



**HORRIS HILL
SCHOOL**

Attendance & Registration Policy

Policy reviewed: April 2025

Approved: JS April 2025

Date of next review: April 2026

As a school we recognise the importance of attendance to support every student to reach their full potential and gain the best possible educational outcomes. We have a whole school approach to ensuring good attendance from the outset and encourage pupils to value attendance and punctuality across the school. We are committed to working with our parents to support students to attend unless this is unavoidable. Our expectation is to ensure that pupils achieve 100% attendance except in exceptional or unavoidable circumstances. Our policy applies to all pupils of compulsory school age, to promote good habits for pupils across our school community. [The Working Together to Improve School Attendance](#) has been considered when developing this policy, alongside the requirements in [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#).

Responsibilities

- Attendance Officer Lower School - Head of Lower School and Nursery
- Attendance Officer Upper School - Head
- Attendance Officer Boarding – Houseparent
- Administrative Attendance Officer – School Co-ordinator
- Absence monitoring – Head of Boarding & Pastoral

Contacts

- To report and absence by email office@horrishill.com
- To report an absence by phone 01635 40594
- To request an absence email Mrs Helen Wilkinson (Headteacher) head@horrishill.com

As a school we intend to:

- Maintain an attendance rate of 92% and above
- Increase parental awareness of the importance of excellent attendance
- Promote Children’s rights to access a full time Education
- Work with parents to ensure the policy applies to the EYFS to develop excellent attendance habits from an early age
- Keep Children safe and healthy by monitoring attendance rates
- Create partnership working opportunities between the school, parents, pupils and the Local Authority Education Welfare Officer.
- Communicate clearly and consistently with parents regarding attendance - adding this to the regular reporting cycles.
- Recognise the key role for staff, especially tutors, to ensure good attendance is promoted and monitored closely, providing opportunities for early intervention to improve attendance.
- Work with parents to create an individual care plan for pupils with long term health concerns or emotional wellbeing needs.

Important Attendance Benchmarks:

92-100% = <i>Expected Attendance</i>	90-92% = <i>Cause for Concern</i>	Below 90% = <i>Serious Cause for Concern</i>
---	--	---

We aim to promote good attendance because:

- There is a direct link between poor attendance and lower attainment
- Students who attend regularly make better progress both socially and academically
- Children who attend school find school routines, school work and friendships easier to cope with
- Every child has the right to access a full time education

Parents/ Carers should:

- Ensure that their children attend school unless they are significantly ill
- Email office@horrishill.com by 08.30am and each subsequent morning, informing the school of the specific reason for the absence
- Make all non-emergency appointments outside of school time
- Provide medical evidence where a pupil's illness/absence is frequent or prolonged (over three days)
- Ensure the school has current contact numbers for parents and other emergency contacts

The school should follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not; and
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census

Absence can only be authorised by the school. Legitimate reasons for absence:

- Sickness, if this is going to be for an extended period the school will request support from a medical professional
- Medical or dental appointments (wherever possible, these should be arranged outside school hours)
- Exceptional family circumstances e.g. bereavement/weddings
- Days of religious observance

The following absences will not be authorised by the school:

- Looking after brothers and sisters or sick relatives
- Shopping
- Birthdays
- Translating
- Attending relatives' medical appointment
- Holidays will not be authorised unless in exceptional circumstances

School Attendance and the Law:

New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Unauthorised Absence:

Unauthorised absences are reported to the Local Authority. The School Attendance Service may contact parents where unauthorised absence continues to be a problem. The school will work in partnership with parents until matters improve.

The government has made it clear that a Headteacher may not authorise absence during term time for holidays. Leave of absence is only granted in exceptional circumstances (e.g. if there is an emergency) at the discretion of the Headteacher and in accordance with the school policy as agreed by the governing body. There is no entitlement to time off during term time.

PLEASE NOTE THAT ABSENCE TAKEN WHICH HAS NOT BEEN AUTHORISED COULD BE LIABLE FOR A FIXED PENALTY FINE BY THE LOCAL AUTHORITY (SEE THE NATIONAL FRAMEWORK FOR FIXED PENALTY NOTICES) AND THAT EXTENDED ABSENCES WITHOUT PERMISSION MAY PUT A CHILD'S PLACE AT HARRIS HILL SCHOOL AT RISK.

Leave of Absence (LOA):

In exceptional circumstances, requests for Leave of Absence can be made to the Headteacher. This may include requests to attend a wedding or funeral of a close relative, a university visit, driving tests / lessons, work experience, county level sport, and students in entertainment.

Any request for Leave of Absence should be made in writing. We ask for at least two weeks' notice, where possible, between the request and the actual date for which a parent has applied and for an explanation of why this leave of absence needs to be taken during term time.

Please note that the School cannot lawfully grant leave of absence for family holidays, except under clearly exceptional circumstances, and requests for LOA, in line with Government Guidelines, will normally not be authorised. Absence requests are not generally granted and almost never to those whose attendance is below 98%.

Late Arrival:

Punctuality is an important aspect of character and students should only be late if they experience unavoidable situations that are not in their control. If a student is late they MUST sign in at. For Pre-Prep, Prep and Years 7-8 they MUST be brought to the office by their parent. Aligned with our Behaviour Policy, any student who is deliberately / persistently late will receive an intervention to remediate the issue.

Using Attendance Data:

All students' attendance will be monitored and will be shared with the Local Authority and other agencies if a student's attendance is a cause for concern. All information shared will be done so in accordance in line with the School's Data Protection Policy.

The School Office Team will, on a daily basis, check attendance data and email the Head of Boarding and Pastoral with the names of those where there is cause for concern. This will trigger an investigation, be recorded on ISAMS (MIS) and appropriate action taken.

