



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

ATTENDANCE POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Joanna Fox

Governor Committee Review: Pupil Welfare

Next Review Date: September 2021

PRINCIPAL: Sylvia F. Brett BA (Dunelm), MA (London). **COLLEGE VISITOR:** Baroness Harris of Richmond.
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Since 1893



1. Introduction

This policy applies to the Harrogate Ladies' College Family of Schools – Highfield Pre School, Highfield and College – hereafter referred to as “the School”.

2. Aims

HLC aims to work with parents to achieve high attendance. The school recognises that effective teaching and learning requires pupils to attend regularly and punctually. Regular attendance means pupils gain maximum benefit from the teaching and learning that takes place at school. Irregular attendance leads to educational disadvantage.

3. School Attendance and the Law

This Policy complies with the requirements in:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

4. The register is a legal document. Schools must take a register at the start of the morning session and again at the start of the afternoon session. The School uses the statutory registration codes. Only the School (and not parents/carers) may authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for the absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded using the appropriate national code. **Statutory Framework**

The legal framework governing school attendance is summarised in School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2016), published by the Department for Education (DfE).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

Advice to parents from the Government

<https://www.gov.uk/school-attendance-absence>

The School follows guidance published by the Independent Schools' Inspectorate (ISI) regarding school attendance.

5. Registration

Only authorised staff may complete registers and they must be taken at the same time twice a day.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.



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Electronic registers are used in every class via iSAMS

If the electronic register is unable to be taken, the School Office staff will provide a paper register and will then input the information on the electronic register in the office

6. **Monitoring attendance**

All pupils' attendance is monitored daily and weekly using the absence report from iSAMS. The Senior Deputy and Heads of School monitor pupils whose attendance falls below 95% and make contact with parents as required. Attendance is discussed at pastoral meetings between the Senior Deputy and Heads of School.

7. **Punctuality**

Good punctuality is essential to maximise learning and also develop positive behaviours which are transferable to higher education or the workplace. The school, therefore, expects all pupils to arrive punctually in good time for registration. Pupils are expected to be punctual to all lessons as well as afternoon registration. Pupils who are late should sign in at reception. If a pupil is regularly late, the tutor/Head of School will contact his/her parents. This will usually be by telephone to see if there is a problem with which we can assist. Persistent lateness to school will be addressed by a letter from the Head of School and then the Senior Deputy in College, or the Head of Highfield if the situation does not improve.

Registration times for the School:

Highfield Pre School	09:00	12:00	13:00
Highfield	08:45		13:30
College	08:35		14:00

Punctuality shows respect for others and we therefore expect pupils to be punctual to lessons. Pupils who arrive late to a lesson will be warned that this is unacceptable. In College, repeated lateness will trigger a misdemeanour which can lead to a detention. (See Behaviour Policy)

If pupils are expected to be in school and fail to register, once initial checks have been completed and if the pupil is not found, staff should refer to the Missing Pupil policy.

8. **Role of Parents**

Parents have a legal responsibility to ensure their children receive efficient full-time education by regular school attendance. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them. It is the responsibility of parents to ensure pupils arrive at school on time: this includes on scheduled Travel Days for boarding pupils and each day for day pupils. Parents also have a responsibility to inform the school of the reason for a pupil's absence and when he/she may be expected to return and resume his/her studies. In cases of

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unavoidable prolonged absence due to illness or other circumstances, the school will support the pupil and family by sending appropriate work home. For pupils who are remote learning during the pandemic, parents are expected to support their child/ren's remote learning, as per the Remote Learning Policy.

Parents of day pupils are asked to:

1. Notify the school if their son/daughter is absent via a phone call to the school office or e-mail to absence@hlc.org.uk on the morning of absence.
2. Arrange medical appointments during the holidays or outside of the school day, wherever possible.

9. Holidays

Parents are expected to use school holidays for family holidays etc. In particular, we ask that parents and guardians adhere to the school term dates which are published a year in advance.

Holidays - International Boarders

We recognise that it can be difficult to book appropriate flights and in the case of boarders where it has not been possible for a flight to be booked for the last day of term/half-term, we would expect them to stay with their guardians overnight and to fly home the next day. Boarders are also given a travel day to assist with travel plans.

Parents should be mindful of any quarantine requirements which are in place.

Requests for unavoidable early departure or late return for any pupil, should be directed to the Heads of School if less than half a school day or to the Senior Deputy if a longer absence is requested

Requests for absence due to religious festivals will be considered favourably.

10. Children at risk of Missing Education

The School will report to the Local Authority if it has a serious concern over a child's attendance or the child has been absent, without the School's permission, for a continuous period of ten days or more.

See Children Missing Education Policy.

11. Covid-19 updated

From 8th March 2021, pupil attendance will be mandatory and the usual rules on attendance will apply including:

- a) Parents' duty to ensure their child of compulsory school age attends regularly at the school where the child is a registered pupil, including remote learning where appropriate
- b) The School's responsibility to record attendance and follow up absence

Circumstances where pupils cannot attend School due to COVID-19:

New categories of non-attendance relating to COVID-19 have been added to attendance records (see *Supervision of Pupils Policy*). These categories can only be used to record sessions that take place in the

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academic year 2020-2021 where a pupil does not attend because of their travel to, or their attendance at, school would be:

- a) Contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England and/or the Department of Health and Social Care
- b) Prohibited by any legislation relating to the incidence or transmission of COVID-19

The School will revert to using the attendance and absence codes in use before the pandemic once the government guidance advises this practice.