



Hedgewood School

Attendance Policy

Date policy last reviewed: December 2025

Signed by:

_____ Co-Headteacher Date: _____

_____ Chair of governors Date: _____

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Statement of intent

Hedgewood School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance for our pupils with special educational needs and disabilities (SEND) are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents. The key principles woven through this policy are **commitment** and **communication** which will form the basis of great partnership between home and school.

Attendance and punctuality will be monitored throughout the year. With thoughtful attendance data evaluation processes, we aim to have timely, focused and personalised responses to overcome barriers to attendance. The school's attendance target will be set each academic year and we will keep parents / carers updated about how the school is performing against our overall attendance target.

Our pupils have said that it is important to come to school because:

“it helps you keep smart”

“to learn how to write”

“if I don't come, I will miss fun things”

“to learn and get a job”

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Celebrating good attendance
- Informing you about your child's attendance and punctuality
- Take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with the Local Authority (LA), as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's Attendance Officer is Katerina Kocev and can be contacted via 'Attendance Officer' on Seesaw or the school office (via phone or email). Staff and parents will be expected to contact the attendance officer for queries or concerns about attendance.

The school's Senior Attendance Champion is Ayo Akinnola and can be contacted via 'Ayo Akinnola' on Seesaw or the school office (via phone or email).

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Summary table of responsibilities for school attendance'
- DfE (2025) 'Keeping children safe in education (KCSIE) 2025'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy (including children missing education)
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the Senior Leadership Team (SLT) to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children, including children missing education.
- Ensuring school staff receive adequate training on attendance

The Co-Headteachers are responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the school attendance lead role (known as the Senior Attendance Champion).
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

The Senior Attendance Champion is responsible for:

- Improving attendance by setting the vision, monitoring data, and implementing strategies to support pupils and address barriers to attendance
- Evaluating and monitoring expectations and processes
- Establishing and maintaining effective systems for tackling barriers to attendance, and making sure that they are understood and followed by school staff
- Liaising with pupil, parents/carers and external agencies, where needed
- Creating Attendance Improvement Plans in collaboration with parents/carers, the Attendance Officer, and pupils where possible.

Staff are responsible for:

- Understanding this policy and their role in working together to improve school attendance
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Working collaboratively with the school senior attendance champion and the Local Authority.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with at least one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Following any family-based support implemented by the school to improve attendance.
- Promoting good attendance with their children.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to family emergency or exceptional circumstances (granted at the discretion of the Co- Headteachers)

Unauthorised absence:

- Parents keeping children off school without reason
- Absences which have not been properly explained
- Absence due to day trips and holidays in term-time which have not been agreed by the Co-Headteachers in advance
- Arrival at school after the register has closed

Persistent absence (PA):

- Missing 10% or more of school across the year for any reason

Severe absence (SA):

- Missing 50% or more of school across the year for any reason

4. Attendance expectations

Hedgewood is a small but successful specialist school and every child makes a wonderful and unique contribution. We have high expectations for pupils' attendance and punctuality, and will work with pupils and parents to put in additional support and adjustments, ensuring the provision outlined in their Educational Health and Care Plan (EHCP) is accessed.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect acquisition of learning because of the patterns established. **This is especially true for the young person with autism.**

The school gate opens at 8:30am, and pupils are expected to be in their classroom, ready to begin lessons by 8:45am when the school gate closes.

- The morning register will be marked by 8:50am. Pupils will receive a late mark if they are not present for registration by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:20am. If your child arrives after this time, they will receive a mark to show that they were on site, but this will **not** count as a present mark and it will mean that they have an unauthorised absence for that morning

5. Absence procedures

Parents will be required to contact the Attendance Officer or school office before 9:00am on the first day (and each day) of their child's absence – they will be expected to provide an explanation for the absence.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, our Attendance officer and / or administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence in some circumstances.

In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly.

If a pupil's attendance drops below 80%, attendance monitoring procedures will commence and the attendance officer will consider inviting parents to a formal meeting to explore how we can support you to improve your child's attendance.

15-day Absence Reporting

Schools are required to notify the local authority where pupils are coded I (illness) for 15 days consecutively or cumulatively because of sickness and there are concerns. We will work together with families and other agencies to support regular attendance for every pupil.

Where a pupil's health need means they need reasonable adjustments or support because it is complex or long term, we will seek medical evidence to better understand the needs of the pupil and identify the most suitable provision in line with the statutory guidance in supporting pupils at school with medical conditions.

6. Attendance register

The school uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way.

7. Authorising absence requests

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Co-Headteachers in writing ideally at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

The fundamental principles that we use for defining 'exceptional circumstances' are that they are rare, significant, unavoidable and short.

The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Any requests for leave during term time will be considered on an individual basis. The pupil's previous attendance record and the impact on their education will be taken into account. Where the absence is granted, the Co-Headteachers will determine the length of time that the pupil can be away from school.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Health conditions and medical appointments

We are aware that our pupils have a range of health needs and their fair share of medical appointments. Where possible, we request that parents make medical or dental appointments outside of school hours. Where this is not possible, parents will be expected to inform our Attendance Officer about their child's absence to attend such appointments as far in advance as is practicable.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for our pupils to reduce barriers to attendance, in line with any EHCPs or Individual Healthcare plans (IHP) that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Privately arranged medical appointments abroad will only be considered as a leave of absence if the treatments have been reviewed or endorsed by an NHS medical professional to confirm its clinical validity.

Religious observance

Parents will be expected to request absence for religious observance in advance. We will use the Hillingdon Interfaith Calendar to help inform us of when these religious observances are.

8. Persistent absence (PA) and Severe absence (SA)

We are aware that our pupils are vulnerable to PA and SA due to their SEND. The school will use a number of methods to help support pupils at risk of SA to attend school. This may include partnership working with our Family Services Team and Positive Behaviour Support.

The school will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing. Attendance Improvement Plans will be co-produced with parents identifying the barriers to attendance with tailored interventions to support them.

9. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the school will consider formal or legal support.

Options include:

- Holding a formal meeting with parents and the school's point of contact in the LA Attendance Support Team.
- Engaging the school designated safeguarding lead (DSL) and/or children's social care where there are safeguarding concerns.
- A legally binding education supervision order
- Penalty notices

When a pupil has been absent from school for 10 or more sessions (5 days) for unauthorised reasons within any 10 school week period, we are required to consider submitting a referral for a fixed penalty notice for non-attendance in line with the LA's code of conduct. Penalty notices are charged at £160 if paid within 28 days. This is reduced to £80 if paid within 21 days.

10. Children Missing Education (CME)

The school will inform the Local Authority CME Team of any pupil who has not attended school for 10 consecutive school days without provision of reasonable explanation.

If a pupil is absent from school and their whereabouts is unknown, we will make reasonable enquiries to locate them; this may include calling emergency contacts and visiting the home address. Where the safety of a child is in doubt then a referral will be made to social care or the local Police.

All Hedgewood pupils have an EHCP and will not be removed from roll without the agreement of the LA's SEN team.

11. Monitoring and review

This policy will be reviewed annually. The next scheduled review date for this policy is November 2026.

Any changes made to this policy will be communicated to all relevant stakeholders.

