



Warwick
Preparatory
School

Procedures:	<i>Attendance and Registration Policy & Procedures</i>
Applies to:	Pupils, Parents & Staff
Authors:	D. Ward / G. Smeeton
Approved by:	SLT
Reviewed:	Autumn Term 2023
Signed:	<i>D Ward & G Smeeton</i>

Attendance and Registration Policy and Procedures

Introduction

Warwick Preparatory School is committed to providing a full and efficient education to all pupils. We believe that for pupils to reach their full educational potential a high level of school attendance is essential. We consistently strive for full attendance for all pupils, by following up all pupil absence on an individual basis. We understand that school attendance is subject to various Education Laws and this Policy outlines the procedures that have been put in place to ensure methods for recording attendance comply with current legislation. See Section 2.

For the purpose of this Policy, Warwick Preparatory School will be known as 'The School' hence with. This policy applies to the whole school including the Early Years Foundation Stage (EYFS).

The School's commitment includes:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

The School also promotes and supports punctuality in attending lessons.

Legislation and Guidance

This policy meets the registration requirements of the Department for Education (DfE) guidance Children Missing Education (2016) and the DfE non-statutory guidance Working Together to Improve School Attendance' (2022)

This policy refers to the DfE's guidance on the school census, which explains the persistent absence threshold of 10%.

The following guidance has informed this policy: Summary of responsibilities where a mental health issue is affecting attendance (publishing.service.gov.uk) (2023) and Support for pupils where a mental health issue is affecting attendance: effective practice examples (publishing.service.gov.uk) (2023)

The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a welfare matter for the school to know when pupils are or are not on the premises.

Policy Aims

The aims of this policy are:

- to outline the registration procedures across the school.
- to outline the school's procedure for following up non-attendance and lateness.
- to promote regular and punctual attendance and to discourage parents from taking their child out of school during term time.
- to improve the quality of communication between home and school.
- to identify clear parameters which aid clarity of interpretation and allow consistent administration of the Policy.

Roles and Responsibilities

Governors

Governors are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Head to account for the implementation of this policy

Attendance is reported regularly to Governors and the Safeguarding Governor in particular has an overview of attendance and the procedures put into place for monitoring, analysis and follow up.

The Head of Prep / Pre-Prep

The Head of Prep / Pre-Prep are responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring and addressing the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- 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

- Arranging for calls and meetings with parents to be made to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

Form Teachers

Form Teachers, alongside other pastoral staff, are responsible for;

- Facilitating discussions with pupils and families to try to remove any barriers to attendance
- Identifying and monitoring any issues with lateness and work alongside the Behaviour Policy to reduce these
- Recording attendance on a daily basis, using the correct codes for 'present' or 'absent' according to whether a pupil is or is not physically present in the room. The register is a legal document and accuracy is therefore of great importance. The reasons for any absence including late arrival will be entered by the School Office. Electronic registration means the School Office is immediately informed. If a paper register has been taken it must be submitted immediately to the School Office.

Pastoral Administrator

The Pastoral Administrator is responsible for:

- Liaise with Data Manager to obtain monthly attendance data
- Providing individual attendance reports for staff
- Providing monthly attendance data to Head of Prep / Pre-Prep
- Providing termly data for the Governors Safeguarding Report
- Reports attendance data daily to the LA for CiC

Admissions Registrar

The Admissions Registrar is expected to:

- notify the local authority of additions to the student roll during non-standard transition points.
- notify the local authority of deletions from the student roll during non-standard transition points.

School Office staff

School office staff, in conjunction with the Pastoral Administrator will monitor absence on a day-to-day basis and record reasons for absence on the school system. This includes;

- Monitoring emails from parents
- Taking calls from parents
- Checking for messages from parents that are recorded on the dedicated telephone absence line
- Liaising with pastoral leads when valid reasons for absence are unclear.

Should there be a question about the whereabouts of any pupil marked absent (i.e.no telephone message received from the parent giving a reason for the absence), then the Pastoral Administrator or other member of the School Office staff will contact the nominated parent to enquire about the reason for absence and to check that the pupil's whereabouts is known.

Parents

Parents are expected to:

- Make sure their child attends every day and arrives in time for registration which begins at 8:40am
- Communicate with the school to report their child's absence before 9:00am on each day of absence
- Ensure that they inform the school as soon as possible, should their contact number change
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, medical and other appointments for their child are made outside of school hours.
- Sign their child in/out at the school reception if they are late arriving to school or need to be collected early.