The Head will review attendance every half term, focusing on students where attendance has fallen below 90%. The circumstances related to these students will be reviewed and this will trigger school action as required. Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

United Kingdom Visa and Immigration Requirements:

For international students that are sponsored by the school with a child student visa, attendance is closely monitored and checked to ensure they are present, learning and adhering to the expectations associated with us allocating a CAS. Attendance monitoring takes place every week and a full check every half term.

Sponsored students are supported to ensure best attendance in line with other students at the school. However if unauthorised absence increases to 5% we will proactively meet with the student and ensure measures are in place to prevent further increase.

If unauthorised absence reaches or exceeds 10% this must be reported directly to UKVI and sponsorship withdrawn.

At Horris Hill School a 'session' is classed as one day (2 roll call AM/PM.) If a student misses 10 consecutive sessions without authorisation this will also be reported directly to UKVI and sponsorship withdrawn.

Horris Hill School Guidance on Children Missing/Absent in Education:

All staff should be aware that children going missing/absent, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. These may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risk of a child going missing/absent in the future. ALL staff should be aware of the school's unauthorised absence and children missing/absent from education procedures.

Please see appendices for additional information regarding 'Children Missing in Education'.

For any Horris Hill School pupil that is absent for five days or more, form tutors will work closely with parents to ensure a return to school as soon as possible.

If parents are not contactable or cooperative the DSL will make a referral for further guidance on appropriate action. The school will work as required with external agencies to expedite the child's return to school in every way possible.

If a student's absence extends to ten days or more the DSL team will complete and initiate an individualised return to school plan, working closely with the student and their parents.

If the return to school plan is not successful within five days of its initiation the issue will be escalated to a 'Child Missing in Education' Referral.

Religious Observance

Horris Hill School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and that this necessitates a consideration of authorised absence or special leave for religious observance (code R). It is reasonable for parents to allow their child not to attend School on a day of religious observance if recognised by the parents' religious body.

Parents are requested to give advance notice to the School Office, if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Absence in excess of this will be categorised as unauthorised.

Children Missing from Education

School Attendance Guidance for maintained schools, academies, independent schools and local authorities July 2019

Children at Risk of Missing Education School governing bodies, academy trusts, and other school proprietors must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. Schools should put in place appropriate safeguarding responses for children who go missing/absent from school, particularly on repeat occasions. Where reasonably practicable (The Education (Pupil Registration) (England) (Amendment)

Regulations 2011 under section 458(4) and (5) of the Education Act 1996) for every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing/absent from school and is also identified as a welfare and/or safeguarding concern. Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Leavers

If your child is leaving Horris Hill School you must provide your child's new school details. When pupils leave and the school does not have information about where they have gone, then the child is considered to be a 'Child Missing Education.' This means that the Local Authority has a legal duty to carry out investigations to try to locate the child.

Local authorities have 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 suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education. All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided. Where a school notifies

a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- The full name of the pupil;
- The full name and address of any parent with whom the pupil lives;
- At least one telephone number of any parent with whom the pupil lives;
- The full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- The name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- The ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

All schools must agree with the relevant local authority, the regular interval that the school will inform the 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.

Late Arrivals

Children who are not in class on time for the register will be marked late. The registers close at 8.40. Under the 2024 guidance, this is recorded as an absence and can lead to a Fixed Penalty Notice if repeated. All lateness is recorded daily and the reason for lateness, if known, will also be recorded. The school is alert to patterns of late arrival and will seek an explanation from parents when this occurs. This information can be made available to the courts in the form of a report should a prosecution be the outcome of repeated lateness. Persistent lateness will be referred to the Local Authority Attendance Officer.

Collection from School

Parents/carers must collect children promptly at the end of the school day or from any after school activity or wraparound care session. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety i.e. the local police station. We may share concerns with other agencies as necessary for safeguarding purposes.

If parents are running late or unavoidably delayed, they must contact the school by telephone. During school hours, parents should telephone the school office. After the end of the school day, parents should telephone the DSL Out of Hours Phone Number.

APPENDIX 1

REGISTRATION CODES TO BE USED

Present at School	
Code	Representation
/\	Present in school during registration ('/' = am \=pm)
L	Late arrival before the register is closed. The Morning register closes at 08.40am

U	A pupil arriving after 8.40am (and before pm registration) should be given the appropriate absence code from sections 3, 4 or 5 below. If none of these codes are appropriate a 'U' should be entered
N.B if a child arrives after the register has been sent to the School Office, they must report to the School Office immediately on arrival	
Present at an approved off- site educational activity	
K	Attending education provision arranged by the local authority
P	Participating in a supervised sporting activity
V	Educational visit or trip
B	Attending any other approved educational setting
D	Dual registered at another school
Authorised Absence from School	
H	Holiday authorised by the School
M	Medical or Dental Appointment
I	Illness
R	Religious Observance
E	Suspended or permanently excluded and no alternative provision made
C1	Leave of observe for the purpose of participating in a regulated performance or undertaking regulated employment abroad
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstances
T	Parent travelling for occupational purposes
Q	Unable to attend the school because of lack of access arrangement
Y1	Unable to attend due to transport normally provided not being available
Y2	Not able to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Unauthorised Absence from School	
O	Where the reason for absence is not initially known. Every effort should be made to establish a reason for absence. If another code cannot be used upon investigation then the 'O' will remain unauthorised.
G	Holiday not authorised by the school
#	Used for Bank holidays and inset days

Appendix 2 Attendance Ladder

Attendance Ladder

Equates to:

