



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

Attendance Policy

Introduction

Here at Holton Sleaford Independent School (HSIS) we aim to help build 'resilience, confidence and self-esteem' in each individual pupil, in a caring and supportive environment. HSIS is a small specialist setting which caters for pupils with, Social, Emotional, Mental Health issues and are unable to reach their full potential in a mainstream setting.

At HSIS we will work hard to support each individual pupil both academically and socially to successfully learn and achieve. To help us do this, parent/carers support is required to ensure pupils attend school 100% of the time, where possible. Pupils who have good attendance generally achieve and develop better than those who regularly miss school. High attending pupils are more likely to build and sustain strong relationships and have a larger understanding of the importance of school life.

At HSIS we will constantly monitor pupil's attendance and try and offer any support to help improve any individual's attendance so pupils can grow and reach their full potential.

Expectations

We expect the following from all our pupils, family, parents and carers.

- That they attend school regularly, 100% attendance is our aim, but we understand there will be occasions where this is not possible such as illness, etc.
- That they arrive on time and are prepared for the day ahead.
- That they inform a member of staff if there is any reason why they will be late or absent from school.

What we expect from parents/carers.

- To ensure that their child attends school regularly and punctually.
- To ensure that they contact school as soon as is reasonably practical when their child cannot attend.
- To ensure that their child arrived at school well prepared and ready for the school day.

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils. Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 9:30am, and this is when transport and parents/carers will drop pupils off at school. A record of attendance is taken immediately as pupils arrive at school.

Registers will be taken as follows throughout the school day:

- **The morning register** will be marked at 9:50am. Pupils will receive a mark of absence if they do not attend school before 10.15am when morning registration closes.
- Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.
- The afternoon register will be marked at 12.50pm each day.

Encouraging attendance

We will always monitor and reward positive attendance, this will be done in different ways over the year. Our daily points system provides pupils with credits at the end of each week, these are impacted by attendance.

The school's attendance officers are Will Scott (Sleaford site) and Jason Barratt and can be contacted via ws@holtonsch.uk / jb@holtonsch.uk

Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

Responding to Non-attendance

- If a note or message is not received from parents before 10am on the day of absence, the parents will be contacted on the first day by telephone, e-mail or text message. This will be done by the Office Manager.

- Where there is no response within three days of unexplained absence a visit from a member of the attendance team will be scheduled. If staff are not received, then a Safeguarding referral will be made and SEND Caseworker for the pupil in question will be notified.
- Attendance meetings will be implemented for pupils whose attendance is causing concern and has dropped below 80% for a period of at least four weeks or 60% for a period of two weeks. At this point parents/carers will also receive a letter from the school highlighting the impact of poor attendance and the future escalation should the situation not be rectified. SEND Caseworker will be informed.
- This future escalation will involve a further letter and visit after 8 weeks, should attendance not have improved to the above figures, this will act as final warning should attendance not improve. This visit will be carried out by a member of the leadership. SEND Caseworker will be informed.
- At 12 weeks if attendance has not improved in line with the above figures then the contract for the pupil will be terminated. This decision will be communicated via a letter/email to parents/carers and SEND Caseworker.

Role of the School

As a school it is important to recognise the importance of positive attendance within the setting. It is also important attendance is monitored and recorded correctly and that any findings from these records are identified and strategies are put in place as soon as possible for these areas to be rectified.

- The school will have an attendance profile for each individual and the whole school, which allows us to track attendance. The Attendance Key is found on the first page of the paper copy and follows the government guidance key. This is regularly updated when codes change.
- SchoolPod registration for each session, morning, and afternoon.
- Staff will report any attendance issues to a member of SLT.
- School will liaise with caseworkers regularly to discuss any trends in pupil's absence.

We will help promote the importance of good attendance within the school by:

- Support parents/carers to secure pupil's transport from booking to arriving at the correct times
- Support parents/carers when needed with therapy and parenting skills with the attendance and pastoral team, along with remote education when used as part of a planned attendance improvement pathway.

Children Missing in Education

We will follow the same steps from Responding to Non-attendance, in addition.

- Continue to make telephone calls
- Send letters to parents/carers
- Home visits
- Contact with other known involved agencies.

If there is no contact after 10 days, the school will refer the matter to the local authority by email cme@lincolnshire.gov.uk

Family Holidays

Family holidays are no longer allowed in term times, schools cannot authorise leave of absence for family holidays, unless there are exceptional circumstances.

If you wish to claim exceptional circumstances, you will need to write to the Head of School and each case shall be assessed individually.

Any unauthorised holidays taken in school time will be coded as 'Unauthorised Absence' and parents/carers may be issued with a fixed penalty notice from the Local Authority.

<u>Written by...</u>	<u>Will Scott</u>	<u>15/11/25</u>
<u>Approved by...</u>	<u>Mike Whatton</u>	<u>15/11/25</u>
<u>Signed...</u>		
<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>15/11/26</u>

