



BABINGTON

HOUSE SCHOOL

Attendance Policy

Whole School including EYFS

Babington House School

Date of Policy	Review Date	Reviewed By	Approved By
September 2026	September 2027 (or earlier if required by legislation or guidance)	E Channon D Laird	SLT and Governing board

1. Policy Statement

At Babington House School we believe that excellent attendance is fundamental to academic achievement, personal development, wellbeing and safeguarding. We are committed to promoting a culture in which pupils attend school regularly, arrive punctually and engage fully in school life.

We recognise that attendance is a shared responsibility between pupils, parents, school staff and governors. We aim to work collaboratively with families to identify and overcome barriers to attendance, ensuring that every pupil is able to access the full educational opportunities available to them.

This policy applies to all pupils from Nursery (age 3) to Year 11 (age 16).

This policy has been developed with reference to the Working Together to Improve School Attendance statutory guidance and reflects expectations for independent schools in England.

2. Aims

The aims of this policy are to:

- Promote high levels of attendance and punctuality.
- Ensure that attendance is recognised as a safeguarding priority.
- Provide a clear framework for monitoring attendance.
- Support families where attendance difficulties arise.
- Ensure compliance with statutory attendance and registration requirements.
- Minimise disruption to pupils' learning and social development.
- Foster positive partnerships between home and school.

3. Scope

This policy applies to the whole school including EYFS.

For pupils below compulsory school age, attendance remains extremely important for continuity of learning, wellbeing and social development, even though statutory attendance legislation does not apply.

4. Legal Framework 2026

The School operates in accordance with:

- Education Act 1996
- Children Act 1989 and 2004
- Keeping Children Safe in Education 2026
- Independent School Standards Regulations 2014

- Attendance Registration Regulations
- Working Together to Improve School Attendance (July 2026)

5. Responsibilities

5.1 Head

The Head has overall responsibility for: the attendance strategy, ensuring legal compliance, attendance monitoring, safeguarding oversight, authorising exceptional leave requests and reporting attendance trends to Governors.

5.2 Designated Safeguarding Lead (DSL)

The DSL will: monitor attendance concerns linked to safeguarding, assess risks associated with persistent absence, ensure appropriate intervention and liaise with external agencies where appropriate.

5.3 Attendance Leads – Kate Edwards, Liz Channon and Becky Wiffen

The Attendance Leads have strategic responsibility for promoting excellent attendance, monitoring attendance data, overseeing interventions and coordinating support for pupils and families.

5.4 Form Tutors and Class Teachers

Staff will: maintain accurate registers, promote excellent attendance, identify concerns promptly and communicate concerns to senior leaders.

5.5 Parents

Parents are expected to: ensure regular attendance, inform the school promptly of absence, support punctuality, avoid arranging holidays during term time wherever possible and work collaboratively with the school where attendance concerns arise.

6. Registration

Attendance registers will be taken at the start of the morning session by 8.40am and at the start of the afternoon session at 1pm in Prep. In Seniors registers are taken in the morning form session by 8.40am and are taken in every lesson during the day. These registers are on Isams. Registers will be completed accurately and in accordance with statutory requirements. Pupils arriving after registration has closed will be recorded as late in line with attendance coding guidance.

The school will maintain:

- An admissions register.

Where a pupil leaves the school, the admissions register will be updated and records retained in accordance with statutory requirements. The school will liaise with local authorities where required and seek confirmation of a pupil's destination school where appropriate.

- An attendance register.
- Appropriate records of authorised and unauthorised absences.

The school uses attendance and absence codes in accordance with current national attendance guidance and maintains records of authorised absences, unauthorised absences, late arrivals and approved educational activities.

7. Reporting Absence

Parents must notify the school before 8.30am on the first day of absence whenever possible and on each subsequent day unless otherwise agreed. This can be done by telephone by ringing the main office or by email.

Information provided should include the pupil's name, reason for absence and the expected duration.

Medical evidence may be requested where absence is prolonged, attendance concerns exist, or frequent illness is reported.

8. First-Day Response

Babington House School operates a first-day contact procedure. Where a pupil is absent without explanation the registers will be checked and parents will be contacted. Emergency contacts may be contacted if required. The DSL will be informed if attendance raises safeguarding concerns. Any unexplained absence will be treated as a safeguarding matter until we are satisfied regarding the pupil's welfare.

9. Punctuality

Punctual attendance is expected of all pupils. Late arrival disrupts learning, affects progress and impacts classroom routines. Parents will be contacted where patterns of lateness emerge and repeated lateness may trigger attendance monitoring procedures.

10. Authorised Absence

Babington House School may authorise absence for genuine illness, medical or dental appointments, religious observance, bereavement, exceptional family circumstances, approved educational activities and other exceptional circumstances approved by the Head. Wherever possible, appointments should be arranged outside school hours.

