



Radnor House
— TWICKENHAM —
Great Teaching, Genuine Values

Attendance Policy

Applies to:

- The whole school, along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and support), governors and volunteers working in the school.

Availability

This policy is made available to parents, staff and pupils in the following ways: via the school website, on MySchool Portal and on request a copy may be obtained from the school.

Monitoring and Review

This policy is subject to continuous monitoring, refinement and audit by the Principal, who reviews it annually.

Related Documents

- Safeguarding Policy
- Children Absent from Education Policy
- Behaviour Policy
- Learning Differences including SEND (Special Educational Needs and Disabilities) Policy
- Anti-Bullying Policy

Signed:

Amy Cavilla
Principal
September 2025

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Requirements

Regular attendance at Radnor House Twickenham is vitally important for a pupil's academic achievement, personal development and wellbeing. It is therefore essential that staff, parents and pupils are familiar with the Attendance Policy operating at school.

The policy meets the requirements of the Working Together To Improve School Attendance (August 2024) from the Department of Education (DfE.)

It is expected that all pupils aim for at least 96% attendance each year

- 96% - 100 % is defined as **expected**
- 95% - 96% is defined as **satisfactory**
- Below 95% is defined as **cause for concern**
- Below 90% is defined as a **serious cause for concern**
- Below 50% is defined as **severe cause for concern**

Role of senior leaders

The Deputy Head (Pastoral), Director of Safeguarding & Designated Safeguarding Lead (DSL), and the Principal are the designated senior leaders with overall responsibility for the strategic leadership and oversight of attendance across the school.

Their responsibilities include:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents
- Delivering targeted intervention and support to pupils and families
- Identify pupils with medical or special educational needs that may impact attendance
- Identify students missing education for reasons other than medical

Role of all members of staff:

The school and its staff are responsible for:

- Setting expectations for students to attend school regularly and to arrive on time in a fit condition to learn
- Ensuring attendance is recorded on a daily basis
- Investigating all unexplained and unjustified absenteeism.
- Working closely with parents and provide appropriate signposting support in order to improve attendance and /or punctuality when a pupil is absent for **10 sessions (5 school days, AM or PM)** within a **rolling 10-school-week period**, whether the absences are consecutive or not.
- Encouraging excellent attendance and punctuality in the following ways:
 - ensuring school targets are set for attendance and individual targets are set where necessary;
 - ensuring attendance information is provided to parents via my school portal to allow them to regularly monitor their child's attendance;
 - regularly promote excellent attendance in assemblies, the school newsletter, Parents' Information Evenings and at Parents' Evenings;
 - providing weekly and half-termly analysis of attendance figures and trends for individuals, Year Groups and the whole school with action plans identified as a result;
 - organising termly support meetings with the Local Authority Educational Welfare Officer
 - producing termly reports to Governors;

- enabling the iSAMS computerised registration system which allows every lesson to be monitored;
- making contact with parents on the second day of absence;
- providing support for pupils and parents where attendance and/ or punctuality difficulties are emerging;
- pupils who are temporarily excluded for any reason, the school will ensure that appropriate work is set for the period that they are not in school

Role of the pupils:

Pupils are responsible for:

- Attending school regularly and on time
- Attending all lessons punctually and not leaving the school without permission
- Following the procedures outlined in our policy for any requests for absence or appointments during the school day
- Pupils who are absent for any reason are expected to complete missed work to ensure a complete record of all their courses. It is the responsibility of the pupil to obtain and complete assignments

Role of the Parents and Carers (referred to here as “parents”)

Parents play a very important role in ensuring the good attendance records of their child.

Parents are legally responsible for ensuring their child’s regular and punctual attendance at school and informing school of the reason for any absence. The school should be notified by 8:30am on each morning of any absence.

Parents are expected to:

- Provide the school with more than 1 emergency contact number for their child
- encourage full attendance;
- stress the importance of full attendance to their child;
- not allow their child to have time off for minor complaints or illnesses: if they are well enough to be up and about, they are generally well enough to attend school;
- monitor their child’s attendance report carefully;
- ensure their child is punctual to school;
- ensure that if their child seems unwilling to attend, they contact the school as soon as possible and not to let their child stay at home as this could set a precedent for the future

Parents should inform the school of their child’s unplanned absence in the following way:

- complete the ‘absence’ form on My School Portal. By completing this online form, Reception, your child’s Form Tutor and their Head of Year will be notified of their absence.
- Alternatively, telephone 0208 891 6264, or e-mail the school on reception@radnorhouse.org. The school Reception and Form Tutor must be notified in advance of any planned absence.

