



Streatham and Clapham High School

Attendance Policy

September 2026

Person(s) responsible for this policy		Senior Assistant Head (Pastoral), Prep Assistant Head (Pastoral), Senior Attendance Officer	
Last review by	M Furborough A Nicholson A Aristidou	Review date	September 2026
Date of next review		September 2027	

This policy applies to the whole school, including the EYFS.

Policy statement and aims

School attendance is critical to academic success and social and emotional development. Children with poor attendance tend to achieve less in both primary and secondary school, with a cumulative effect. Regular or persistent absence can also indicate a pupil welfare issue. We ask parents to familiarise themselves with this policy, and to help us to promote the standards of attendance and punctuality which are essential for an orderly school environment where all pupils can get the maximum benefit from their education.

Our aims are:

- To develop and maintain a whole school culture that promotes good attendance
- To ensure, as far as possible, that every pupil can benefit from and make their full contribution to the life of the school
- To build strong relationships with families, encouraging them to take an active role in promoting good attendance and punctuality
- To respond proactively to non-attendance and/or lateness in a proportionate and targeted way
- To work closely with pupils, their families and, if appropriate, the local authority where attendance becomes a concern.

We expect the highest standards of attendance and punctuality, reflecting our commitment to wellbeing and achievement. Our minimum attendance target is 95%.



Key contacts

Prep School

The senior leader with overall responsibility for attendance at the Prep School (Senior Attendance Champion) is Alex Nicholson: a.nicholson@schs.gdst.net. For day-to-day attendance matters, please contact your child's class teacher, copying in the office: prep@schs.gdst.net. For more detailed support with attendance, contact Madeleine Hayes at the Prep school. The Designated Safeguarding Lead at the Prep School is Alex Nicholson.

Senior School

The senior leader with overall responsibility for attendance at the Senior School (Senior Attendance Champion) is Megan Furborough: m.furborough@schs.gdst.net. For day-to-day attendance matters, please contact your child's head of year or form tutor, copying in absence. For more detailed support with attendance contact Andrena Aristidou (Attendance Officer) at the Senior School. The Designated Safeguarding Lead at the Senior School is Megan Furborough.

Regulatory framework

This policy meets the school's responsibilities under the Education and Skills Act 2008, the Education (Independent School Standards) Regulations 2014, and the School Attendance (Pupil Registration) (England) Regulations 2024.

The school has regard to the following statutory guidance and advice:

- [Working together to improve school attendance](#) July 2026
- [Summary table of responsibilities for school attendance](#) August 2024
- [Children missing education](#) September 2025
- [Keeping children safe in education](#) September 2026

How the school promotes good attendance

- Good attendance is established as part of the school's culture, reflected in both strategic planning and day-to-day systems and processes
- We set high expectations for the attendance and punctuality of all pupils and communicate these regularly and effectively to pupils and parents
- The school provides a safe, welcoming and stimulating learning environment
- Staff are supportive and approachable
- Data is used proactively to spot and address problems at the earliest possible stage

Partnership with pupils and parents



What the school expects of pupils:

- That pupils attend regularly, punctually and ready to learn
- That pupils are prepared for the day with appropriate equipment e.g., their pencil case
- That pupils tell a member of staff if there is any problem which may discourage or prevent them from attending school

What the school expects of parents/carers:

- To fulfil their legal responsibility to ensure that their child attends 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 absence in advance from the Head
- To notify the school of any absence or delay as soon as reasonably possible and to provide an explanation for this and, where their child's attendance has fallen below 93%, accompanying evidence
- To arrange medical and dental appointments out of school times wherever possible
- To arrange holidays out of school term time
- To make any application for authorised leave of absence at the earliest opportunity and at least 10 days in advance
- To speak to relevant members of staff if they know of any problem which may affect their child's attendance or punctuality
- To cooperate with the school and external agencies, as appropriate, to improve attendance or punctuality if it has been raised as an issue

What parents/carers can expect from school:

- A school culture that promotes good attendance and punctuality
- Efficient and accurate recording and monitoring of attendance and punctuality
- Fulfillment of our statutory responsibilities around the reporting of attendance
- Regular communication with parents/carers including reporting of attendance and punctuality via the Sims App and on formal reports.
- First day contact with parents/carers when absence is unexplained
- Prompt action when a problem has been identified
- Liaison with the local authority to assist and support families where needed

School Roles and Responsibilities

GDST and School Governing Board

- Maintains an overview of attendance through termly reports
- Regularly monitors, reviews and challenges attendance data
- Reviews and supports school interventions

Head

- Has overall responsibility for attendance within the school, including implementation of this policy



- Authorises exceptional leave of absence
- Reports to the GDST and governors on attendance

Senior Attendance Champion

- Is the nominated senior leader with responsibility for attendance across the school
- Ensures everyone works together to create a school culture that promotes good attendance and punctuality
- Regularly monitors and analyses attendance data against a range of metrics
- Establishes and maintains effective systems for tackling absence, evaluating these at regular intervals
- Alongside the pastoral team, delivers targeted intervention and support to pupils and families
- Provides advice and support to school staff regarding attendance and punctuality issues
- Liaises with the local authority
- Reports to the GDST and governors on attendance

Designated Safeguarding Lead

- Becomes actively involved and leads where attendance is also a safeguarding issue

Attendance Officer

- Receives, updates and maintains accurate class registers in line with the School Attendance (Pupil Registration) (England) Regulations 2024
- Maintains the SIMS/ClassCharts attendance database
- Meets weekly with the Senior Attendance Champion to report on individuals, patterns or trends of concern
- Makes contact by telephone call with parents/carers when a pupil is absent and written notification has not been received
- Runs a daily report of any missing marks and follows these up with teachers and pupils
- Runs a weekly report of any unauthorised absences and shares and follows these up with Heads of Year or Assistant Head Pastoral
- Liaises with the Head of Year and Designated Safeguarding Lead when a vulnerable pupil is absent
- Liaises with the local authority
- Carries out relevant interventions
- Provides reports from the attendance database for the Head, Senior Attendance Champion and other school staff, SGB, and/or local authority officers as requested

Heads of Year – Senior School

- Promotes good attendance and punctuality within the classroom and the school
- Analyses attendance data by individual, key group and by form group
- Delivers targeted intervention and support as appropriate

Form Tutors (Senior)/Class teachers (EYFS/Prep)

- Promotes good attendance and punctuality within the classroom and the school



- Accurately marks the AM and PM register (period 5) and using appropriate codes, in line with the School Attendance (Pupil Registration) (England) Regulations 2024
- Looks out for trends or patterns and liaise with the Head of Year, DSL, or Attendance Officer if any concerns arise
- Delivers targeted intervention and support as appropriate

Registration procedures

Registers are a legal document, and care must be taken to ensure they are marked accurately and in accordance with the regulations. Attendance of all pupils is recorded and monitored following the procedures below:

EYFS/Prep

- EYFS: 08:10–15:15
- Pre-Prep (Years 1–2): 08:10–15:35
- Prep (Years 3–6): 08:10–15:35

Arrival and registration

- The black gate to the playground is unlocked at 08:10.
- The gate closes promptly at 08:20.
- Years 3–6 congregate on the main playground and line up in classes ready for registration at 08:20.
- EYFS go straight into class, and a paper register is taken on arrival.
- Years 1–2 congregate on the EYFS playground.
- The electronic register is taken at 08:20 on the playground before pupils enter the school building.
- Registration closes at 08:25.
- Formal teaching begins at 08:30, depending on the timetable for the day.

Early arrivals and clubs

- Any child arriving on site before 08:10 must sign in using InVentry at the front desk.
- Children attending a morning club are recorded on the relevant paper club register by the club provider.
- Internal and external club providers must maintain a printed register and update it as children arrive.
- Children attending for a one-off meeting, appointment, session or other activity, rather than a regular club, must sign in through InVentry at the front desk.
- Paper club registers and InVentry records provide an accurate record of children on site before the main school register is taken.
- Teachers should enter N on the electronic register for any girl who is not present at registration.



- Any concerns regarding a girl who appears to have missed a significant amount of school should be brought promptly to the attention of the Head of Prep or Assistant Head (Pastoral).
- The School Office is responsible for following up and establishing the reasons for any unaccounted-for absences and ensuring that attendance information is appropriately recorded and followed up.

Senior school

- AM registration is carried out at 8:25am and PM registration is taken at 14:05 (the start of Period 5).
- Registers will be open for 30 minutes.
- Any pupil arriving after the start of AM registration but before the register is closed will be marked late.
- Any pupil arriving after the AM register is closed will be marked absent. Parents should provide an explanation for lateness for any pupil arriving after the AM register has closed. Lateness without reasonable cause will be recorded as unauthorised absence.
- All pupils who arrive after the start of AM registration will be issued with a negative ClassCharts point and a same-day lunchtime detention. Punctuality is monitored and frequent or regular lateness will be considered a cause for concern.
- Any pupil arriving after the school gate has closed (i.e. 8:24am) should sign in via Inventory at Reception.
- The attendance officer checks for missing marks or unaccounted absences and contacts parents where required.
- Concerns are passed to the Heads of Year.
- Subject teachers take a register promptly at the start of their lesson and if they are concerned that a pupil hasn't arrived at their lesson, the attendance officer and HOY are informed immediately.
- If any pupil has to leave school before the end of the day, she must sign out via Inventory at Reception.

Sixth form

Sixth formers have a more flexible day, recognising their growing maturity and bridging the gap between formal schooling and post-18 study or work. They must attend school every day, arriving in time for morning registration. They must attend all timetabled lessons.

Year 12 students are expected to stay until the end of the school day (16:00).

Year 13 students have the privilege to leave if they have a free during Period 6, and only after they have sent their UCAS application. They are expected to stay in school until 15:00. We reserve the rights to remove this privilege.



All Sixth Formers may leave the premises during the lunch break (12:45-14:05) and must sign in and out via Inventory at Reception. We reserve the right to take away this privilege if needed.

All regular appointments, driving lessons, etc., should be scheduled outside of school hours. Permission to miss taught lessons will not be given unless there are exceptional circumstances. If any Sixth Former has to leave school before the end of the day, she must sign out via Inventory at Reception. Should a student be unable to attend school, parents/careers should notify the school at set out below.

Planned absence

Apart from illness, no pupil should be away from school without prior permission from the Head. All schools are expected to restrict leave of absence to the specific circumstances set out in the regulations. These are summarised below:

- Taking part in a regulated performance or employment abroad
- Attending a medical or dental appointment (where it is not possible to make an appointment out of school hours)
- Attending an interview
- Three Open Days per year
- Religious observance
- Studying for a public examination
- Exceptional circumstances

Evidence may be sought in order to consider granting a leave of absence for the reasons above. If a leave of absence for exceptional circumstances is granted, it is for the school to determine the length of time the pupil can be away from school. As stated in the regulatory guidance, a need or desire for a holiday or other absence for the purpose of leisure and recreation is not considered to be an exceptional circumstance.

Parents should submit a request for absence to the Head no later than 10 school 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.

Absence for reasons other than those sanctioned by the regulations, for no reason given, or exceeding the terms of exceptional leave, will be recorded as unauthorised absence.

Unplanned absence

It is the responsibility of parents/carers to inform the school of their child's absence as soon as reasonably possible on the first day of absence, and ideally before 9am.



To report an absence:

Prep@schs.gdst.net (Junior School)

absence@schs.gdst.net (Senior School)

If the school is not notified of a pupil's absence, a call will be made to parents. The school will remain in contact with parents on a regular basis until the pupil returns.

