Attendance policy

(including absence and lateness)

Holme Court Hampshire School

September 2026

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Appendix 1: Attendance Support Framework

1 Aims

1.1 This is the Attendance policy and procedures of Holme Court School.

1.2 The aims of this policy are as follows:

1.2.1 to reduce absences

1.2.2 to build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them

1.2.3 to develop and maintain a whole school culture that promotes the benefit of high attendance

1.2.4 to be mindful of pupils absent from school due to mental health, physical health or SEN needs and provide them with additional support or accommodations

1.2.5 to ensure appropriate adherence to Government guidance and fulfil statutory duties

1.2.6 to ensure consistent good practice throughout the School.

2 Scope and application

2.1 This policy applies to the whole School.

2.2 This policy applies at all times including where pupils or staff are away from the School.

2.3 This policy applies to core School activities and/or trips within stated school hours.

2.4 This policy is designed to address the specific obligations on the School to safeguard and promote the welfare of children.

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014

3.1.2 Education and Skills Act 2008

3.1.3 Childcare Act 2006

3.1.4 Children Act 1989 and 2004

3.1.5 Children and Social Work Act 2017

3.1.6 Data Protection Act 2018 (DPA) and General Data Protection Regulation (UK GDPR)

3.1.7 Equality Act 2010.

3.2 This policy has regard to the following guidance and advice:

3.2.1 Keeping children safe in education (DfE, September 2026) (**KCSIE**)

3.2.2 Working together to safeguard children (HM Government, 2018. Last updated December 2023)(**WTSC**)

3.2.3 Children missing education (DfE, September 2016)

3.2.4 Working together to improve school attendance (DfE, July 2026) and The School Attendance (Pupil Registration) (England) Regulations 2024

4 Publication and availability

4.1 This policy is published on the School website.

4.2 This policy is available in hard copy on request.

4.3 A copy of the policy is available for inspection from the school office during the School day.

4.4 This policy can be made available in large print or other accessible format if required.

5 Definitions

5.1 The School can grant a leave of absence when a pupil needs to be absent from school with permission. This might include: taking part in a regulated performance or employment abroad; attending an interview; study leave; a temporary limited part time timetable or other exceptional circumstance.

5.2 The DfE does not consider a holiday to be an exceptional circumstance. Family holidays during term time will not normally be authorised. Leave of absence may only be granted where the Head determines that exceptional circumstances apply.

5.3

5.4 A child of non-compulsory age may be all allowed absence for sessions that are not timetabled.

5.5 Pupils may attend approved offsite extracurricular or sporting activities.

5.6 An unauthorised absence classification is given to a child away from school without permission; in this instance the parent or guardian has not provided a legitimate reason for absence.

6 Responsibility Statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required
Monitoring the implementation of the policy,relevant risk assessments, any action taken in response and evaluating effectiveness.	Head	As required
Formal review	SLT	As required, at least once every 2 years

7 Rationale

7.1 School attendance is central to raising standards in education and ensuring all pupils can fulfil their potential. The School promotes excellent attendance and seeks to ensure that pupils attend whenever they are well enough and it is appropriate for them to do so. If attendance drops to 90% or lower the government classify the child as having persistent absence (PA) and if attendance is 50% or less the child is classified as severely absence (SA). We want your child to attend school regularly as this supports their learning. The School recognises that attendance difficulties may be linked to educational needs and disabilities, anxiety, mental health needs, neurodiversity, medical conditions and emotional based school avoidance. Attendance concerns will not automatically be treated as a behavioural issue. The School will work collaboratively with pupils, parents and relevant professionals to identify barriers and implement appropriate support and reasonable adjustments.

7.2 Any reduced or part-time timetable will be:
time limited;
agreed with parents;
used only where in the pupil's best interests;
subject to regular review;
implemented alongside a plan for reintegration into full-time education.

7.3 Repeated or unexplained absence may be an indicator of safeguarding concerns, including neglect, abuse, exploitation, mental health difficulties, criminal exploitation, radicalisation or unmet special educational needs. Attendance concerns will therefore be considered alongside wider safeguarding information and managed in accordance with the Child Protection and Safeguarding Policy.

7.4 Under The School Attendance (Pupil Registration) (England) Regulations 2024, the school is responsible for making sure it keeps an attendance register that records which pupils are present at both the start of the morning and the afternoon sessions of the school day. This register will indicate whether an absence was authorised or unauthorised.

7.5 The School Attendance Register must be electronic and the school must use the appropriate

national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

7.6 Registers are legal records and the school will preserve every entry in the attendance or admission register for 6 years from the date the data was entered.

8 Parent Responsibilities

8.1 It is the legal responsibility of every parent to make sure their child receives the education that they are entitled to.

8.2 Parents have a legal duty to ensure their child attends the school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

8.3 We believe that children need to be in school for all sessions, however, we understand that there are exceptional circumstances when a parent may need to request a leave of absence such as a special event or family emergency. In this instance, parents should contact the Head directly (via email) with their request.

9 Unplanned absences

9.1 Class Teachers have responsibility for recording and monitoring the attendance of their respective Class (Year Groups).

9.2 Class Teachers will take their morning registers by 9.00am and again in the afternoon.

9.3 Exceptions to this may be that afternoon registration is recorded by a colleague or subject specialist in the case of Games and PE for example.

9.4 In the case of illness (or lateness), parents should adhere to school guidance on absence due to illness and contact the school via email/telephone call by 9.00am stating the reason for absence.

9.5 For medical appointments, the school should be notified no less than 1 day in advance of the appointment.

9.6 Absences are reported by the Class Tutors to the School Administrator and the Head each morning and afternoon.

9.7 Where no notification of absence has been given, the School Administrator will contact parents by 9:10am.

9.8 A doctor's note may be requested after a period of 7 days of continual absence (including weekends and bank holidays)

10 Monitoring and Review

10.1 School attendance is central to raising standards in education and ensuring all pupils can fulfil their potential.

10.2 The Head of Centre acts as Senior Attendance Champion and has strategic responsibility for attendance improvement, attendance analysis, staff training, multi-agency liaison and the implementation of attendance support plans.

10.3 The School Champion will monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families.

10.4 The School Champion will conduct thorough analysis of termly, and full year data to identify patterns and trends and benchmark attendance data (at whole school, year group and cohort level) against national levels to identify areas of focus for improvement as well as devise specific strategies to address areas of poor attendance identified through
Data and monitor the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.

11 Children missing or absent from education (also see Child Protection and Safeguarding Policy)

11.1 Unexplainable and/or persistent absences from education can act as a vital warning sign of a range of safeguarding possibilities. School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with the safeguarding policy if any absence of a pupil from the School gives rise to a concern about their welfare.

11.2 Where reasonably possible the School will hold more than one emergency contact for each pupil.

11.3 The School shall inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non- standard transition points in accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024. This will assist the local authority to:

11.3.1 fulfil its duty to identify children of compulsory school age who are missing or persistently absent from education; and

11.3.2 follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse,neglect or radicalisation.

11.4 The School shall inform the local authority of any pupil who:

11.4.1 fails to attend School regularly; or

11.4.2 has been absent without the School's permission for a continuous period of ten school days or more, at such intervals as are agreed between the School and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

11.4.3 has been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Note: only one sickness return is required for a continuous period of sickness in a school year.

11.5 When a parent indicates that they wish to educate their child at home in which case the school, local authority and other key professionals will work together. This is especially important if the child has special educational needs or disabilities or has a social worker. The

School will inform the local authority of all deletions from their admission register when a child is taken off roll, including any child enrolled in Elective Home Education (ELE).

12 Version control

Date of adoption of this policy	April 2026
Date of last review of this policy	September 2026
Date for next review of this policy	As required, at least by September 2027
Policy owner (Holme Court School School)	Head

Appendix 1

Attendance Support Framework

The School will adopt a graduated response to attendance concerns:

- Universal support for all pupils through positive promotion of attendance.
- Early intervention where attendance falls below 95% or concerns emerge.
- Targeted support for pupils at risk of persistent absence (below 90%).
- Intensive support for pupils who are persistently absent or severely absent (below 50%).

Support may include meetings with parents, attendance mentoring, individual attendance plans, reasonable adjustments, multi-agency working, social care involvement where appropriate and referrals to local authority attendance services.