



Hampton Court House

## **Attendance Policy**

Reviewed By: ACB

Last Updated: June 2026  
Next Review: September 2026

## Introduction and Aims

Poor attendance disadvantages children. We aim to ensure that all children attend school regularly and on time to enable them to take full advantage of the educational opportunities available. Regular, punctual attendance is valued and positively encouraged for all our pupils. Parents of registered pupils have a legal duty under the Education Act 1996 (section 444) to make sure that children of compulsory school age attend school on a regular and full-time basis.

Permitting unauthorised absence from school is an offence, and parents may be reported to the education authority if problems cannot be resolved by agreement. Attendance is a key whole-school improvement issue: it has a direct relationship with the attainment of individuals and groups of students and the academic standards thereby achieved by the school.

This policy meets the requirements of the working together to improve school attendance (2024) from the Department for Education (DfE) and the new Education (Pupil Registration) (England) Regulations August 2024.

. Through this policy, Hampton Court House School (HCH) aims to:

- improve the overall attendance of children at school.
- improve children's attainment through good attendance.
- encourage parents to ensure that children arrive at school on time.
- make attendance a priority for all those associated with the school including parents, pupils, teachers, the Principal and the board of Governors.

## 1 Roles and responsibilities

- **The DSL and Attendance Champion is: Amy Burgess**
- The Principal, Designated Safeguarding Lead and Heads of School have responsibility for attendance issues, reviewing the data and following up on any concerns.
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school, including ensuring accurate attendance records are kept.
- Attendance issues are reported termly to the board of Governors, who monitor the data and ensure that the school is fulfilling its statutory duties.
- Parents are expected to ensure their children attend school every day, arriving on time and communicate with the school if a child is unable to attend. Parents ensure that, where possible, appointments for their child are made outside of the school day.

## 2 School attendance, Safeguarding and Children Absent from Education

A child going missing from education is a potential indicator of abuse or neglect. School staff should follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future (See Safeguarding policy) Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly. Any children who have been absent from school due to illness for 15 days or where a child's absence has been treated as unauthorised for a continuous period of 10 school days must be reported to the borough. Education (Pupil Registration) (England) Regulations 2006 regulation 12.

The Principal and Designated Safeguarding Lead should work to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend school regularly.

## 3 Register Procedures

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions. The register is a legal document and must be kept accurately. It is kept electronically for Reception to Year 6 and via the Family App for Nursery and Pre-Nursery classes. Manual registers may be used if necessary, for example in the case of internet failure. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

HCH procedures to for maintaining registers including the procedures for marking registers:

### 3.1 AM and PM Session Registration

Pupils are required to register with their Class Teacher (Prep) or Form Tutor (Senior) in accordance with the timetable the supervising teacher is required to:

- Record whether a child was present, absent, or present at an approved educational activity using the appropriate code (see Appendix 1).
- Pupils should only be marked present if they are in the room when the register is called or are confirmed to have been seen by a teacher (e.g. if in a music lesson)
- Spaces must not be left in the register – unknown absences to be recorded as “N”

From the end of the Form time, period registers are checked by the school office and parents called as soon as practicable to find out the whereabouts of any absent children where no reason has been provided, updating the register accordingly.

- Children arriving late are marked with the appropriate code (registers close at: 0905 AM (all), 1335 PM (Prep) and 1415 PM (senior))
- Daily attendance registers will then be printed for emergency use, such as a whole school evacuation.
- If the office has been unable to contact parents, they will continue to attempt contact to obtain an explanation. **Register must be amended within 5 days, or the absence is recorded as unauthorised. E.g. an ‘N’ code could be changed to an ‘O’ if no valid reason for the absence is provided.**

At each registration point, each child is recorded as present, attending an approved off-site educational activity or absent. Every half a day of absence from school must be classified by the school as either authorised or unauthorised.

Authorised absence is where the Principal has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised. Absence can only be authorised by a person designated to do so by the Principal. Attendance registers may be kept manually or electronically.

### 3.2 Lesson by Lesson Attendance

For pupils in years 5 and above, registration is also recorded on a lesson by lesson basis. The purpose of these registers are for internal monitoring and the safeguarding of vulnerable pupils they do not count towards the pupils’ official registration or attendance figures. Lesson registers should be completed within the first 5 minutes of the lesson. Should a pupil known to be in school not arrive for the lesson, teachers should alert the on-call member of staff either by email or pressing the register alert button in iSams. The on-call member of staff will begin the search for the missing pupil in accordance with the schools Missing Child Policy.

## 4 Working in partnership with parents

### 4.1 Absence:

If a child is absent from school, parents should contact the school on the first day of absence and maintain contact with the school throughout the absence. If a child is absent without advance notice, the school will contact the parents and, if necessary, their emergency contact.