If contact can't be made, the school will seek to assure itself that the pupil is safe and well, through confirmed contact with external professionals or a home visit by local authority personnel or school staff. Pupils who cannot be located will be considered missing and the school will pursue the matter in accordance with local procedures. A pupil on a Child Student/Student visa going missing will also be reported to the police and UKVI. 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.

Monitoring and analysing attendance data and addressing issues

The school has systems to track absence and reasons for absence at an individual level and by cohorts or groups. Analysis includes lesson as well as school attendance, and punctuality both for am and pm attendance and for lesson attendance. The data is monitored and analysed regularly and over a range of time periods (weekly/half termly/termly/annually) to trigger early intervention to address issues, trends or patterns. Attendance is a safeguarding matter and concerns regarding attendance will be considered alongside wider safeguarding and welfare indicators.

Attendance thresholds and typical interventions:

Below school target	95-93%	Class teacher or form tutor discussion with pupil.
At risk of persistent absence	92-91%	Flagged at pastoral meetings; teacher/form tutor discussion with parents/carers.
Persistent absence	90% or less	Head of Year and attendance officer involvement and call home and/or meeting with parents/carers to discuss targeted support.



		Referral to Education Welfare Officer (EWO).
Severe absence	50% or less	More intensive support, including a referral to external services.

All measures will be regularly reviewed and stepped up if there is no improvement in the situation. Where a whole family response is appropriate, this is likely to include a voluntary early help assessment. Ultimately if voluntary support is not effective, the school will work with the local authority to put more formal measures in place. Persistent or severe absence is always treated as a potential safeguarding risk.

Pupils with individual needs

Whilst punctuality and good attendance is an expectation for all pupils at the school, we recognise that this may be more of a challenge for some pupils, including those with special educational needs or disabilities, those suffering from long term medical conditions or mental health issues, or young carers. The school will work with the family and pupil in these circumstances and will consider reasonable adjustments / develop individualised support approaches as appropriate to meet their specific needs. If a pupil has an EHCP, the school will communicate with the local authority if attendance falls or becomes persistent.

The school is committed to supporting pupils who may be absent because of Emotionally Based School Avoidance. Where a pupil is missing school because of EBSA, the school will work closely with professionals supporting the child and the family, as it takes a team effort to help the child find a way back into full-time education.

Reporting to the local authority

The school uses an online system called StudyBugs to report attendance data to the local authority. Through StudyBugs, the local authority's attendance team can review and monitor the school's daily attendance figures.

The school has a statutory obligation to inform the local authority of the full name and address of any pupil of compulsory school age who fails to attend school regularly, whose attendance falls under 90% and/or has been absent unauthorised for a continuous period of 10 days or more.

The school must also inform the local authority of the full name and address of any pupil of compulsory school age who has been recorded as ill, and the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.



Returning to school

It is the responsibility of the pupil to make up any work missed through absence. Sometimes a pupil who has been absent for some time finds it difficult to return. In such circumstances, the school will work with the pupil and parents to support reintegration.

Remote education

The school may, in very limited circumstances, provide remote education to enable pupils who are well enough to learn but not well enough to attend in person, to keep pace with their education. Such arrangements must be mutually agreed by the school, parents or carers, and if appropriate a relevant medical professional, and will normally be time limited.

Online teaching is not provided as part of our learning provision. In **agreed and exceptional circumstances**, learning can be supported by providing learning materials and assignments via Microsoft Teams.

Part-time timetables

In certain exceptional circumstances, where it is in a pupil's best interests, there may be a need to provide a pupil with a temporary part-time timetable to meet their individual needs. Any such arrangement will:

- Be agreed between the school, the pupil and the parent the pupil normally lives with
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan
- Have regular review dates and a proposed end date to ensure it is only in place for the shortest time necessary
- Be discussed with the local authority if the pupil has an education, health and care plan (EHCP).