



Dear Families,

It has been another busy and enriching week, filled with opportunities for learning, leadership, creativity and community spirit. From welcoming inspiring visitors and celebrating pupil achievements to looking ahead to a number of exciting school events, I hope you enjoy reading about some of the many highlights from across the school.

An Inspiring Visit from George Dowell MBE

We were delighted to welcome George Dowell MBE to the school on Monday, where he delivered an inspiring and thought-provoking session for our pupils. George is the owner and Chairman of Worthing Football Club and is widely recognised for his tireless work in raising awareness of disability and championing inclusion within both sport and the wider community.

Drawing on his own remarkable experiences, George encouraged the children to embrace challenges, persevere in the face of adversity and make the most of every opportunity that comes their way. His powerful message of resilience, determination and kindness resonated strongly with pupils and staff alike. We are thrilled that he has promised to visit us again in the future and look forward to welcoming him back.

Prep School Harvest Festival at Lancing College Chapel

Thursday 15 October | Service begins at 10.00am

To help families plan for the morning, please see the arrangements below:

Pupil Group	Arrival Time	Where to Arrive	What Parents Need to Do
Symphonia, Chamber Choir and pupils with a Reading	8.10am - 8.30am	Lancing College Chapel	Drop your child at the Chapel to participate in the rehearsal before the service.

All other pupils	8.10-9.40am	Lancing College Chapel	Please inform the School Office if your child will be arriving directly at the Chapel. Staff will supervise pupils throughout this period.
Pupils arriving at LPW as normal	Normal school arrival time	Lancing Prep Worthing	No action required. Pupils will travel to the Chapel by coach, departing LPW at 9.15am.

Medication Arrangements

If your child is...	Medication Arrangements
Dropped directly to the Chapel	Medication will be available at the Chapel from 8.00am .
Travelling by coach from LPW	Medication will travel with pupils and staff on the coach.

Uniform Expectations

All Pupils
Pupils should attend in their smartest school uniform. If your child is required to wear PE kit due to an activity or fixture later that day, please ensure that they wear their smartest PE kit.

After the Service

Year Group	Arrangements Following the Service
Years 3-6	Will leave the Chapel at approximately 11.15am and return to LPW.
Years 7-8	Will remain at Lancing College, supervised by LPW staff. They will have lunch there before taking part in their usual Thursday afternoon MFL and Carousel programme.

Family Attendance

- Service starts: 10.00am
- Chapel doors open to families: 9.50am
- Parents, grandparents and family members are warmly invited to attend this special Harvest Festival celebration.

Author Visit: Holly Swain

We are delighted to welcome children's author and illustrator Holly Swain to school on Thursday 5th November for a special draw-along session and book signing with pupils in Reception to Year 3.

During the morning, children will have the opportunity to hear about Holly's creative process, take part in an interactive drawing workshop, and be inspired by the characters and stories from her much-loved books. Events such as these are a wonderful way to nurture a love of reading, encourage creativity and bring stories to life for our younger pupils.

If you would like to pre-order a book for your child to have personally signed on the day, please place your order by Friday 16th October using the link below:

[Holly Swain - Colin's Monster - Lancing Prep, Worthing - Thursday 5th – Pickled Pepper Books](#)

Canva Reminder for Parents

As part of our commitment to sharing your children's learning with you, please remember that when signing up for Canva, parents must use their child's school email address. Using your child's school email address ensures that they are correctly linked to the school's Canva for Education account and can access the resources and features available to them through school.

If you have any questions or experience any difficulties setting up your account, please do not hesitate to contact the school office for assistance. Thank you for your support.

Year 3 and 4 Welcome Visit from Local Police Officer

On Tuesday, Year 3 and Year 4 pupils welcomed a visit from our local police officer, PC Chris Marsden, who delivered an engaging and informative talk on water, rail and road safety.

The session highlighted the importance of staying safe near rivers, lakes and the seaside, explained the dangers associated with railway lines and stations, and reminded pupils how to cross roads safely and remain aware of traffic, including quiet electric vehicles. Pupils also learned what to do in an emergency, including when and how to call 999, how to stay calm, and the information emergency services may need.

The children participated enthusiastically throughout, asking thoughtful questions and



Follow us on socials

demonstrating a strong understanding of the important safety messages shared during this valuable educational visit.

