

**Holmwood House School**



**HOLMWOOD HOUSE**  
SCHOOL

## **Attendance Policy**

**bellevue**

Date of last review: July 2024  
Date for next review: July 2025

This policy outlines the shared responsibility between the school, pupils, parents, and the broader community in promoting regular attendance. The goal is to ensure that every pupil reaches their full potential through consistent and punctual attendance, fostering a supportive and collaborative approach to addressing attendance challenges. This policy should be read in line with the attendance section in the Safeguarding Policy.

The person with overall responsibility for this policy, including the monitoring and promotion of attendance is Mrs Francesca Bradbury in their role as Designated Safeguarding Lead they can be contacted on [fcb@holmwood.house](mailto:fcb@holmwood.house).

## Rationale

Regular attendance is essential for pupils' academic achievement and social development. This policy promotes a culture of high expectations where attendance is prioritised and supported by the entire school community.

## Principles

- **Shared Responsibility:** Attendance improvement requires collaboration between the school, pupils, parents/guardians, and external partners.
- **Positive School Environment:** The school will provide a welcoming and engaging environment that motivates pupils to attend regularly.
- **Clear Communication:** Open and transparent communication between the school, parents, and pupils about attendance expectations and procedures.
- **Early Intervention:** Timely identification and intervention for pupils at risk of poor attendance to prevent long-term absence.

## Roles and Responsibilities

### School's Responsibilities

- **Promote Attendance:** The school will actively promote the importance of regular attendance and punctuality through assemblies, newsletters, and meetings with families, this is also outlined in the Parent/Pupil Handbook.
- **Monitoring:** Attendance will be recorded twice daily, and regular reviews will be conducted to identify patterns of absence.
- **Intervention:** Early intervention strategies will be employed for pupils with declining attendance. These may include emails/letters home, parent meetings, and individualised support plans.
- **Support for Families:** The school will offer guidance and support to families facing barriers to regular attendance, including pastoral care, counselling, and referral to external agencies if necessary.
- **Recognition of Good Attendance:** Positive reinforcement through recognition in annual reports to parents.

### Parents'/Guardians' Responsibilities

- **Ensure Regular Attendance:** Parents/guardians are expected to ensure that their child attends school regularly and punctually.
- **Report Absences:** Notify the school on the first day of an absence and provide a reason. For extended absences further information will be needed, including medical information.

- **Engagement:** Work collaboratively with the school if attendance issues arise and attend meetings when required.
- Requesting a leave of absence - Parents should email their child's class teacher/tutor to request leave in the first instance, which is then forwarded to the Headteacher for approval. The Headteacher confirms or declines the request directly to the parents and copies the school office for their records.
- **Avoid Term-Time Holidays:** Family vacations should be scheduled during school holidays. Requests for term-time absences will only be granted in exceptional circumstances.

### **Pupils' Responsibilities**

- **Attendance:** Attend school regularly, arrive on time, and be prepared for learning.
- **Engage with Support:** If facing challenges affecting attendance, pupils should seek support from teachers, their Head of Phase or the DSL.
- **Positive Attitude:** Contribute to a positive school culture that values regular attendance.

### **Attendance Procedures**

#### **Daily Attendance Monitoring**

- **Recording:** Teachers will take attendance daily. All absences will be recorded, categorised as either authorised (with a valid reason, such as illness) or unauthorised (without a valid reason). Within this codes for attendance and absence are listed in p76-92 of [Working Together to Improve School Attendance August 2024](#)
- The school day is between 8.20am and 4.00pm , in the morning the register closing time is 9.00am.
- **Late Arrival:** pupils arriving after the official start time will be marked late and required to sign in at the front office.

#### **Reporting Absences**

- Parents/guardians must report their child's absence on the first day by phone or email, explaining the reason for the absence. If the school is not notified, the absence will be followed up promptly by the school (with an aim of having made contact by 10.30am).
- Parents/guardians should contact the school office on 01206 574305 or via [office@holmwood.house](mailto:office@holmwood.house) for day to day matters
- If Parents/guardians have wider concerns about attendance they should contact
  - The tutor or class teacher
  - The Head of Phase
  - Mrs Francesca Bradbury as the person with overall responsibility for attendance

#### **Authorised and Unauthorised Absences**

- **Authorised Absences:** Illness, medical appointments, family emergencies.
- **Unauthorised Absences:** Unexplained absences, or absences for reasons not accepted by the school.
- **Holidays during term time:** Family Holiday - agreed, or Family Holiday - not agreed

## **Addressing Attendance**

### **Early Intervention**

**95%-90% Attendance:** When a pupil's attendance falls between 95%-90%, parents will be advised of attendance issues, either by email or invited in for a meeting. Attendance issues are recorded on MyConcern.

### **Persistent Absence**

If a pupil's attendance drops below 90%, they will be classified as a "persistent absentee." The school will initiate a formal process, which may include:

### **Escalation**

In cases where attendance does not improve despite intervention, the school may consider further action, including the involvement of external agencies.

## **Rewards and Recognition**

The school will promote the importance of high levels of attendance amongst its community through information disseminated in assemblies and the Headteacher's communication letter to parents. End of year reports will include attendance figures.

## **Working with External Agencies**

The school will collaborate with external agencies, including educational welfare services, healthcare professionals, and Essex Children and Families Hub, to address the underlying issues that may affect a pupil's attendance.