Pupils

Pupils are expected to:

- Attend morning and afternoon registration and every timetabled session on time
- Meet their parent/carer at reception and sign out, should they need to leave school early for an appointment / are collected due to illness.

Children at Risk of Missing Education

KCSIE (2023) highlights that children being *absent* from school repeatedly and/or for prolonged periods can be a warning sign for a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation. Monitoring and early intervention is essential to help prevent the risks of an absent child becoming 'Missing from Education' in the future.

Parents are asked to inform the school of any changes whenever they occur. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. The local authority should trace those children and ensure that they receive full-time education.

The lawful grounds for removing a pupil from the Admissions Register and the information to be reported to Warwickshire County Council are set out in detail in both School Attendance Guidance (2022) and Children Missing Education (2016).

School will inform the relevant local authority when pupils:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the student or because the pupil has a poor attendance record
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school

- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- have been permanently excluded.

Warwickshire County Council (WCC) is notified when a pupil's name is added to/ removed from the admission register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. In addition to informing WCC, it is helpful to copy in the local authority where the child is normally resident.

A school's right under the regulations to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries (described in the guidance) as to the student's whereabouts and failed. As an independent school, the right to remove a pupil will be subject to the terms and conditions of the school/parent contract.

The duty to delete a pupil from a register arises as soon as the grounds for deletion are met. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register.

School will also inform the relevant local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

Daily Registration

Warwick Preparatory School aims to ensure that all records of pupils in attendance on any particular day are accurate and that absence is followed up with the minimum of delay. The Head has delegated the role of attendance and registration to the Pastoral Administrator. In her absence, another member of the School Office team will take on this role.

The register is recorded electronically twice daily (morning and afternoon sessions) by Form Teachers.

The School's Management Information System (iSAMS) enables the Form Teachers to select a button indicating whether children are 'present' or 'absent'. A drop-down menu is also available for Staff to record reasons for the absence. **See Appendix 1.** Unknown absences are recorded using an 'N' which means 'No reason yet known'. This will be updated by the Pastoral Administrator at a later time with the appropriate code, once the reason has been established.

The Pastoral Administrator will acknowledge any telephone calls and e-mail messages that have been received and act upon them accordingly. The Pastoral Administrator will also check information sent by members of staff taking pupils out for lessons or activities before school. Any queries about whereabouts are resolved at this point by the Pastoral Administrator and the Form Register is updated accordingly. Pupils arriving after the end of morning registration (8.50am) when the register has been taken and closed will receive a late mark [L] which is created by the teacher selecting the 'yellow late button'. This is updated by the Pastoral Administrator where they will alter the [L] code to a [U], if the pupil is late.

It is the Pastoral Administrator's responsibility to ensure that all pupils are accounted for following the morning registration period. In order for this to take place, between the hours of 9.00am and

10.00am the front desk is to be covered by another member of the office team. These checks are completed by 10.00am. A daily 'Absence Summary Report' is produced and is placed in the Staff Room and in the Pupil Absence Folder. Copies are sent to the

- School Nurse in order that she may monitor illness
- Music Department so that they are aware of lesson changes
- SENCO so that they are aware of lesson changes
- School counsellor (Mondays / Thursdays only) so she may alter the timetable to suit
- Fire Tray
- SLT
- Sports Department

Clear processes are adhered to in order to ensure that each and every pupil is accounted for as far as is practically possible.

Afternoon registration is carried out at 1.10pm in the Pre-Prep department and at 1.40pm in the Prep department. After the register has been taken any queries about a pupil's whereabouts are again resolved at this point by the Pastoral Administrator the Form Register is updated accordingly.

In the event of an isolated system malfunction, the Form Teacher will ring the Pastoral Administrator to confirm who is absent so that the Pastoral Administrator can complete the electronic register. In the event of a complete system malfunction the Form Teachers are to complete a paper-based register (of which they should have a supply) and send it to the Pastoral Administrator.

Information held within the Management Information System is backed up daily along with a weekly external back up procedure.

Absence at Morning/Afternoon Registration due to an on-site activity

If a pupil is taking part in an activity or lesson during the Registration period (8.50am), the person in charge of the activity or lesson must inform the office of the names of all pupils who are present **before** the activity commences, so that the Pastoral Administrator can update the register.

In the case of individual pupils (e.g. learning support lesson) this can be done by telephoning the School Office.

In the case of swimming before school a register is taken at Warwick School Swimming pool by a member of Staff. All morning swimmers enter the school via the main school office and a member of Staff goes through the register with a member of the office team. The children's attendance is then established.