Friends & Families of LPW AGM

All parents, carers and staff are warmly invited to attend the Friends & Families of LPW Annual General Meeting on Tuesday 13 October at 5.30pm in the School Hall. The AGM provides an opportunity to reflect on the PTA's achievements over the past year, review finances and elect the committee for the year ahead. We are always grateful for the support of our parent community and would particularly encourage anyone interested in taking on a committee role or becoming more involved in PTA events to attend. The meeting will also include planning for key community events, including Firework Night and the Winter Fair. We look forward to seeing you there.

Year 8 Prefects 2026-2027

Congratulations to our Year 8 Prefects for the 2026-2027 academic year. Being appointed as a prefect is both a privilege and a responsibility, recognising those pupils who consistently demonstrate our school values of Love Learning, Be Kind and Go Out into the World and Do Good.

As senior pupils and role models within our community, our prefects will play an important part in supporting younger children, representing the pupil body and helping to strengthen the positive culture that makes LPW such a special place. We are incredibly proud of them and look forward to seeing the leadership, kindness and service they will bring to their roles throughout the year. Well done to each of them on this well-deserved achievement.

Pupil-Led Committee Meetings - Pupil Voice in Action

On Monday, pupils came together for our Love Learning, Be Kind, Go Out into the World and Do Good, and Food Committee meetings. These groups play an important role in shaping school life, giving children the opportunity to share ideas, celebrate successes and help make positive changes within our community. Whether discussing learning, kindness, service to others or the dining experience, our pupils demonstrated thoughtful leadership and a genuine commitment to making LPW the very best it can be. We are proud of the way they embrace these responsibilities and contribute so positively to the continued development of our school.

Arundel Castle Trip

Today our Year 2 pupils enjoyed a fantastic educational visit to Arundel Castle, bringing their learning about castles and life in the past vividly to life. The children explored the magnificent castle grounds, discovered the impressive Keep, and learned about the roles of knights, nobles and servants in medieval times. They were fascinated by the castle's history, enjoyed seeing the armour and historic features up close, and asked some

wonderfully thoughtful questions throughout the day. Their enthusiasm, curiosity and excellent behaviour made them a credit to LPW, and the trip provided many memorable experiences to enrich their classroom learning.

Hello Yellow Day – Friday 9 October

A gentle reminder that next Friday, 9 October, we will be supporting Hello Yellow Day for World Mental Health Day. Children are invited to come to school wearing something yellow to help raise awareness of the importance of mental health and wellbeing. We look forward to seeing the school brightened by a splash of yellow!

Choral Day at Lancing College

On Thursday, several of our Year 7 and Year 8 pupils enjoyed taking part in a Choral Day at Lancing College. This wonderful opportunity brought together young singers for a day of rehearsals, musical development and performance, allowing pupils to work alongside experienced musicians in an inspiring setting. Our pupils represented LPW superbly, embracing the experience with enthusiasm, confidence and a real love of music. We are proud of their commitment and are grateful to Lancing College for hosting such an enriching and memorable day.

Open Morning Tomorrow

There is a real sense of excitement around the school as we prepare for our Open Morning tomorrow. For me, these events are always a wonderful reminder of what makes our school such a special place: our children. I am incredibly grateful to the many pupils who have volunteered their time to help welcome prospective families and share their experiences of school life. Their warmth, confidence and genuine enthusiasm for their school never fail to shine through. Quite simply, our children are our greatest ambassadors, and I know they will make us all enormously proud. Thank you to every one of them for giving up their time to support this important event.

This week's Word of the Week:

Pre-Prep Word of the Week: Befuddled (adjective)

Prep Word of the Week: Serendipity (noun)

Next week's Word of the Week:

Pre-Prep Word of the Week: Luminous (adjective)

Prep Word of the Week: Ineffable (adjective)

Dates for the Diary:

w/b 05 October is Week B

Monday 5 October

Lancing College Advance Programme Year 6 application deadline

Tuesday 6 October

Pupil Library Assistants and Year 8 Jemison Trip to Lancing College Library

Wednesday 7 October

4.15-6.00pm Reception, Year 1, Year 2, Year 3 and Year 4 Parents' Evenings in person, in classrooms

Friday 9 October

Hello Yellow Day for World Mental Health Day – pupils are invited to wear one yellow item or accessory alongside their usual school uniform.

