



Attendance Policy

Policy date:	September 2025
Date of next review:	September 2026
Owner:	Deputy Head (Pastoral)
Leadership Team:	Senior Leadership Team
Intended audience:	Pupils, Parents and Staff
Location:	Website and School Portal

1. Purpose and scope of the policy

- 1.1. School attendance is mandatory under the Education Act. At Haileybury, the whole school community is committed to ensuring the highest standards of attendance to enable students to maximise their academic potential and extra-curricular opportunities.
- 1.2. This policy has been prepared to meet the School's responsibilities under the relevant legislation and regulations, including The School Attendance (Pupil Registration) (England) (Regulations) 2024. The School will follow governmental guidance on attendance matters as set out in "Working together to improve school attendance" (DfE 2024). In addition, the School must comply with Department for Education (DfE), Independent Schools Inspectorate (ISI) and UK Visas and Immigration (UKVI) requirements and have up to date registration records at all times.
- 1.3. This policy sets out the School's expectations with regard to attendance with the following aims:
 - 1.3.1. to develop and maintain a whole school culture that promotes the benefits of good attendance;
 - 1.3.2. to ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School;
 - 1.3.3. to prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance;
 - 1.3.4. to recognise the correlation between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding; and
 - 1.3.5. to help to promote a whole school culture of safety, equality and protection.
- 1.4. This policy applies to all teaching, pastoral and administrative staff who engage with pupils or provide administrative support to those who do. Staff are responsible for familiarising themselves with this policy and for adhering to it.

2. Roles and responsibilities

- 2.1. The owner of this policy is the Deputy Head (Pastoral), who is responsible for ensuring that this policy is implemented and is reviewed annually. The policy is also reviewed by the Deputy Head (Co-Curricular), Deputy Head (Academic), Deputy Master, Assistant Head (Pastoral), Head of Lower School and the School Office Manager.
- 2.2. All staff are responsible for safeguarding pupils and keeping children safe in education; monitoring attendance is crucial in enabling this.

3. Related policies and key documents

- 3.1. This policy should be read in conjunction with *Safeguarding and Child Protection* and *Supervision of Pupils* policies. It should also be read in conjunction with the School's *Terms and Conditions* and other relevant information detailed in the *Pupil and Parent Portals*. Staff should read this in conjunction with the *Instructions for Registering Pupils*.

4. Registration and safeguarding contacts

Attendance Officer	attendance@haileybury.com	01992 70 6405
Deputy Head (Pastoral) / DSL	j.howorth@haileybury.com	01992 70 6496
Assistant Head (Pastoral)	p.blair@haileybury.com	01992 70 6302
Assistant Head (Pupil Progress and Behaviour)	o.firek@haileybury.com	01992 70 6399
Head of Lower School	g.seccombe@haileybury.com	01992 70 6284
Housemaster/ Housemistress (HM) and Matrons	Contact details for each House are available on School Portal	

5. The importance of good attendance

5.1. The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture. In building a culture of good school attendance it recognises:

- 5.1.1. the importance of good attendance, alongside good behaviour, as a central part of the school's vision, values, ethos, and day to day life;
- 5.1.2. the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- 5.1.3. the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- 5.1.4. that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 5.1.5. that children missing education can act as a vital warning sign to a range of safeguarding issues.

6. Haileybury's commitment

- 6.1. The School will encourage good attendance by providing a safe and engaging learning environment, by applying fair, consistent and reasonable rules and expectations which are shared with pupils and parents, and by promoting the benefits of good attendance.
- 6.2. The School will maintain robust systems in place to track and record attendance, and ensure that such records are maintained according to government legislation and guidance.
- 6.3. The School will establish appropriate and effective processes for monitoring attendance via 'Call' (the registration of pupils at the Boarding House) and via registration at all lessons and activities.
- 6.4. The School will keep parents informed of their child's attendance record.