Pupils who are not physically in attendance at the Form Registration period because of such an activity, should be marked with an 'N' to be updated as appropriate by the Pastoral Administrator. Under no circumstances should any pupil be marked as present because other pupils have seen them in school.

The same rules are applied to afternoon registrations. Pupils who are off-site on a match, are marked absent with an appropriate off-site games activity code (P). **See Appendix 1.** A list of match pupils is always given to the School Office, in line with school procedures. The Pastoral Administrator is therefore able to complete the register and investigate any unexplained issues.

When a Child's Whereabouts is Unknown

If, having received the registers and other details from the Form Teacher, the Pastoral Administrator is unable to establish the whereabouts of a pupil, she should carry out checks to verify whether or not the pupil is in school, including checking where the pupil should be according to the timetable, music lessons, learning support, matches, School Nurse, counselling sessions or other activities taking place in school at the time in question.

If it is established that the pupil is not in school and there is no known reason as to why, the Pastoral Administrator should telephone the parents/guardians listed on the Management Information System to check whether the pupil is with them. If unsuccessful, the Pastoral Administrator will then email/text the pupil's parents/guardians in an attempt to make contact. If they are not contactable the Pastoral Administrator will then call the third-party emergency contact number. The Receptionist leaves contact messages on all numbers called. If contact has not been made by 10.30am the Pastoral Administrator regarding the absence. If contact has not been made by 11.00am then the Head of Pre-Prep or Prep will inform the Head and she will decide what actions are to be taken based upon relevant pupil background information and circumstances.

In the unlikely event that the parent/guardian confirms that the child should be in school, the 'Missing Child' procedures are followed from this point as set out in the Warwick Preparatory Missing Child / Uncollected Child Policy, with particular care and attention being given to keeping the parents informed as to what is going on.

Lateness

Pupils who arrive at school after registration, which ends at 8.50am, will have been marked as 'not present' by their Form Teacher. After 8:50am, the Pastoral Administrator will mark any pupils arriving at school as late using the [U] code. These pupils will enter the school via the main reception where parents are asked to sign their child in. It is the responsibility of the Pastoral Administrator to update the register should there be a valid reason as to why the pupil is late.

The Head of Pre-Prep and Prep monitor 'lateness' on a monthly basis. This information is shared with the Head on a monthly basis, with SLT on a termly basis and with Governors annually.

Parents, who persistently drop their child at school late (10 Lates within 1 term), will be contacted to discuss the matter with the Head of Prep / Head of Pre-Prep and their lateness will be recorded on MyConcern. If no improvement is seen, and a further 5 lates are incurred, the parents/guardians will receive a letter from the Head asking for their support and co-operation in getting their child to school on time. If, after a letter, there is no improvement, and the child is still regularly arriving late the Head will arrange to see the parents of the child concerned.

Absence

Regular attendance and punctuality is essential. Any pupil absent from school at the time of registration must have his/her absence recorded as being unauthorised or authorised, they must not be left un-registered.

The School undertakes to follow up any unexplained absence as quickly as possible and relies on the co-operation of parents to achieve this. The 'Parent Handbook' clearly outlines procedures that should be followed in the event of a pupil not attending a session at school.

Parents are asked not to send their child to school if the child feels unwell in the morning. If a pupil falls ill or has an accident while at school, the school will make arrangements for the parents (or designated emergency contact) to be informed and where possible, take the child home. It is the responsibility of the School Nurse to meet the parent(s) on arrival to collect their child; explain the reason why their child is being sent home; complete any paperwork; ensure that the child is signed out in the pupil absence folder and inform the Form Teacher that the pupil has been sent home.

Authorised absence

An absence will be classified as authorised when a pupil is absent from school for a legitimate reason and the school has received notification from a parent/guardian, which has been authorised by the Head.

Unauthorised absence

An absence will be classified as unauthorised when a pupil is away from school without the permission of the school, or if a pupil is away from school without good reason, even if the parent/guardian supports this reason. This registration mark will be amended once the reason for the absence is known.

Repeated unauthorised absence

The school will contact the parent/guardian of any child who has an unauthorised absence. If a pupil has a repeated number of unauthorised absences (a total of 10 days), the parents/guardians will be contacted by the Head of Pre-Prep or Prep, unless there are known exceptional circumstances. If the situation does not improve and the child continues to have rising levels of absence, then the matter is referred to the Head.

Long-term absence

It is inevitable that on some occasions, pupils may have an illness which means they will be away from school for more than a few days. Under these circumstances, the School will do all it can to send schoolwork home, in the hope that the pupil will not fall too far behind.