3.00-5.30pm Friends and Families of LPW Pre-Loved Uniform Sale at the front of school

w/b 12 October is Week A

Monday 12 October

16.15-19.45 Year 6 Academic Subjects Online Parents' Evening (details to be emailed next week)

Tuesday 13 October

17.30-18.30 Friends and Families of LPW AGM in the hall

Wednesday 14 October

Harvest donations being collected

Thursday 15 October

10.00-11.00 Prep Harvest Festival, Lancing College Chapel (see above for details)

14.45-15.30 Nursery, Pre-School and Pre-Prep Harvest Celebration in the hall (gates open 14.30 for 14.45 start)

Friday 16 October

Half term begins at the end of the day

Save the date:

Friday 6 November 17.30 Friends & Families of LPW Firework Night

Tuesday 8 December 10.00 Years 1-8 Trip to the Puss in Boots Pantomime at Worthing Pavilion

Congratulations to:

Iwan D who was selected to be part of the A team for the Under 11 Pumas regional prep school representative team. He will be attending the Gothia Cup in Sweden next summer.



Amélie G was awarded Girls U11 Manager's Player of the Year for the third consecutive year at West Chiltington and Thakeham Cricket Club. She has also just completed her annual re-trial for Sussex Cricket and has been selected for the 2026/2027 Under 11 South East Area Early Engagement squad.

Orlando B who has had a wonderful start to his 26/27 season with his re-selection into Prep School District A squad.

Isabella C and Oscar C who successfully completed their karting race assessments at Buckmore Park Kart Circuit in Kent - earning them the ability to compete at club level. Isabella achieved the fastest lap of all the children taking part.

Sienna S who has been successful in gaining a place with Sussex U10 girls' cricket pathway.

Elodie G who been selected for the Sussex girls' U13 cricket squad for 2027. Girls from across the county took part in the county trials but only a handful get selected for the squad. Well done, Elodie!

I wish you a very happy weekend.



Francesca Milling

Explore more: Links for Further Information

Notices 2 October:

[LPW-NOTICES-02-10-26](#)

Headteacher Awards 2 October:

[LPW-HEADTEACHER-AWARDS-02-10-26](#)

Lunch Menu w/c 5 October:

[LPW-LUNCH-MENU-05-10-26](#)

Music Timetables w/c 5 October:

[LPW-MUSIC-TIMETABLES-05-10-26](#)



THURSDAY 15 OCTOBER

HARVEST

Nursery, Pre-School & Pre-Prep Celebration

Gates open 2.30pm

Celebration starts 2.45pm

Lancing Prep Worthing
School Hall

Parents may take children home after
the celebration ends.

The background of the entire image is a decorative border featuring various autumn-themed elements. It includes watercolor-style flowers in shades of orange, red, and yellow, as well as green and brown leaves. There are also illustrations of pumpkins and gourds. The central text is contained within a white rectangular box with a thin orange border.

THURSDAY 15 OCTOBER

HARVEST

Prep Harvest Celebration

Chapel doors open 9.50am
Celebration starts 10am

Lancing College
Chapel

All Prep pupils will travel to and from the Chapel by coach. Coaches will depart from Lancing Prep Worthing at 9.15am and return following the service, leaving the Chapel at 11.15am.



Lancing Prep Worthing

A Lancing College Preparatory School

Attendance Policy

This policy applies to the whole school, including the EYFS

Reviewed and sent to all parents in September 2026 by Catherine Fauvel, Elly Trunfull and Amie Bennet

Next review date: September 2027

1. Introduction

Lancing Prep Worthing aspires to high levels of attendance from all pupils. It recognises that good attendance is a vital part of the success of pupils, both in their academic progress, wider life chances and overall wellbeing. Children being absent from school, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. We set high expectations for pupil attendance and punctuality.

2. Scope

1.1 This policy applies to Lancing College Preparatory School at Worthing or 'the School'.

- a. This policy is designed to address the specific statutory obligations on the School to record attendance and absence.

3. Aim

- i. to develop and maintain a whole school culture that promotes the benefits of good attendance;
- ii. to ensure, so far as possible, that every pupil at Lancing Prep Worthing is able to benefit from and make their full contribution to the life of the school;
- iii. to prioritise and where possible improve attendance and punctuality across Lancing Prep Worthing, reduce absence and set out the school's approach to the management of absence / non-attendance;
- iv. to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
- v. to help to promote a whole school culture of safety, equality and protection.

