



## CAELUM HOUSE SCHOOL

### Attendance Policy

Caelum House School is an independent day school for children with speech and language/ social communication difficulties and/ or Autism Spectrum Conditions.

#### **1. Policy Statement**

Caelum House School is committed to ensuring regular attendance for all pupils in line with Keeping Children Safe in Education (KCSIE) and Department for Education (DfE) guidance. We recognize that attendance is a safeguarding matter and essential for pupil achievement and wellbeing.

#### **2. Legal Framework**

This policy is written with reference to:

- Education Act 1996
- Education (Pupil Registration) (England) Regulations 2006 (as amended)
- Keeping Children Safe in Education (KCSIE, latest version)
- DfE Guidance: School Attendance (latest version)

### **3. Responsibilities**

- Parents/Carers: Legally responsible for ensuring their child's regular attendance.
- School: Monitors attendance, maintains accurate registers, and acts promptly on concerns.
- Local Authority: May take legal action if attendance is unsatisfactory.

### **4. Registration Procedures**

- Registers are taken twice daily (morning and afternoon).
- Absences must be reported by parents/carers by 9:45am.
- All absences are categorized as 'authorised' or 'unauthorised' in accordance with DfE guidance.
- The school will follow up unexplained absences immediately, in line with safeguarding procedures.

### **5. Safeguarding and Attendance**

- Persistent or unexplained absence may trigger safeguarding procedures as outlined in KCSIE.
- The Designated Safeguarding Lead (DSL) has oversight of attendance concerns.

-Caelum House considers that any attendance falling below 85% for a term/school year is cause for concern.

## **6. Leave of Absence**

- Leave is only granted in exceptional circumstances and must be requested in writing.
- Holidays during term time are not authorised except in exceptional cases.

## **7. Monitoring and Reporting**

- Attendance is monitored weekly.
- Parents/carers are informed of concerns at an early stage.
- Attendance figures are reported to governors and the DfE as required.

## **8. Authorised and Unauthorised Absence**

- Absences will be authorised for the following reasons: illness, medical appointments, other health appointments

- Parents/ carers should send in proof of all appointments taking place during school hours at least 24hours in advance to

[admin@blueskyautism.com](mailto:admin@blueskyautism.com)

Absences will be considered Unauthorised for the following reasons:

- No Explanation Provided: Parent/carer does not provide a reason for the absence.
- Unsatisfactory Explanation: The explanation given is not accepted by the school (e.g., vague or unconvincing).
- Truancy: The pupil is absent without parental knowledge or permission.
- Family Holidays During Term Time: Holidays taken without the school's permission, except in exceptional circumstances.

- Shopping Trips: Absence due to shopping, buying shoes, haircuts, or similar activities.
- Birthdays: Absence to celebrate a birthday or that of a family member.
- Tiredness: Absence due to being tired or oversleeping.
- Looking After Siblings Absence to care for brothers, sisters, or other family members.
- Parental Illness: Absence because a parent or carer is unwell and unable to bring the child to school.
- Unapproved Appointments: Non-urgent medical, dental, or other appointments scheduled during school hours without prior approval.
- Other Unauthorised Activities: Any other activity not approved by the school as a valid reason for absence.

## 9. Policy Review

This policy is reviewed annually or in response to changes in legislation or statutory guidance.

All pupils are expected to comply with the School's attendance policy.

Special requests for absence for religious festivals are considered by the Headteacher