Strategies for Promoting Attendance

The following procedures may be adopted to promote good attendance:

- Communicating the importance of good attendance and the procedures in this policy to pupils, parents, staff and governors
- Termly SLT analysis of data and appropriate response initiated to any patterns of concern
- Head of Pre-Prep/ Prep to liaise with families to understand attendance issues
- Phased attendance plans created with parent/pupil input which may identify key trusted school staff, enjoyable aspects of school, strategies to address reasons for not attending, safe spaces and small targeted steps
- Children's Services support accessed where there are more serious concerns about attendance and/or where there may be associated safeguarding issues
- Home visits or Teams meetings may be organised

Leave of Absence Requests/Holiday During Term Time

The Government document 'Working together to improve attendance' states:

- Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request
- If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school
- As headteachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Leave of absence shall only be granted by the Head, or in her absence, the Deputy Head.

Requests for children to be absent from school should be made with a minimum of five days' notice, by completing a 'Request for Leave of Absence' form. The form is available from the School Office. Upon receipt of the request, the Head will request an absence report from the Pastoral Administrator to aid in her decision-making process. In the case of medical appointments during term time, an email can be sent to parents@warwickprep.com

Holidays during term time will not be authorised unless there are exceptional circumstances that have been discussed with the Head. **See Appendix 2 – Impact of Absence / Missed Hours of Learning.**

Procedures for a Prolonged Unexplained Absence of a Pupil

It is essential that prolonged or unexplained absence is investigated fully by the Head of Prep and Pre-Prep to ensure the safety and wellbeing of all children. Attendance, absence and exclusions are closely monitored and reported to the Head on a regular basis and shared with SLT termly.

Any staff who have concerns about children being drawn into situations relating to radicalisation or other safeguarding issues should inform Designated Safeguarding Lead immediately. The Designated Safeguarding Lead will inform relevant bodies such as the Local Children's Safeguarding Board, Child Missing in Education Officer, or the Prevent Team.

If a child is not in school and there is no known reason as to why, the Pupil Administrator should contact the parents/guardians listed on the Management Information System (iSAMS) to check whether the child is with them.

If parents are not contactable the Pupil Administrator will then call the third-party emergency contact number. The Pupil Administrator will leave a contact message on all numbers called.

Following this the Pupil Administrator will then email/text the child's parents/guardians in an attempt to make contact.

If contact has not been made by 10:30am the Pupil Administrator will then update the Head of Pre-Prep and Head of Prep regarding the absence.

If contact has not been made by 11:30am then the Head of Pre-Prep or Prep will inform the Head who will make her decision on actions to be taken based upon relevant pupil background information and circumstances.

The Pupil Administrator will continue to attempt to make contact with all listed key adults held on iSAMS. The Pupil Administrator will follow this routine every day that the child is absent.

After 3 days with no contact being received by the parents/ key adults the following actions will be taken:

- The Designated Safeguarding Lead / Deputy Lead and the Head will be informed (if not already aware)
- The Designated Safeguarding Lead / Deputy Lead will alert the Warwickshire Safeguarding (MASH team as part of the Children and Families Front Door) who can be contacted on 01926 414144 and act on the advice given. This will be fully documented.

As in line with our WSF Safeguarding & Child Protection Policy 2023, the School will inform the local authority where a pupil fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more as agreed with the local authority. The School, including the Admissions team, will continue to try and establish the pupil's whereabouts but when the cannot, the School will make an immediate referral to Warwickshire County Council's Children Missing Education (CME) dept. The Children Missing Education Service can be contacted on 01926 736323 or by email to Access to Education officer cme@warwickshire.gov.uk

In line with 'Children Missing Education – Statutory guidance for local authorities – September 2016' and the WCC Children Missing Education (CME) protocol February 2020, when the whereabouts of a child is unclear or unknown, it is reasonable to expect that the local authority and the school to complete and record one or more of the following actions:

- telephone calls to all known contacts
- recorded delivery letters to the home
- contact with other schools where siblings are registered
- enquiries through school contacts to neighbours, friends
- enquiries with any other agencies/services known to have involvement with the family
- exploring social media i.e. Facebook
- recording all actions undertaken
- check local databases within the local authority
- follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC
- check with UK Visas and Immigration (UKVI) and/or the Border Force
- in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS); and home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.