### 4.2 Illness:

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill can be accepted without question or concern. In exceptional circumstances, further evidence of a child's illness may be requested. However, schools can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance. In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness. The types of scenarios when medical evidence may be requested include:

- Attendance is less than 90%
- There are frequent odd days of absences due to reported illness
- The same reasons for absence are frequently repeated
- Where there are particular medical problems and the school may need evidence to seek additional support/provide support.

In line with DfE guidance, the local authority will be informed of all absence due to illness (sporadic) for a total of 15 days or more in any Academic Year as well as including unauthorised absences for a total of 10 days continuous.

### 4.3 Requests for leave of absence (exceptional circumstances)

In previous years there has been a degree of flexibility at HCH with taking holidays in term time due to exceptional circumstances. Since DfE guidance "Working together to improve school attendance" was published in August 2024 the School is no longer able to grant permission for families to take holidays during the term time.

### 4.4 Absence for Religious Festivals

Hampton Court House is a safe multi-cultural school and we actively celebrate our inclusivity with regular assemblies and events. On some occasions major religious festivals may occur during term time. The school does permit **one** day of authorised absence per religious festival where necessary.

### 4.5 Parents can support regular school attendance by:

- Making sure their child leaves for school with plenty of time to arrive on time.
- Supporting and encouraging their child by attending parents evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working partnership with the school to resolve any issues that are impacting on their child's attendance.

## 5 Late arrival

Children must attend on time to be given a present mark for the session. Morning registration will close at 09:05 am for all children. Where a pupil arrives after the register closes, this will be classed as an unauthorised absence (code U as per DfE compulsory attendance codes). Children in Nursery Class should arrive no later than 10:30am. We reserve the right to refuse a child arriving later than this, for example if the class is at an off-site activity. Nursery children arriving after 11:45 will only be admitted if they have eaten lunch before arrival.

## 6 Attendance Monitoring

The office staff will check the registers daily to ensure they are completed correctly. The Principal and SLT will monitor attendance and absence data termly and yearly across the school and at an individual level. Additional monitoring may be carried out if concerns are raised.

In line with our [Working Together to Improve School Attendance](#), obligations, The DSL ensures attendance is monitored to identify pupils or cohorts who need additional support with their attendance and will use this analysis to provide targeted support to these pupils and their families. They will look at historic and emerging patterns of absence, then develop strategies to address these patterns.

Those children whose attendance falls below national average will be closely monitored and further action considered. The School will challenge the attitude of those pupils and parents who give a low priority to attendance. Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and will be reported to Kingston and Richmond Local Authority.

If the child lives in a different borough, then consideration will be taken for reporting to the local authority where the child resides. Furthermore, an investigation will take place to identify the underlying reasons for this. If appropriate, an action plan will be put in place to address the reasons for the absence level. The school will hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school. The school will provide access to wider support services to remove the barriers to attendance

## Attendance Codes

Code	Absence	Attending
/ or \ - Present	N/A	Yes
L - Late before registration closed	N/A	Yes
K - Attending education provision arranged by the Local Authority	N/A	Yes
V - Visit / Trip	N/A	Yes
P - Sport	N/A	Yes
W - Work exp.	N/A	Yes
B - Education ext.	N/A	Yes
C# - Ex.Circumstances	Auth	No
X - part time nursery	N/A	No
D - dual registered	N/A	No
T - Parent Occupational Travel	Auth	No
R - Religious	Auth	No
I - Illness	Auth	No
M - Med. Appointment	Auth	No
J1 - Interview	Auth	No
E - Susp./Excluded	Auth	No
S - Study Leave	Auth	No
Q - Unable to attend the school because of a lack of access arrangements	N/A	No
Y# - Unavoidable (See codes below)	N/A	No
G - Holiday	Unauth	No
N - not yet known	Unauth	No
O - other unauthorised	Unauth	No
U - Late after registration has closed	Unauth	Yes
Z - Not on School roll	N/A	N/A
# - School closed	N/A	N/A

C - Leave of absence for exceptional circumstances

C1 - Leave of absence for the purpose of participating in a regulated performance

C2 - Leave of absence for compulsory school age pupils subject to a part-time timetable

Y1 - Unable to attend due to transport normally provided not being available

Y2 - Unable to attend due to widespread disruption to travel

Y3 - Unable to attend due to part of the school premises being closed

Y4 - Unable to attend due to the whole school being closed

Y5 - Unable to attend as pupil is in criminal justice detention

Y6 - Absent in accordance with public health guidance or law

Y7 - Unable to attend because of other unavoidable cause