4. Key School contacts

Francesca Milling, Head and Senior attendance champion • (including EYFS provision)	Email: fmilling@lancing.org.uk Telephone number: (term time): 01903 201123
Catherine Fauvel, Head's PA, Registrar and Office Manager	Email: clf@lancing.org.uk Telephone number: (term time): 01903 201123
Elly Trunfull, School Administrator and Medical Lead	Email: etrunfull@lancing.org.uk Telephone number: (term time): 01903 201123

2 Regulatory framework

- 2.1 This policy has been prepared to meet Lancing Prep Worthing's responsibilities under:
- 2.1.1 Education (Independent School Standards) Regulations 2014;
 - 2.1.2 Education and Skills Act 2008;
 - 2.1.3 Children Act 1989;
 - 2.1.4 Childcare Act 2006;
 - 2.1.5 Sponsorship Duties (UKVI, July 2023);
 - 2.1.6 The School Attendance (Pupil Registration) (England) Regulations 2024;
 - 2.1.7 Equality Act 2010; and
- 2.1.8 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)
- 2.2 This policy has regard to the following guidance and advice:
- 2.2.1 [Working together to improve school attendance](#) (DfE, July 2026);
 - 2.2.2 [Summary table of responsibilities for school attendance](#) (DfE, August 2024);
 - 2.2.3 [Guidance for parents on school attendance](#) (Office of the Children's Commissioner, September 2023);
 - 2.2.4 ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
 - 2.2.5 [Keeping children safe in education](#) (DfE, September 2026),

- 2.2.6 [Children missing education](#) (DfE, September 2025);
 - 2.2.7 [Supporting pupils with medical conditions at school](#) (DfE, August 2017);
 - 2.2.8 [Behaviour in schools: advice for headteachers and school staff](#) (DfE, February 2024);
 - 2.2.9 [Mental health and behaviour in schools](#) (DfE, November 2018);
 - 2.2.10 [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023);
 - 2.2.11 [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023);
 - 2.2.12 [Remote education guidance](#) (DfE, updated August 2024); and
 - 2.2.13 [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, September 2024).
- 2.3 The following School policies, procedures and resource materials are relevant to this policy:
- 2.3.1 Child Protection (Safeguarding) Policy
 - 2.3.2 Child Missing from Education Policy
 - 2.3.3 Special Education Needs Policy (SENDA policy)
 - 2.3.4 Positive Behaviour Policy;
 - 2.3.5 The Lancing College Terms and Conditions
 - 2.3.6 The Admissions Policy
- 3 **Publication and availability**
- 3.1 This policy is published on the school website.
 - 3.2 This policy is available in hard copy on request.
 - 3.3 A copy of the policy is available for inspection from the Head's PA during the school day.
- 4 **Definitions and interpretation**
- 4.1 Where the following words or phrases are used in this policy:
 - 4.1.1 references to **attendance** include references to attendance for all or part of the timetabled school day.
 - 4.1.2 references to the **Proprietor** are references to the board of Governors.

4.1.3 references to a **Parent** means:

- (a) all natural parents, whether they are married or not;
- (b) any person who has parental responsibility for a pupil; and
- (c) any person who has day-to-day responsibility for a pupil (i.e. lives with and looks after a pupil).

4.1.4 References to a **pupil** includes anyone who is receiving an education at the school except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory school age is being provided.

4.1.5 **SAC** means the School's Attendance Champion.

5 **Responsibility statement and allocation of tasks**

- 5.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 5.2 The Proprietor recognises that improving attendance is a school leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.
- 5.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	SAC	As required, and at least termly
Monitoring the implementation of the policy	SAC	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SAC	As required, and at least annually
Formal annual review	GB Safeguarding & Pastoral committee	Annually

6 The importance of good attendance

6.1 Lancing Prep Worthing 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:

- 6.1.1 the importance of good attendance, alongside good behaviour, as a central part of Lancing Prep Worthing's vision, values, ethos, and day-to-day life;
- 6.1.2 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;
- 6.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- 6.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 6.1.5 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.
- 6.1.6 A pupil is considered persistently absent where their attendance falls below 90%.
- 6.1.7 A pupil is considered severely absent where their attendance falls below 50%.