Leaving the School Site

Under no circumstances is any pupil allowed to leave the school premises alone during the school day. Pupils who need to leave the site to attend medical or other appointments, should report to the School Office and await collection by a parent/guardian. In Pre-Prep, the School Office will telephone the Form Teacher of the class to let them know that the child's parent/guardian have arrived to collect them. The pupil is then accompanied by a member of staff to the School Office. Pupils will only receive an absence mark in the register if they are still absent at the time of afternoon registration (or if they arrive later in the day and missed morning registration). The School Office monitor all pupils who arrive and leave the site through the main reception doors, they are recorded in the Pupil Absence folder. This ensures that the whereabouts of all pupils is known.

The school keeps a list of agreed dismissal arrangements which are provided by parents and agreed by members of SLT. The document is circulated to staff upon the addition of every amendment made.

Inclement Weather

Every effort will be made to keep the School open during inclement weather (including snow). Children are therefore encouraged to attend, if travel to or from the School is not deemed by parents, to be too dangerous. If weather conditions deteriorate during the school day, parents may choose to collect their child earlier than normal. Parents experiencing difficulties in reaching the school to collect their child are asked to call the School to advise us of their position.

In the WSF hub [Adverse Weather Conditions Policy and Decision Making and Communication Protocols December 2022.pdf](#)

Preservation of Registers

The information held within the Information Management System is backed up daily along with a weekly external back up procedure.

Every Attendance register within the school will be kept for a period of 3 years after the date on which the entry was made. (i.e. for attendance registers a minimum of 3 school years after completion of the summer term.) As specified in current ISI regulations and DfE 'Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities. September 2022.

Inspection of Registers

The Attendance Registers will be available for inspection by either LA or independent educational bodies, as requested. The Head of Pre-Prep / Prep will inspect attendance reports every month and keep a paper copy on file as specified in current ISI regulations.

Monitoring & Review

This Policy is monitored by the Governing Body and will be reviewed every year or earlier, if deemed appropriate.

Appendix 1: Registration Codes

The following codes are taken from the DfE's guidance on school attendance:

Attendance:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered e.g. Warwick School, hospital school
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
X	Non-compulsory school aged pupil not required to be in school.	Where a child not of school age is attending parttime.
#	Planned whole or partial school closure.	This is for staggered start/ half term/occasional days i.e., Bank Holiday or Polling Station

Authorised Absence

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 or Year 13 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school

Unauthorised Absence:

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed at 8.45am or 1.35

Appendix 2

Impact of Absence / Missed Hours of Learning

It is the expectation of our school that all children will achieve at least 96% attendance. There are a variety of reasons for children missing school. Some reasons are unavoidable, but we would ask that you support us in ensuring that your child's attendance meets both the school and government expectations.

Any problems with regular attendance, especially concerns about possible friendship issues or difficulties with learning are best managed by the school, the parents and the children at an early stage.

We will closely monitor your child's attendance and alert you if we feel there is an issue.

Prep Department Overview

Category	Attendance	The number of days absent	Learning hours lost
Excellent	100%	0	0
Excellent	99%	2	10
Good	98%	3.5	17.5
Good	97%	5.5	27.5
Good	96%	7	35
Cause for Concern	95%	9	45
Cause for Concern	94%	10.5	52.5
Cause for Concern	93%	12	60
Cause for Concern	92%	14	70
Cause for Concern	91%	15.5	77.5
Unsatisfactory	90%	17.5	87.5
Unsatisfactory	89%	19	95
Unsatisfactory	88%	21	105
Unsatisfactory	87%	22.5	112.5
Unsatisfactory	86%	24	120
Unsatisfactory	85%	26	130

* Based on 171 school days (rounded UP to the nearest 0.5 day)

° Based on 5 teaching hours per school day

Pre-Prep Department Overview

Category	Attendance	The number of days absent	Learning hours lost
Excellent	100%	0	0
Excellent	99%	2	9
Good	98%	3.5	15.75
Good	97%	5.5	24.75
Good	96%	7	31.5
Cause for Concern	95%	9	40.5
Cause for Concern	94%	10.5	47.25
Cause for Concern	93%	12	54
Cause for Concern	92%	14	63
Cause for Concern	91%	15.5	69.75
Unsatisfactory	90%	17.5	78.75
Unsatisfactory	89%	19	85.5
Unsatisfactory	88%	21	94.5
Unsatisfactory	87%	22.5	101.25
Unsatisfactory	86%	24	108
Unsatisfactory	85%	26	117

* Based on 171 school days (rounded UP to the nearest 0.5 day)

° Based on 4.5 teaching hours per school day