- 6.5. The School will follow up any unexplained or unjustified absences, and will respond to non-attendance and/ or lateness proactively, consistently and with regard to this and other relevant policies.
- 6.6. The School will work closely with pupils, parents and where appropriate, other bodies, to address areas where there are challenges to attendance.
- 6.7. The School's Attendance Champion (SAC) is the Deputy Head (Pastoral), Jonnie Howorth (j.howorth@haileybury.com).
- 6.8. The SAC is a designated senior leader with overall responsibility for championing and improving attendance in School. The SACs responsibilities include:
- Keeping the Attendance Policy up to date and compliant with the law and best practice.
 - Monitoring the implementation of the policy.
 - Analysing the attendance and absence data.
 - Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy.
- 6.9. For general queries regarding attendance, please contact the Attendance Officer by calling the School Office: 01992 706341 or email: schooloffice@haileybury.com.
- 6.10. For more detailed support on attendance, please contact the Deputy Head (Pastoral): j.howorth@haileybury.com or the Assistant Head (Pupil Progress & Behaviour): o.firek@haileybury.com.

7. Expectations of attendance

7.1. Expectations of pupils

- 7.1.1. All pupils are expected to attend every school day during term time. Pupils are expected to present-in person for the duration of each school day.
- 7.1.2. Term Dates are published on the School website. Boarding Pupils are expected by 8:30 pm, and Day Pupils are expected by 8:10 am on their respective dates of return. Pupils may leave after their last School commitment at the end of term, or after the time in the published Term Dates, whichever is the later.
- 7.1.3. Day Pupils must arrive at School for 8.10 am (Monday - Friday), and 8.20 am (Saturday) ready for Call (the registration of pupils at the Boarding House).
- 7.1.4. The morning register will open at 8.15 am until 8.45 am, after which point the pupil will be recorded as absent. Pupils who arrive at school after 8.45 am should sign in with their House Matron or the Lower School reception first, before heading to lessons or sport. The afternoon register will open at 12.15pm for Lower School pupils and 12.55pm for Middle School and Sixth Form pupils, staying open to accommodate phased lunch times.
- 7.1.5. All pupils must attend lessons and other commitments punctually, properly dressed and equipped, and in a fit condition to learn.

7.1.6. On weekdays, Main School Day Pupils may sign-out to leave from 5.45 pm, unless they have another later commitment. Lower School Pupils may leave after they are dismissed at either 4.30 pm (first dismissal) or 5.45 (second dismissal) as appropriate, unless they have another later commitment.

7.1.7. Pupils must sign in or out of Houses as follows:

- On weekdays, pupils do not need to sign out of House if they are remaining on campus between the hours of 7.00 am and 5.45 pm, unless they are going to miss a Call. However, pupils must sign out if they leave their House after 5.45 pm with the exception of attending supper.
- If pupils are leaving the School campus, they must report to the HM, the Matron or the Duty Tutor and sign out. Lower School pupils should sign in and out at Lower School reception if they are leaving campus during the school day.
- All pupils visiting the shop in Hertford Heath must sign out (permission does not need to be sought). The times when these visits are permitted can be found in the Pupil Handbook.
- If a pupil will miss any Call, they must sign out.
- Day pupils must sign out when they depart for home. If they arrive to School late they must report to their matron, HM or the School Office. Lower School pupils should report to Lower School reception.
- Pupils who visit other Houses must sign into that House so that HMs can monitor the whereabouts of the pupils in their House.
- Pupils must sign out with the time they leave the House but may tick to show they have returned.

7.1.8. Other than for school trips and co-curricular commitments, all pupils are expected to remain on School grounds in line with the School's rules, and as permitted in the 'Site Movement Allowances', which are detailed on the Parent/ Pupil Portal.

7.2. **Expectations of Parents**

7.2.1. Parents are expected to fulfil their legal responsibility for ensuring their child's regular attendance according to Section 7 of the Education Act 1996 in order to receive efficient full-time education.

7.2.2. Parents must ensure that their child attends school punctually, properly dressed and equipped, and in a fit condition to learn.

7.2.3. In the event of unplanned absence (such as illness) parents will follow the notification process outlined in Section 7.

7.2.4. Parents must seek permission in advance of a valid planned absence as outlined in Section 8.

7.3. **Attendance at weekends**

7.3.1. Normal weekends:

Pupils may leave after their last School commitment on Saturday or after 3.30 pm, whichever is later. Parents and Guardians are reminded that detention on Saturday evening counts as a school commitment.

Main School Boarders may choose to stay at School or go home/ to their Guardians on most weekends unless it is an in weekend.

Boarders should return to Houses by 9.30 pm on Sundays or alternatively, with the permission of their HM on Mondays by 8.10 am.