7 School responsibilities

- 7.1 Lancing Prep Worthing 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.
- 7.2 Lancing Prep Worthing will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.
- 7.3 Where there are challenges to attendance, Lancing Prep Worthing will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 7.4 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 and the school's terms and conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.
- 7.5 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.

- 7.6 Particular attention will be given to pupils who have a social worker, are subject to a Child in Need Plan, Child Protection Plan, are looked after, previously looked after, or are working with the Youth Offending Team. Attendance concerns relating to these pupils will be considered as part of wider safeguarding and welfare planning.
- 7.7 The School recognises that young carers may face additional barriers to attendance. Where a pupil is identified as a young carer, the School will work with the family and relevant support agencies to ensure attendance barriers are understood and addressed.
- 7.8 Any pupil whose whereabouts become unknown, or whose attendance gives rise to concern regarding possible Children Missing Education status, will be managed in accordance with the School's Child Missing from Education Policy and safeguarding procedures.
- 7.9 The School recognises that pupils who are persistently or severely absent are at significantly greater risk of poor educational outcomes, safeguarding concerns and social isolation.
- 7.10 The School will identify persistent and severe absence at the earliest opportunity and work collaboratively with pupils, families, local authorities and other agencies as appropriate to remove barriers to attendance and provide targeted support.

8 Staff responsibilities

The SAC

- 8.1 The Head is the SAC, having overall responsibility for championing and improving attendance in school. Details of the individual appointed are at the front of this policy and are widely publicised within school.

8.1.1 The SAC's responsibilities are:

- (a) to set a clear vision for improving attendance in school;
- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) to regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes;
- (d) to have oversight of and analyse attendance data; and
- (e) to communicate clear messages on the importance of attendance to pupils and parents.

8.2 Staff with specific responsibilities for attendance:

The staff identified in Appendix 1 of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- 8.2.1 have a formal routine for registers being taken accurately each morning and

afternoon;

- 8.2.2 seek explanations of absences required from pupils on their return to School;
- 8.2.3 make enquiries about unexplained absences, including those within the school day, and follow up with pupil to ensure that an explanation has been formally given to the school;
- 8.2.4 look out for trends or patterns in a pupil's attendance and inform the SAC of any specific concerns;
- 8.2.5 deal with lateness to lessons consistently and promptly;
- 8.2.6 consider appropriate sanctions for pupils who arrive late to a lesson in line with the school's behaviour and discipline policies; and
- 8.2.7 discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

8.3 All staff

- 8.4 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.
- 8.5 The school provides appropriate training and professional development for staff consistent with their roles and responsibilities.

9 School arrangements

- 9.1 The school will accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence. These registers must be kept electronically. Contact details of relevant staff can be found at the front of the policy and other details about the School's arrangements can be found in Appendices Appendix 1-Appendix 3.

10 Monitoring attendance

- 10.1 Lancing Prep Worthing 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:
 - 10.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
 - 10.1.2 using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);
 - 10.1.3 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
 - 10.1.4 benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
 - 10.1.5 devising specific strategies to address areas of poor attendance identified

through data;

10.1.6 monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and

10.1.7 providing data and reports to the Governing Body to support its work.

Where attendance concerns continue despite support and intervention, the school may seek advice from, or make appropriate referrals to, the Local Authority and other relevant agencies.

11 Pupil responsibilities

11.1 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.

11.2 Pupils should be aware that:

11.2.1 they are expected to be present in-person for the duration of each school day;

11.2.2 they are expected to arrive on time and attend all timetabled lessons;

11.2.3 they should not leave a lesson or the school site without permission or otherwise in accordance with School rules;

11.2.4 they should engage with the school's arrangements for recording and managing attendance as set out in this policy;

11.2.5 any unexplained absence will be followed up;

11.2.6 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) the school may work with the relevant Local Authority where concerns regarding attendance persist.

11.2.7 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 Mrs Brown, Head of Wellbeing, in the first instance. Pupils are entitled to expect this information to be managed sensitively.

12 Additional needs

12.1 Lancing Prep Worthing 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 working together to put the right support in place.

12.2 The school will make reasonable adjustments⁴ 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.

- 12.3 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 pupil's education, health and care plan is accessed.
- 12.4 Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance⁶.
- 12.5 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.
- 12.6 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.

