



# 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
2.0	September 2025	Changes to procedure due to new timetable across the school	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

Hatherop Castle School monitors, records, and shares data about pupil attendance as part of its duty to safeguard and protect pupils and promote regular attendance. Admission and attendance registers are accurately completed in accordance with legal requirements. These registers must be kept electronically and retained for the legally mandated period.

The School expects all pupils to be present for the full school day, typically from registration at 8:30am to the end of the day at 3:40pm (EYFS and Pre-Prep) or 4:30pm (Prep). This period may be extended for after-school clubs, sports fixtures, or school trips.

## Role of Parents/Carers

The School expects all parents/carers to:

- Submit any application for authorised leave of absence at the earliest opportunity
- Notify the School of any absence or delay by 8:25am, providing an accurate explanation
- Cooperate with the School to identify and address any barriers to attendance

Additional expectations:

- Parents and children are not permitted on site before 7:30am unless they are boarders. This applies even if the gate is open.
- Between 7:30am and 8:00am, a staff member is on duty in the dining room to grant access for children attending Breakfast Club.
- From 8:00am, staff will be present at the Pre-Prep gate or Prep School front door to welcome pupils. Gates and doors close at 8:30am.
- Breakfast Club runs daily from 7:30am to 8:00am, during which children eat breakfast in the dining room with boarders, supervised by boarding staff.
- Upon arrival between 7:30am and 8:00am, children must be taken directly to the dining room and signed in. Between 8:00am and 8:20am, children should be taken to their form rooms, where staff will supervise them.



## Registration Procedure

### Nursery

During term time, printed registers for each classroom (Toddlers, Pre-Reception Younger, Pre-Reception Older) are provided weekly. These are created and amended by Janet, with any changes communicated to her to ensure accuracy. Sessions are colour-coded:

- Green: 8:00am – 12:30pm
- Blue: 8:00am – 4:30pm
- Orange: 8:00am – 5:30pm

During holidays, the same system applies, excluding the orange session (late crèche not offered).

From academic year 2025/26, Nursery aims to transition to using Complete Ed, which is already used by Pre-Prep and Prep.

### Pre-Prep

- Morning registration: 8:30am (closes at 8:40am), taken by the class teacher in form rooms
- Afternoon registration: 1:30pm, taken by the teacher leading Lesson 5 in form rooms
- Registration is completed via Complete Ed and checked by the school administrator. Any unknown absences are followed up immediately.

### Prep School

- Morning registration: 8:30am (closes at 8:40am), taken by the class teacher or designated teacher in a dedicated room
- Afternoon registration:
  - P3 & P4: 12:55pm
  - P5–P8: 1:15pm
  - Taken by the teacher of Lesson 4 in the relevant classroom or area
- Registration is completed via Complete Ed and checked by the school administrator immediately after completion

## Discover Activity Club (School Holidays)

Holiday Club is available to pupils from Hatherop and other local schools. Sign-up and registers are managed by Discover Camps. Pupils are signed in and out daily by the designated supervisor.

## Reporting Absence Due to Illness or Medical Reasons

If a child is unfit for school, parents/guardians must notify the school before 8:25am on the first day of absence and on each subsequent day. Notification can be made via:

1. Complete Ed Parent App
2. Email: [office@hatheropcastle.co.uk](mailto:office@hatheropcastle.co.uk)



### 3. Phone: 01285 750206

The nature of the illness should be communicated. Absence may be granted for emergencies or unavoidable medical appointments, but such appointments should be scheduled outside school hours whenever possible. Requests should be submitted via the Complete Ed Parent App or by email.

### Applications for Authorised Leave of Absence

This refers to absences approved in advance or justified afterwards with an acceptable explanation.

In exceptional circumstances, parents should write to the Head, explaining the reason for the request. Requests should be sent to the Head's PA at [gemma.rodgerson@hatheropcastle.co.uk](mailto:gemma.rodgerson@hatheropcastle.co.uk). Confirmation will typically be provided within seven days. Requests can also be submitted via the Complete Ed Parent App.

Each request is considered individually, taking into account the pupil's attendance history and the context of the request. The Head cannot authorise family holidays unless deemed an 'exceptional circumstance,' which may include:

- Illness
- Family bereavement
- Medical appointments/procedures
- Educational value of the trip

No pupil should be absent without prior permission from the Head, except in cases of illness. Dental and medical appointments should be scheduled during school holidays unless urgent.

If granted, the Head will determine the length of authorised absence. Religious observance leave will usually be authorised if the day is exclusively set apart by the family's religious body. Requests must be made in advance.

### Pupils Experiencing Anxiety or Reluctance to Attend

If a pupil expresses anxiety or concern about attending school, parents/guardians should contact the school promptly so that appropriate support measures can be implemented.

### Managing Absence

The Office Administrator will contact parents on the first and subsequent days of absence if no explanation has been provided. Absence will not be authorised without a legitimate reason.

The Head, as the school's Senior Attendance Champion, monitors attendance and works with families to resolve issues. Attendance is reviewed monthly. If a pupil's attendance falls below 90%, the leadership team will review the case. Where no satisfactory explanation is provided, parents will be contacted.

If attendance falls below 85% in subsequent terms, parents will receive written notification and be asked to meet with the Head. Section 14 of *Working Together to Improve Attendance* (Feb 2024) may be referenced during this meeting.

Repeated unauthorised absences or attendance below 90% may result in referral to the local authority's attendance officer. Under the Education Act 1996, it is the legal responsibility of parents/guardians to ensure regular and punctual school attendance. Failure to do so may result in further action.



## Statutory Reporting Duties

The School is legally required to report:

- Unauthorised absences lasting 10 consecutive school days or more
- Illness-related absences (code I) where the school reasonably believes the pupil will miss 15 consecutive days

