



Ludgrove

Attendance Policy

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Policy Statement

- 1.1 Ludgrove School is intent on providing an education of the highest possible quality for all of its pupils and strives to provide an environment where all pupils feel valued and welcome to attend. In order to make the very best of the provision for pupils at the School, both academically and socially, 100% attendance is expected as the norm over the school year.
- 1.2 Good progress and high attainment academically, developing strong relationships with others and aspirations regarding future educational opportunities after Ludgrove all depend on good attendance. Thus, the aim of this policy is to provide clear and consistent attendance procedures that aim to encourage good attendance and to identify potential patterns of non-attendance and then to tackle instances when pupils are missing their educational provision.
- 1.3 In accordance with *Working Together to Improve School Attendance* (DfE 2024) and *Independent Schools Standard Regulations* (2014) only day pupils of school age need have their attendance recorded in the attendance register at the start of each morning and afternoon. As Ludgrove is a full boarding school, automatic attendance is assumed and attendance is recorded at other times during the day. (See 6.2)
- 1.4 This policy should be read in conjunction with other school policies, such as the *Whole School Safeguarding Policy*, *Missing and Absent from Education Policy*, *Behaviour Policy* and *Missing Pupil Procedure*.
- 1.5 The School is fully committed to ensuring that this policy is non-discriminatory according to the Equality Act 2010 particularly regarding safeguarding and towards pupils with disabilities or Special Educational Needs.
- 1.6 This policy will be updated at least annually, or as governmental directives require.

Responsibilities

- 2.1 **The Headmaster** is the Attendance Champion at the school. Decisions regarding requests for absence from school due to exceptional circumstances rest with him. Such requests must be submitted to the Head's P.A. who will then forward the request to him. The decision as to whether the request meets the criteria for 'exceptional circumstances' rests with him. If a request is granted, the Head's P.A. will record the absence electronically on the School's database. Leave may be withheld if the academic or disciplinary record of the pupil is not satisfactory.
- 2.2 **Division Masters/Mistresses** are responsible for monitoring the attendance of boys within their division and to look for any patterns on non-attendance. They will then forward their concerns to the Headmaster for further investigation.
- 2.3 **Subject Teachers** are responsible for monitoring the attendance of boys in their respective classes. See 6.3 for any instances of unexplained absence.
- 2.4 **Pupils** are expected to attend all lessons and extra-curricular activities if they are well enough to do so. Pupils are expected to inform their subject teacher if they will be absent from a lesson due to an authorised school activity, such as a music lesson. Non-attendance or persistent lateness will be sanctioned according to the *Behaviour Policy*.
- 2.5 **Parents/Guardians/Carers** are expected to support this policy which aims to ensure excellent attendance by encouraging high levels of attendance and good punctuality. Research shows a correlation between poor achievement and low levels of attendance. They are therefore asked not to request absences during term time and should try to avoid taking their son out of school for non-urgent medical, dental or other appointments and only request a leave of absence in genuinely exceptional circumstances. (See section 4)

Leave Procedures

- 3.1 Under the School Attendance (Pupil Registration) (England) Regulations 2024, a leave of absence during term-time may only be granted in exceptional circumstances. Absence will not normally be authorised for reasons such as a child's birthday, day trips etc. Should parents/guardians/carers wish their child to be absent for other reasons, such as surgery, compassionate leave or

religious observance, then an application should be made to the Headmaster.
(See 2.1)

- 3.2 Term dates are published at least two terms in advance. Any unavoidable changes will be communicated to parents as soon as is practically possible.
- 3.3 Exeat Weekends. It is acknowledged that pupils who have to take a flight to get home for exeat weekends are bound by commercial aviation timetables. Parents/guardians/carers should make every effort to ensure that a request of absence is avoided. If in exceptional circumstances this is not possible, a request for absence should be made through the Head's P.A. in the usual way.

Authorised Absences

- 4.1 Medical Appointments. There are regular visits by the school doctor and all pupils are registered as patients at Wokingham Medical Centre. Therefore, wherever possible, routine medical, dental optometry or other medical appointments made by should be carried out during the school holidays. However, it is acknowledged that this is not always possible. There may instances where treatment require regular visits over the course of a specified period. Parents/guardians/carers are asked to try and arrange such appointments to ensure that no schoolwork or other commitment is affected.
- 4.2 Extra Lessons. In exceptional circumstances, a pupil may be given permission for leave of absence to attend a lesson (such as music or SEN provision) organised by parents/guardian/carers and provided out of school. Such leave will only be granted on the understanding that academic and extra-curricular activities are fulfilled by the pupil.

Unauthorised Absence

- 5.1 If a leave of absence is taken from school without prior permission from the Headmaster, the absence will be recorded as unauthorised and marked as such on the pupil's permanent record. Repeated unauthorised absence may result in a warning or parents/guardians/carers being required to attend a meeting to discuss the reasons for their child's poor attendance, including any support that may be additionally needed to improve attendance.
- 5.2 In cases of significant unauthorised absence from school being recorded, a care and reintegration plan will be formulated.

- 5.3 International pupils who are sponsored by Ludgrove on a Child Student Visa risk losing their visa through regular non-attendance. 10 consecutive, unauthorised absences will result in the UK Visas and Immigration Service being notified by the Admissions Department, via the UKVI Sponsor Management System.
- 5.4 If children who are regularly absent from school, The Designated Safeguarding Lead (DSL) will notify the relevant local authority if a pupil is absent, without permission, continuously for a period of 10 consecutive days if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or other unavoidable cause. Where there is concern for a child's welfare, the DSL will refer this to the relevant local authority children's social care immediately.
- 5.5 Absence, both authorised and unauthorised is monitored by the SMT.

Recording Attendance

- 6.1 In accordance with the Independent School Standards Regulations (2014) only day pupils of compulsory school age are required to have their attendance recorded in the attendance register at the start of each morning and afternoon session. As Ludgrove is a full boarding school it records attendance and absences periodically during the day in addition to the start of each morning and afternoon session. For statistical purposes, those taken during the academic day will be used.

- 6.2 Attendance and absences are recorded at the following times:

At wake-up in the morning

At the beginning of lesson 1 (Monday-Saturday) on iSAMS

At the beginning of lesson 7, except on match days on iSAMS

After showering in the evening

Attendance is also monitored at the beginning of every academic lesson or games session. Staff are expected to account for all boys expected to be present. Additionally, as every boy has a set place in the dining room, attendance is monitored at every mealtime.

6.3 If a pupil is absent from a lesson without an explanation, the teacher will send an email to the Ludgrove Teacher Group account. The absence will then be investigated by a member of the SMT and then the Missing Pupil Procedure implemented if necessary. Unexplained absences will be logged on the school database as the keeping of absence data is essential for the care and progress of pupils and for reporting on it. It is also a welfare matter for the school to know if pupils are regularly avoiding certain activities. If issues are discovered, the school works collaboratively to resolve them.

Author: DSL September 2025

Approved by: SMT September 2025

Monitored by SMT

Regulatory Compliance:

KCSIE 2025

Independent School Standards Regulations (2014)

Working Together to Improve School Attendance (2024)

National Minimum Standards of Boarding (2022)