu in the iSAMS registration module. If no reason for absence has been received by the person completing the register, they should insert the designated symbol (N). As form teachers or office staff are notified of the reasons for absence, and at the latest by 9.30am, the correct symbol should be inserted. If after five school days a reason for absence is not established, then the unauthorised absence symbol should be inserted.

PUPILS WHO MISS FORMAL REGISTRATION DUE TO AN IN-SCHOOL ACTIVITY/ ORCHESTRA / CLUB/ PERIPATETIC LESSON

The teacher taking the register in the form room should insert an N for these children and the office staff will replace this with the correct symbol as appropriate after checking the club/lesson register with the relevant member of staff.

HOME SPORTING FIXTURE

The member of staff supervising the team must complete a paper register and send this to the school office. Office staff will enter these details onto iSAMS.

AWAY SPORTING FIXTURES AND TRIPS

Where pupils are taken out of school by staff, the office must be notified. All staff must complete a paper register and hand it to office staff, along with an information sheet which details a list of pupils, location of activity, time of departure and return and name of supervising teacher. Any updates or changes to this list need to be given to the office before leaving school. Office staff will enter these details onto iSAMS.

ABSENCES

If a child is going to be absent for an appointment outside school, or for any other reason, the parents should email the form teacher and/or the school office beforehand explaining the reason for absence. This absence can be recorded in advance but must be checked at the appropriate registration period.

If a child is ill, or is going to arrive late for school, parents are asked to contact the office or form teacher by 8.30am on that day explaining the reason for absence.
All emails regarding absence should be stored for future reference.
If there is no communication from the parents, the office will contact them to ascertain the reason for absence (calling the parents of any child who walks to school on their own promptly).
In some cases, a pupil may frequently miss occasional days for various reasons, authorised by the parents. The following guidelines will be followed:

a) If an ongoing medical reason is the cause of the absences, then a note from an appropriate health care practitioner should be sought outlining the necessity of continued frequent absences.
b) If this is not the case the school, parents and pupil should agree on a strategy to increase attendance, treating each case on its merits.
c) If no progress is made in this area over the next half term the school will engage the relevant LA services.

LONG TERM ABSENCE – PUPILS UNABLE TO ATTEND SCHOOL

If a pupil is unable to attend school for a period of more than 5 consecutive school days, or if a pattern of concern develops or their attendance percentage is well below the expected 90% minimum, the class teacher and/or School Attendance Champion will contact their parents to discuss the absence and provide support. After 10 working days of continuous absence or concern regarding a pattern of low attendance, the class teacher will liaise with other staff and the parents to discuss the pupil's situation.

A member of SLT will inform the parents that a note from an appropriate health care practitioner will be required to authorise the absence if the pupil is going to be absent

for more than 15 days, whether this is consecutive or regularly as part of a continuing ongoing illness. Where prolonged or repeated illness absence gives rise to reasonable concern or where additional support is required, the school may request appropriate medical evidence and work collaboratively with parents and relevant professionals. If the pupil is likely to be absent for longer than 20 working days or if the school has serious concerns regarding a pattern of low attendance, the school will contact the Education Welfare Officer (EWO) or relevant LA services as appropriate.

SCHOOL REFUSAL
If a pupil refuses to attend school, the procedure outlined at Appendix 5 will be followed.

EARLY DEPARTURES
If a child needs to leave school before the end of the school day, parents must contact the office or form tutor in writing and give reasons. All pupils leaving early must report to the office before leaving to sign out on the iPad.

CLUBS & ACTIVITIES
Staff supervising clubs and Prep and After School Club register the children attending; this register is used to check children out at 5:30pm and can also be used as a roll call in the case of an emergency evacuation. A copy of club registers is also provided to the office.

HOLIDAYS
Parents need to request permission in writing, and in advance, from the Head for the purpose of a holiday. Absence for holidays is only given in exceptional circumstances. Any holiday for which permission has not been requested and authorised will be marked in the register using the unauthorised absence symbol.