13 Part-Time Timetables

- 13.1 The school will only use part-time timetables in exceptional circumstances and where they are in the best interests of the pupil. Any part-time timetable will:
- have a clear educational rationale;
 - be agreed with parents;
 - include reintegration arrangements;
 - be subject to regular review;
 - be for the shortest possible period.

Where a pupil has an EHCP, social worker or local authority involvement, relevant professionals will be consulted as appropriate. Please note that a part-time timetable is different to a Flexi-Schooling Agreement.

14 Parent / carer responsibilities

- a. 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. Where a child is registered at the school and is of compulsory school age, parents are expected to ensure regular attendance in accordance with both their legal responsibilities and the school's Terms and Conditions.
- b. 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.
- c. 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.

- d. Expectations the school places on parents can be found in Appendix 1 of this policy.
- e. Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or failure to engage with the school about it could amount to a breach of contract, or a finding that the parent is treating the school unreasonably.

15 Training

- a. **Staff:** Lancing Prep Worthing ensures that regular guidance and training 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:
 - i. the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - ii. the school's strategies and procedures for tracking, following up and improving attendance.
- b. Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
 - i. the law and requirements of schools, including on the keeping of registers;
 - ii. the process for working with other partners to provide more intensive support to pupils who need it;
 - iii. the necessary skills to interpret and analyse attendance data; and
 - iv. any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- c. The school maintains written records of all staff training.

16 Information sharing

- a. Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.
- b. The school, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familiar harms).
- c. Where appropriate the schools will attend regular targeted support meetings.⁸
- d. The school is legally required to share information from the registers with the local authority. As a minimum this includes:
 - i. New pupil and deletion returns;

- ii. Attendance returns;
 - iii. Sickness returns.
- e. The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the school's registers.
 - f. The school must provide specific pupil information on request to the Secretary of State. The school meets this requirement by having an electronic management information system containing the required information that can be accessed by the DfE¹⁰. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.
 - g. Where appropriate, the school is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

17 Record keeping and confidentiality

- a. All records created in accordance with this policy are managed in accordance with the school's policies that apply to the retention and destruction of records.
- b. The information created in connection with this policy may contain personal data. The school's use of this personal data will be in accordance with data protection law. The school has published privacy notices on its website which explain how the school will use personal data.

18 Version control

Date of adoption of this policy	1 September 2024
Date of last review of this policy	1 September 2026
Date for next review of this policy	1 September 2027
Policy owner (SLT)	Head
Policy owner (Proprietor)	Governing Body

Appendix 1 School arrangements

1 Managing attendance

- 1.1 Lancing Prep Worthing monitors, records and shares data about pupil attendance as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the school for the relevant time period as stated by law [6 years].
- 1.2 Lancing Prep Worthing expects all pupils to be present at school for the whole of the school day, usually from the statutory morning registration which takes place between 8.30-9.00am depending on year group, until the school day ends at 4.00pm. Attendance will be extended beyond this, optionally, for the purposes of out of school clubs, sports fixtures or school trips etc.

2 The role of parents / carers

- 2.1 The school expects all Parents to:
 - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity, ideally in writing and via our online [Absence Request Form](#), and at least 24 hours ahead of the planned absence;
 - 2.1.2 notify the school of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this; and
 - 2.1.3 cooperate with the school to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- 2.2 Parents should ensure their child attends school for morning registration;

3 Registration and attendance checks

- 3.1 Morning registration is between 8.30am and 8.40am for Prep pupils (Years 3-8), between 8.45 and 9am for Pre-Prep pupils (Reception-Year 2) and for Nursery and Pre-School children.
- 3.2 Afternoon registration will be taken between 1.45pm and 2.15pm, depending on year group.

4 Reporting and managing absence

- 4.1 If a pupil is absent from morning registration, office staff will in the first instance send an email to all that teach the pupil in the immediate

lessons for the day and the form teacher in order to locate the pupil. Where a pupil is absent without explanation, the school will make reasonable enquiries to establish the pupil's whereabouts and welfare.

- 4.2 If a pupil is to be absent from School for unexpected reasons (e.g. illness or transport problems), the parent / carer should contact the school office by 8.30am on first, and any subsequent, morning of absence;
- 4.3 Where a pupil is ill, the school should be notified of the nature of the illness.
- 4.4 In the event that school transport is delayed, the school will be contacted and this information passed to form teachers; and the delayed pupils will sign in at Reception upon arrival.

