



Beechtree Steiner Initiative School Absence and Attendance Policy and Procedures

Beechtree has a responsibility to do all that is reasonably practical to meet the educational needs of each child. If your child is regularly absent the school is unable to meet this legal obligation. As parents you have a legal responsibility to ensure your child receives a full-time education between the ages of 5 and 16 (the term after they turn 5 and the last Friday in June of the school year they turn 16).

All staff should be aware of the procedure for children who are missing education. 'Keeping Children Safe in Education, September 2019' statutory guidance for schools and colleges, emphasises the need to be alert to the vulnerability of children who go missing. All staff are aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities and that early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should make the designated safeguarding lead aware of children going missing by completing a Safeguarding Incident/Cause for Concern form. The designated safeguarding lead will then comply with the statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in Children Missing Education – Statutory guidance for local authorities (DfE September 2016).

A child's attendance is recorded and monitored on an ongoing basis. If attendance falls below 90%, as parents you might be asked to attend a meeting with the Kindergarten or Class Teacher to gain a better understanding and where appropriate develop a plan to improve attendance.

'Children Missing Education, 2016' states that we must inform the local authority about any "children who have been absent from school for 10 days or more missed ten school days or more without permission. Schools should

Registered Charity No. 1119694. Limited Co. by Guarantee No 05515948. Registered with the Steiner Waldorf Schools Fellowship Ltd. Ofsted Registered No EY551519; DfE Registration No: 383/60058

Date: September 2019

Review Date: september 2020

Signed by trustee: Phil Toepritz

Signed by Beechtree staff member: Victoria Smith....Name and position: Health and safety lead

monitor attendance closely and address poor or irregular attendance." (Refer to the Safeguarding Children policy.)

To request absence, please use the absence request form.

Absence requests for a day or less may be granted by the kindergarten or class teacher.

Absence requests for more than a day will need to be approved by the Principal Manager in advance of the period for which the absence request is made. It is entirely at the discretion of the Principal Manager whether or not the request is granted. The Principal manager will consider the request in the light of the following priorities: i) The total number of absences (for any reason) already recorded by the child in the school year in question. ii) The educational progress of the child in school iii) The nature of the request made. Absences during September and in the days leading up to and including the end-of-term festivals at Christmas, Easter and Summer are very unlikely to be authorized.

Parents need to understand that the school expects them to co-operate with its absence policy and that failure to do so, in any respect may ultimately compromise their child's place in the school.

Pupil Attendance is monitored on a regular basis and is incorporated into our overarching approach of safeguarding the child (Children Missing Education 2016).

Monitoring Attendance Procedures

Kindergarten teachers are to complete the register each morning at 9.15am and the register will close at 9.30am. The register will be altered if a child arrives after this time. If no reason has been given for an absence then a member of staff will ring the parents.

Class teachers will take the register at 8.30am. Children arriving after this time will be deemed to be late. The register will close at 8.45am. If a child has not arrived by 8.45am and no message has been received then the class teacher will ask a kindergarten member of staff to follow up by contacting the parents.

Registered Charity No. 1119694. Limited Co. by Guarantee No 05515948. Registered with the Steiner Waldorf Schools Fellowship Ltd. Ofsted Registered No EY551519; DfE Registration No: 383/60058

Date: September 2019

Review Date: september 2020

Signed by trustee: Phil Toepritz

Signed by Beechtree staff member: Victoria Smith....Name and position: Health and safety lead

Parents are informed that they should ring the Kindergarten or class teacher and leave a message if their child is unable to attend. It is very beneficial to give an idea of the nature of the illness and for how long the child may be absent. This helps with planning.

If attendance falls below 90% or if a parent persistently fails to inform the setting of absences then a meeting will be requested.

Approval & Review This policy was approved by the Board of Trustees.

Date: 4th September 2019

Policy review date: September 2020