STAFF
Staff should sign in and sign out using the e-reception book located in the school office. The same procedure should be followed if they leave the site and return for lunch breaks or personal reasons during the school day.

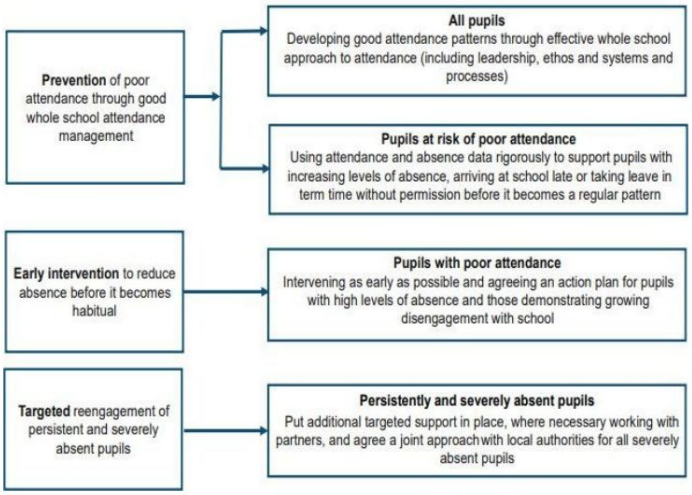
EMERGENCY DRILL In the event of the emergency alarm sounding, the following are to be taken to the Emergency Assembly Point by the office staff.

1. Print outs of morning registration.
2. A printout from the e-reception book of staff, pupils, and visitors on site.
3. The hard copy of the pupil roll book, with all emergency contact details on.

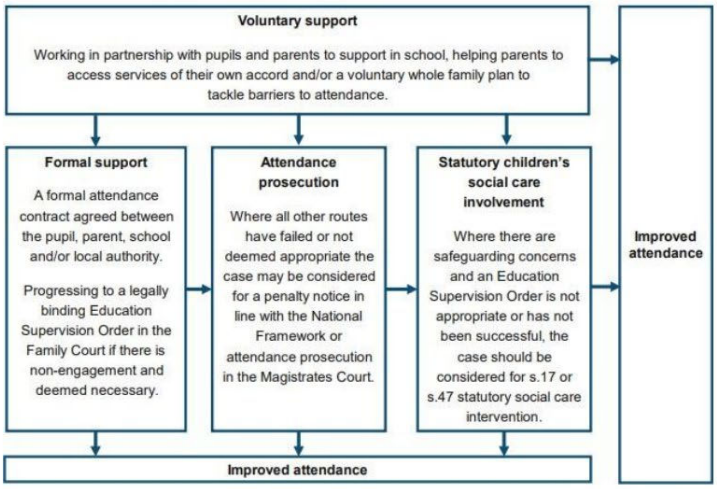
APPENDIX 5

Lancing Prep Hove recognises that some pupils may experience significant emotional difficulty, anxiety or distress that impacts their ability to attend school regularly. Emotionally Based School Avoidance (EBSA) is understood as a safeguarding, wellbeing and attendance concern requiring a supportive and child-centred response. The school will work collaboratively with pupils, parents, pastoral staff, the DSL, SENDCo and, where appropriate, external agencies to understand barriers to attendance and implement agreed support strategies. These may include reasonable adjustments, enhanced pastoral support, phased reintegration plans, attendance support plans and multi-agency involvement. The school will seek to maintain high expectations for attendance whilst ensuring that interventions are proportionate, regularly reviewed and focused on securing the pupil's successful return to full-time education at the earliest appropriate opportunity. Persistent absence related to EBSA will be monitored carefully and considered within the school's safeguarding framework.

Effective school attendance improvement and management



Providing support first before attendance legal intervention



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Policy author:	Dan Clifton, DSL, Lancing Prep Hove
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