5 Arrangements for reporting subsequent absence

- 5.1 Absence will be recorded on the Attendance Register in iSAMS as set out in Appendix 3.

6 Authorised absences

- 6.1 Authorised absence means that the school has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

7 Applications for an authorised leave of absence

- 7.1 Applications for authorised leaves of absence during the school day will only be granted in exceptional circumstances and should be made in writing to the Head and via our online [Absence Request Form](#).
- 7.2 The Head will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, and will only be granted in exceptional circumstances.
- 7.3 Apart from illness therefore, no pupil should be away from School without prior permission from the Head.
- 7.4 Dental or medical appointments should be made as far as is possible during school holidays except in cases of emergency or by medical requirement when the Form Tutor and School Office should be informed.
- 7.5 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance via our online [Absence Request Form](#).

8 Reporting duties

- 8.1 The school has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised. The school must report unauthorised absences for a continuous period of 10 days or more to the local authority.
- 8.2 In the event that a pupil holding a Child Student visa sponsored by the School under the Points Based System goes missing¹³, the school will report to UKVI if the pupil misses ten consecutive expected contact points.
- 8.3 Each time the school's attendance register is completed it is treated as a contact point for these purposes.
- 8.4 The report will be made by the School's Level 1 user via the Sponsor Management System and in accordance with prevailing UKVI guidance.
- 8.5 Action will also be taken in accordance with the Missing Child Policy and Safeguarding and Child Protection Policy if any absence of a pupil from the school gives rise to a concern about their welfare.

Appendix 2 Admission register

1 Admission register

- 1.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the school will:
 - 1.1.1 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
 - 1.1.2 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.
- 1.2 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.
- 1.3 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.
- 1.4 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.¹⁵
- 1.5 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.¹⁶
- 1.6 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:
 - 1.6.1 the full name of the pupil;
 - 1.6.2 the address of the pupil;
 - 1.6.3 the full name and address of any parent the pupil normally lives with;
 - 1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;

- 1.6.5 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;
- 1.6.6 name of the pupil's other or future school and pupil's start date or expected start date there, if applicable;
- 1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3 Attendance register

1 Attendance register

- 1.1 Lancing Prep Worthing records and monitors the attendance of all pupils (both of compulsory and non-compulsory school age) in accordance with the School Attendance (Pupil Registration) (England) (Regulations) 2024.¹⁷
- 1.2 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.
- 1.3 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.¹⁸
- 1.4 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.
- 1.5 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.
- 1.6 On each occasion it will be recorded whether every pupil is:
 - 1.6.1 physically present in school when the attendance register begins to be taken; or
 - 1.6.2 absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - 1.6.3 attending a place other than the school; or
 - 1.6.4 absent.
- 1.7 The circumstances in which a pupil may be recorded as attending a place other than the school can include:
 - 1.7.1 Attending educational provision arranged by a local authority;
 - 1.7.2 For an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff;
 - 1.7.3 Attending a place for an approved educational activity that is a sporting activity;

1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the school as part of the pupil's education;

1.7.5 Attending a place for any other approved educational activity.

2 Recording absence

2.1 All attendance and absence will be recorded using Lancing Prep Worthing's MIS (iSAMS).

2.2 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:

2.2.1 leaves of absence;

2.2.2 other authorised reasons;

2.2.3 unable to attend school because of unavoidable cause;

2.2.4 unauthorised absence.

3 Remote education

3.1 The school is required to record all absence from in-person education. The school's expectation is that pupils attend school in person and remote education will not ordinarily be provided for short-term absences, holidays, medical appointments, or other routine periods of absence.

3.2 In exceptional circumstances only, and at the school's discretion, remote education may be considered for pupils who are unable to attend school for an extended period but are well enough to engage with learning. Any such provision will be considered on an individual basis and will normally form part of a plan to support the pupil's return to full-time attendance as soon as practicable.

3.3 The provision of remote education should not be regarded as an alternative to school attendance and does not change a pupil's attendance status. Pupils receiving remote education will continue to be recorded in the attendance register using the appropriate attendance code. Engagement with any remote education may be monitored and used to inform support and reintegration planning.

4 Unauthorised absence

4.1 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:

4.1.1 a holiday during term time;

4.1.2 the reason for absence has not been provided;

4.1.3 a pupil is absent from school without authorisation;

4.1.4 a pupil has arrived in school after registration has closed and without reasonable explanation.