7.3.2. Long-exeat weekend:

Long-exeat weekends take place typically when there is a half-term of at least 6 weeks. On long-exeat weekends, pupils ordinarily go home or to their Guardians from 1.00 pm on the Friday and return to School by 9.30 pm on the Sunday, or as with a normal weekend, with the permission of the HM, by 8.10 am on the Monday. Where pupils are unable to leave School at an exeat they will be able to remain in school, where one boy's and one girl's boarding house will remain open.

7.3.3. In weekends:

There are five 'In weekends' throughout the academic year. All Boarding Pupils stay at School on Saturday night and may leave after a Chapel Service on Sunday morning.

With permission from HMs, pupils may go home or to their Guardians after Chapel until 9.30 pm or, with the permission of their HM, by 8.10 am on Monday following the 'In weekend' Sunday.

8. Unplanned absence

- 8.1. In the case of unplanned absence (such as illness), Main School parents are requested to inform their child's HM and Matron by email or phone before 8.10 am.
- 8.2. Lower School parents are requested to contact the Lower School Reception by either emailing lowerschool@haileybury.com, copying in your child's Tutor and the Head of Lower School or by phoning +44 (0)1992 706468 before 8.10 am.

9. Requests for leave of absence

- 9.1. Parents should not take pupils out of school, unless for illness or other valid reasons, such as medical appointments, bereavement, driving tests or university visits. Abuse of this system is unfair to other pupils and undermines the integrity of the school day and year. For international pupils it can also impact on the School's ability to support a Visa.
- 9.2. Haileybury does not permit pupils to leave school early at either half term or the end of term, save in exceptional circumstances. The last day of term often includes a number of lessons, assemblies or House matches which pupils are expected to attend.
- 9.3. Under the Education Act 1996 it is unlawful for a child of compulsory school age to miss school for any reason other than illness without the specific permission of the Master or his appointed representative (HM or Deputy Master as outlined below). Leave of absence will only be granted in exceptional circumstances and any such requests must be made, in writing and well in advance, normally by the parent with whom the child resides. The decision as to what constitutes 'exceptional' circumstances rests solely with the Master. Parents who facilitate unauthorised absence are committing an offence under the Act.
- 9.4. Pupils are expected to notify their teachers and coaches individually in advance of any absence, and to make up the academic work they have missed as a result. They will be assisted by their teachers in this regard. If an absence is prolonged, Tutors may help to collate some appropriate work to be completed at home.

- 9.5. Parents are reminded that co-curricular activities, such as sports sessions, camps, trips and concerts are compulsory. Requests for pupils to miss co-curricular commitments should be made to the Deputy head (Co-Curricular), Angus Head (a.head@haileybury.com), ideally at least a week prior to the absence.
- 9.6. For absences of less than one day, permission should be sought from the HM (for pupils in Main School) or from the Head of Lower School for Lower School Pupils. Where possible, appointments should be made to avoid clashing with lessons and sports matches.
- 9.7. For absences of one day or more, permission should be sought from the Deputy Master. Absences of more than one day might require further permission from the Master. For absences which go across a sports fixture, permission must also be sought from the Deputy Head (Co-Curricular). The Master's decision is final.
- 9.8. Absence for which School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence, will be noted in the registers as authorised absence.

10. Leave management procedure (Boarding Pupils only)

- 10.1. 'Leave' in this context, refers to any evening a Boarding Pupil does not stay overnight at Haileybury during term time.
- 10.2. The parents of student visa pupils must fill in the relevant [overnight leave form](#) for any overnight leave during term time and when they leave for an exeat or holiday.
- 10.3. Pupils will not be allowed to leave school until the form is received, nor will they be allowed to leave into the care of someone under 21 or whom the school deems unsuitable. Please refer to the Educational Guardian Policy for the requirements and responsibilities of Educational Guardians in respect of overseas pupils. All guardianship arrangements must meet the standards outlined in that policy.
- 10.4. Non-student visa pupils will be assumed to leave school with their parents and return to the home address that we have on the pupil's record. Parents must inform HMs if there is to be a deviation from this.
- 10.5. The leave management procedure is not necessary for the duration of a Haileybury supervised trip.
- 10.6. For each occasion of leave, the following applies:
- leave requests should be submitted by Thursday 5pm for weekend or end of term/half term leave, and 24hrs in advance for all other leave;
 - it is assumed a pupil is staying in school unless a leave request has been submitted;
 - parents will receive a form at the start of term which asks for the pupil's standard weekend plan (staying in or not staying in) and whether, if not staying in, whether they will typically return on Sunday evening or Monday morning. Parents should inform the HM where there is a deviation from this pattern.
 - if returning on a Monday morning, the HM needs to be informed accordingly;
 - if a pupil is staying with a friend, parental consent must be given by both sets of parents. This can be done via the HM;
 - please note that a pupil will not be allowed to leave the school site unless parental/guardian approval is given. Whilst we appreciate that on occasion there

may be circumstances out of your control, please try to ensure that all leave is arranged in advance via the HM.