Requests for leave of absence

Parents who request leave of absence for a pupil must complete the ‘Leave Request’ form on My School Portal, which will be subject to approval from the Principal or a delegated senior member of staff

For any absences, wherever possible please allow at least a weeks’ notice for us to consider absence requests:

- If the request for absence is for an appointment, approval will only be granted upon receipt of confirmation of the time and nature of the appointment, which can be uploaded to My School Portal or sent as an email attachment to Reception, the relevant Head of Year or Form Tutor. A hard copy can also be shown to Reception staff by the pupil.
- Holidays should be scheduled outside of term time. Requests for leave during term time must be submitted via the Leave Request Form on My School Portal. Such requests will only be considered in exceptional circumstances and must be submitted at least one week in advance of the proposed leave.

Process of recording attendance

1. Registration is completed in each lesson using iSAMS.
2. Guidelines for marking the register in iSAMS are in the Staff Handbook and all new staff are trained in the process.
3. A register will be taken on iSAMS at the start of each lesson in addition to the legally required AM and PM registration that takes place at 8:30am and 2:00pm
4. All pupils and Sixth Form students are expected to arrive at school by 8:25am each morning in order to give them time to place their belongings in their lockers. They are expected to be in their form room for the AM register to be taken at 8:30am.
5. Pupils who arrive at school between 8:30am and 9:00am will be marked as late (L) in the register.
6. If a child is late to school due to an appointment or a reasonably unforeseeable transport issue then this will not be marked as a late. Such an issue might relate to train or bus cancellations/delays, unusually heavy traffic or issues with the school bus service. If necessary, a senior member of the pastoral team at school will decide whether a late arrival is reasonable or not.
7. If they arrive after the registration period closes at 9:00 a.m. they will be marked as unauthorised absence (U) (or given a relevant code) for the morning session of the day even if they are present for Period 1. They will also be required to sign in at Reception and the parent will be required to provide an explanation for the lateness or absence.
8. Pupils will not be dismissed until the end of the school day at 4pm. In the Sixth Form, pupils may be allowed to leave school site at lunchtime if they have no further lessons that day. This privilege is at the discretion of the Director of Sixth Form and dependent on good behaviour and attitude to studies.

Intervention to support high attendance and punctuality

Regular, punctual attendance at school is vital to ensure pupils make appropriate progress. Pupils need to be at school by 8:25am each morning so that they can participate in their daily allocated time with their peers and their Form Tutor, which helps to build the relationship between tutor, child and parents, and which is a fundamental part of our school ethos and provision.

Registers are taken for both morning and afternoon sessions, and the school will telephone parents should there be absence of which the school has not been notified.

Pupils showing patterns of non-attendance, or with any unauthorised absence where it is clear that the absences could be a sign of early truanting, will meet with members of the Pastoral Team to establish the reasons for non-attendance and consider what support or interventions may be required to improve attendance.

If a pupil is late more than once in a week without reasonable cause, a pastoral detention will be issued, held after school from 4-5pm, during which the pupil will be given an opportunity to reflect on the importance of punctuality. Parents will be informed of the detention by the pupil's Form Tutor. The Pastoral Team will also track persistent punctuality issues and may issue more significant sanctions to improve punctuality standards.

The Pastoral team will monitor attendance on a weekly basis. If a child is absent for two days in a week, their tutor will contact home. Senior members of the pastoral leadership team will monitor attendance and will always investigate the reasons for absence of any pupil with a significant record of absence, with less than 95% attendance causing concern, less than 90% causing significant concern and less than 85% causing serious concern.

The school is obliged to inform local authorities of the details of pupils who fail to attend regularly, or have missed five school days or more without permission.

Safeguarding and Attendance

The DSL monitors the following safeguarding-related procedures:

- Children under the care of Social Services who have an unauthorised absence of two or more consecutive days, the Designated Safeguarding Lead (DSL) will notify Social Services without delay.
- Notifying the local authority when a child moves to a new school at any point during their time at the school.
- Patterns of poor, irregular, or unexplained attendance, including persistent absence.
- Attendance concerns that may indicate safeguarding risks (e.g. neglect, bullying, or exploitation)
- Liaison with pastoral, SEND, and medical teams to ensure joined-up support for vulnerable pupils

Further Information

Parents and pupils should carefully read and sign any documentation received from the school relating to conduct and attendance and are required to work closely with the school to support good attendance as a preparation for the world of work and lifelong learning.

My School Portal is updated daily and a link to this policy and other relevant material is published there.

The school calendar and dates when the school is open can be accessed from the website and My School Portal Calendars.

School emergency closures for such things as extreme weather will also be published on the home page of our website, via email and SMS.