Appendix 4 – Working practicalities for Lancing Prep Worthing

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.

An additional back-up copy must be made either electronically and as a printed copy, not less than once a month. These backups must be retained for six years after the end of the school year in question.

PREP

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

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 13.45. 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 AND PRE-SCHOOL

Online registration through iSAMS takes place between 8.45 and 9.00. 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. The school office will contact parents on the first, and any subsequent, day of any unexplained absence. Whilst attendance requirements differ for pupils below compulsory school age, the school monitors attendance closely as part of its safeguarding responsibilities.

RECOMMENDED SYMBOLS FOR REGISTRATION

Staff should insert the correct symbol from those offered in the drop-down box 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. Emails should be stored in iSAMS under the 'Medical' or 'Absence' note type depending on the reason for the absence.
- 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, the school may request appropriate medical evidence where absence due to illness becomes prolonged, repeated, or gives rise to concern.
- 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 gives rise to concern, the class teacher 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. After 15 days a note from an appropriate health care practitioner will be required stating how long the pupil is likely to be absent and suggesting a date or strategy for returning to school. 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.

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 Homework Room register the children attending; this register is used to check children out at 5:15 and can also be used as a roll call in the case of an emergency evacuation. A copy of club registers are also provided to the office.

HOLIDAYS

Parents need to notify in writing, and in advance, absence due to holiday to the Head and via the online [Absence Request Form](#). Family holidays should be taken during published school holiday periods. Requests for leave during term time will only be considered in exceptional circumstances and, where approved, the appropriate national attendance code will be applied. Leave taken without approval will be recorded as unauthorised absence.

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.

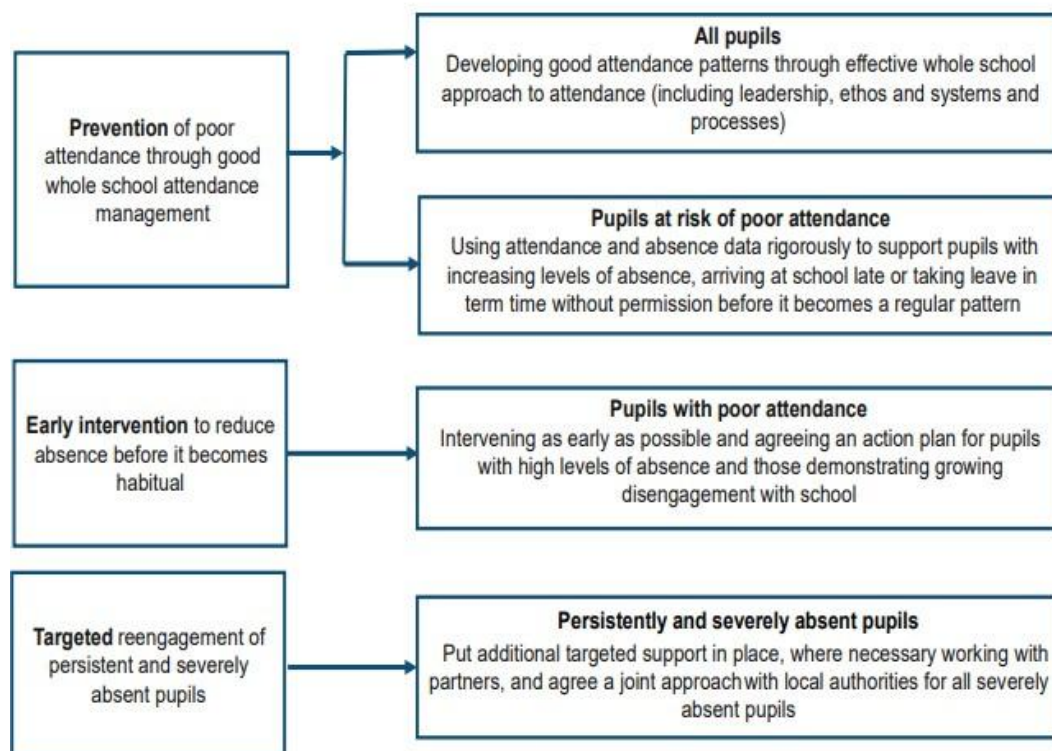
EMERGENCY DRILL

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

Effective school attendance improvement and management



Providing support first before attendance legal intervention