11. Monitoring attendance and managing absence

- 11.1. The School will monitor attendance and manage absence daily through its registration processes and procedures.
- 11.2. Registration takes place at Call in the Boarding Houses. In addition, Teachers will complete registers for each lesson.
- 11.3. Instructions for staff on how to complete the registers and document attendance, what to do in the event of unauthorised absence, and the “Missing Pupil Procedure” are detailed in the *Instructions for Registering Pupils* document, which can be accessed via the Staff Portal.
- 11.4. Any unexplained absences will be followed up and investigated by HMs and Lower School Form Tutors (LSFTs). Two consecutive unexplained absences will result in an automatic missing pupil alert which will inform the Attendance Officer, HM, LSFT and Matron.
- 11.5. In order to target attendance improvement efforts to the pupils or pupil cohorts that need it most, the School will undertake regular data analysis to identify patterns and trends.
- 11.6. The Attendance Officer will notify the Deputy Head (Pastoral) and the Assistant Head (Pupil Progress & Behaviour) on a half-termly basis, of any pupils with an attendance rate of less than 90%.
- 11.7. The Deputy Head (Pastoral) and the Assistant Head (Pupil Progress & Behaviour) will work closely with HMs to address poor attendance rates, and may escalate the matter to the Deputy Master or the Master.
- 11.8. Action taken by the School may take the form of:
 - seeking to identify and understand any barriers to attendance by listening to pupils and their parents; as well as through observation and collaboration with staff and other professionals.
 - working with pupils and their parents to facilitate support where barriers to attendance are identified. This may include informal conversations, signposting to pastoral or wellbeing services, or referrals to external agencies;
 - formalising support where appropriate, through structured plans such as Individual Support Plans, Attendance Action Plans, or referrals to multi-agency teams.
 - liaison with, and reporting to, appropriate agencies such as Local Authorities and child social care; and
 - enforcing sanctions against the pupil or their parents in line with the School’s behaviour policies and the School’s Terms and Conditions.

12. Additional needs

- 12.1. The School recognises some pupils may find it harder than others to attend school, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

- 12.2. The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.
- 12.3. It will also work with Parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupils education, health and care plan is accessed.
- 12.4. Where a pupil has an education, health and care plan the School will communicate with the local authority where the pupil's attendance falls or the School will become aware of barriers to attendance that relate to the pupil's needs.
- 12.5. Suitable strategies and support will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.
- 12.6. Where barriers are outside of the School's control, the School will work with Parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.
- 12.7. Where a pupil is absent due to their health needs, the School will provide appropriate support to ensure that they are able to continue their education. In the unlikely event that the School is not able to support the child's health needs and provide suitable education, the School will liaise with the relevant authorities to ensure that alternative provisions are in place.
- 13. Registration, reporting and missing pupils procedure**
- 13.1. Instructions for marking the register, reporting to the local authority, and details of the missing pupil procedure are set out for staff in the *Instructions for Registering Pupils* document, which is available on the Portal.
- 14. Information sharing**
- 14.1. Personal information on attendance will only be shared in line with regulatory and legal obligations and having regard to government guidance on attendance, safeguarding and children missing education, in line with our Data Protection policies and Privacy Notices.

Version history		
Date	Reviewed by	Notes
September 2024	New policy	Policy drafted taking into account the former Attendance and Registration Policy
October 2024	Deputy Master	Reviewed
January 2025	Reviewed by the Assistant Head (Pastoral)	Reviewed
January 2025	SLT	Approved
May 2025	Deputy Head (Pastoral)	Reviewed and updated
August 2025	Deputy Head (Pastoral), Director of Technology, Information and Data Systems and SLT	Reviewed and updated
September 2025	Executive Leadership Team	Reviewed and approved