



# Attendance Procedure

*This procedure applies to the whole school including EYFS, wraparound care and Holiday Club*

## Summary of changes and reviews

Version	Date	Summary of amendments	By
1.0	January 2025	Procedure adapted from old Hatherop Attendance Policy and review date removed in line with new policy index	NR

## Key School Contacts

<b>Contact to report absence to</b> <b>School Office</b>	Email: office@hatheropcastle.co.uk Telephone: 01285 750206 Parents can also report absence via Complete Ed.
<b>Senior Attendance Champion</b> Nigel Reed, Headmaster	Email: nigel.reed@hatheropcastle.co.uk Telephone number: 01285 750206

## Managing attendance

1.1 The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law. The admission and attendance registers must be kept electronically and retained by the School for the relevant time period as stated by law.

1.2 The School expects all pupils to be present at School for the whole of the School day, usually from registration at 8.30am to close at 3.40pm (EYFS and Pre-Prep) or 4.30pm (Prep) but this period may be extended, for example for after school clubs, sports fixtures, or school trips.

## The role of parents / carers

2.1 The School expects all parents/carers to:

2.1.1 make any application for an authorised leave of absence at the earliest opportunity;

2.1.2 notify the School of any absence or delay as soon as reasonably possible and by 8.25am in accordance with this policy and when doing so, give an accurate explanation for this; and

2.1.3 cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

2.1.4 Parents and children are not granted access to the school site before 7:30am each day unless they are boarders. Parents and children should not access the site before 7:30am, even if the gate is open. Between 7:30 and 8:00am, a member of staff is on duty in the dining room to grant access to the site for children attending Breakfast Club. Once the school is open at 8:00am to parents and children, a member of staff will be present on the gate at Pre-Prep or by the front door in the Prep School to welcome them, before closing the gates and door at 8:30am.

We offer 'Breakfast Club' between 7:30am and 8am each day, during which time the children enjoy breakfast in the dining room with the boarders supervised by boarding staff.

Upon arriving at school between 7:30 and 8:00am, children should be taken by parents/guardians directly to the dining room and signed in to Breakfast. Between 8.00am and 8.20am, children should be delivered to their form rooms where form staff will be supervising them.

## Registration and attendance checks

3.1 Morning registration is at 8.30am. The register will close at 8.50am

3.2 Afternoon registration will be at 1pm, during lunchtime service when a member of staff on duty will register the children as they come into lunch. The register will close at 2pm.



3.3 Registers will be taken electronically using Complete Ed in the morning and for lunchtime a sign in sheet is used which is passed to the office who will complete the registers electronically.

## Reporting absence

4.1 If a child is unfit for school, the parent or guardian should contact the school before 8.25am on the pupil's first day of absence which has not previously been agreed with the school and each subsequent day of absence.

4.2 Where a pupil is ill, the School should be notified of the nature of the illness.

4.3 Leave may be granted in an emergency or for medical appointments that are unavoidably during school time but, wherever possible, appointments should be made outside school hours.

4.4 The Head has a duty to ensure that term dates are protected and leave of absence will not normally be granted for family holidays in term time. In exceptional circumstances, parents should write directly to the Head (please send to the Head's PA on [gemma.rodgerson@hatheropcastle.co.uk](mailto:gemma.rodgerson@hatheropcastle.co.uk)) explaining fully why the request is being made to remove a pupil from school in term time. If for any reason a child has any concerns about attending school, it is important that parents or guardians discuss the problem with the school at the earliest opportunity so that appropriate measures can be put in place to address the issues and support the child.

4.5 Authorised absences are those which the school agree are unavoidable, e.g. illness or family bereavement, and absences which leave has been given such as agreed holidays or medical appointments. The Head is unable to authorise leave for family holidays, unless the Head deems there to be an 'exceptional circumstance'. Unauthorised absences are those that the school considers unreasonable, to be determined by the Head. Authorisation should always be sought in advance of planned absences, as authorisation cannot be given retrospectively and a child's record will show the leave to be unauthorised. An absence is unauthorised until acceptable explanation is received, and it is for the school, rather than the parent, to decide whether an absence should be recorded as authorised or unauthorised. Providing confirmation of the reason for the absence does not automatically register the absence as authorised, this is solely at the discretion of the Head.

## Managing absence

5.1 The Office Administrator will contact parents on the first day and consecutive days of absence if there has been no communication from the parents or guardians explaining reasons for absence. Absence will not be authorised without legitimate explanation.

5.2 As the school's nominated Senior Attendance Champion, The Head has responsibility for monitoring the attendance of children in the school and will work with parents to resolve any difficulties. Attendance is reviewed termly and where satisfactory reasons cannot be given, the child's parent is contacted if a child's attendance falls to 90% or below. Where necessary, measures will be agreed to improve attendance which will continue to be monitored closely.

5.3 If attendance falls below 85% in subsequent terms parents will be contacted in writing and asked to meet with the Head; Section 14 of [Working Together to Improve Attendance \(Feb 2024\)](#) would be a useful tool in this meeting. Where attendance repeatedly falls below 90% and there is concern regarding unauthorised absence the authority attendance officer will be informed. The law states that it is the responsibility of the parent/guardian to ensure that a child attends school regularly and on time. Neglect of this responsibility will result in the school taking action to ensure attendance and ultimately can lead to further action being taken (Education Act 1996).



## Authorised absences

6.1 Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

## Applications for an authorised leave of absence

7.1 In exceptional circumstances, parents should write directly to the Head explaining fully why the request is being made to remove a pupil from school in term time. Requests should be sent to the Head's PA on [gemma.rodgerson@hatheropcastle.co.uk](mailto:gemma.rodgerson@hatheropcastle.co.uk) and confirmation of approval or otherwise will be sent to you, usually within 7 days. Authorisation should always be sought in advance of planned absences, as authorisation cannot be given retrospectively and a child's record will show the leave to be unauthorised.

7.2 Exceptional circumstances. Each request will be considered on its own merit, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request. The Head is unable to authorise leave for family holidays, unless the Head deems there to be an 'exceptional circumstance'. Exceptional circumstances may include, but are not limited to, illness, family bereavement and agreed leave for medical appointments.

7.3 Apart from illness, no pupil should be away from School without prior permission from the Head.

7.4 Dental or medical appointments should be made during School holidays except in cases of emergency when the school office ([office@hatheropcastle.com](mailto:office@hatheropcastle.com)) should be informed.

7.5 If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is permitted to be away from School. It will be recorded as an authorised absence.

7.6 A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

## Reporting duties

8.1 The School has statutory reporting obligations if a pupil fails to regularly attend and their absence is unauthorised.

8.1.1 The School must report unauthorised absences for a continuous period of 10 continuous school days or more to the local authority.

8.1.2 The school must report absence through sickness to the local authority of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or