11. Unauthorised Absence

Absence may be unauthorised where no satisfactory explanation is provided, the school does not consider the reason exceptional, holidays are taken without permission and pupils are absent for avoidable reasons.

12. Leave of Absence During Term Time

The school strongly discourages families from taking holidays during term time. Requests for leave must be made via the Parent Portal. They must be submitted in writing, be made in advance and explain the exceptional circumstances. The Head's decision is final. Each request will be considered individually based on the educational impact, attendance history, the nature of the request and the exceptional circumstances presented.

13. Attendance Monitoring

Attendance will be monitored on a daily basis. The school will:

- Review attendance data at least half-termly.
- Identify emerging attendance concerns.
- Monitor vulnerable groups.
- Analyse patterns and trends.

This is our staged approach to absence:

Babington House School's approach will be supportive, individualised and child-centred.

Working together to improve attendance

School uses attendance data to identify and address poor attendance. A monitoring spreadsheet is updated once weekly and teaching staff will be assigned comments to action for those pupils who continue to appear on the monitoring list. The school seeks to maintain overall attendance above 96%.

The guidelines and expectations for attendance are below:

- 97-100% Expected
- 95-97% Emerging cause for concern
- Below 95%, but above 90% a cause for concern
- Below 90% a serious cause for concern

Persistent Absence

Pupils whose attendance falls below 90% are regarded as persistently absent.

Severe Absence

Pupils whose attendance falls below 50% are regarded as severely absent and will receive immediate targeted support.

The attendance officers and DSL will work together to look at when to initiate each phase.

Phase 1

A courtesy letter will be sent to parents with a copy of the pupil's attendance certificate attached initially to make parents aware their child's attendance is low. Following this there may be some communication with the school nurse depending on reasons for absence.

Phase 2

The Form Tutor (Seniors) / Class Teacher (Prep) will receive a notification from the attendance officer to initiate phase 2. The Form Tutor will give parents a courtesy call to see how we can support the parents and child to attend school. (Attendance certificate will be provided to form tutors by attendance officer.)

Phase 3

After 2 weeks Form Tutors (Seniors) / Class Teacher (Prep) to follow up with another call to parents to praise if attendance has improved or to offer further support and help parents address any issues. (Attendance certificate will be provided to form tutors by attendance officer.)

Phase 4

If attendance is still at an unacceptable level, then a letter will be sent home from the Deputy Head/Head of Prep to invite parents into School for a meeting and devise a plan over the next 4 weeks whilst attendance is closely monitored. (Meeting document to be followed. This will be provided by attendance officer.)

Phase 5

If attendance is still at an unacceptable level, parents will be invited into School for a meeting with the Headteacher.

Phase 6

Where attendance concerns remain unresolved despite support, the School may seek advice and support from the relevant local authority attendance service and other agencies where appropriate.

14. Attendance and Special Educational Needs and Disabilities (SEND)

The school recognises that some pupils may experience barriers to attendance linked to: SEND, medical conditions, mental health needs and neurodiversity. Reasonable adjustments and targeted support may be implemented to improve attendance and engagement. Each case will be considered individually.

15. Mental Health and Wellbeing

The school recognises the importance of mental health in supporting regular attendance. Where emotional or mental health difficulties affect attendance, the school will work with the pupils, parents, pastoral staff and external professionals where appropriate. Support may include flexible timetables, pastoral interventions and mentoring.

16. Attendance and Safeguarding

Attendance is a key safeguarding indicator. The school will pay particular attention to: repeated absence, unexplained absence, sudden changes in attendance patterns and persistent lateness.

Vulnerable pupils.

Attendance concerns may trigger safeguarding procedures where appropriate. The school will follow safeguarding policies and statutory guidance when concerns arise.

17. Nursery and EYFS Attendance

Attendance expectations apply to all pupils, although statutory requirements differ for Nursery pupils who are below compulsory school age.

Good attendance in the Early Years supports social development, language development, emotional security, continuity of learning and preparation for statutory education. The school will work closely with families to promote positive attendance habits from the earliest years.

18. Elective Home Education

Should parents wish to educate their child otherwise than at school, the school will follow local authority procedures and maintain appropriate records.

19. Missing Children Missing Education (CME)

Where a pupil fails to attend and their whereabouts are unknown, the school will take reasonable steps to establish their welfare and location. Where appropriate, the school will notify the relevant local authority in accordance with Children Missing Education requirements and safeguarding procedures.

20. Governors

Governors receive regular attendance reports, monitor trends and hold leaders accountable for attendance outcomes and safeguarding arrangements.

21. Record Keeping and Confidentiality

Attendance records will be:

- Accurate.
- Securely maintained.
- Stored in accordance with data protection requirements.
- Available for inspection where required.

Information will be shared only where there is a legitimate educational, safeguarding or legal basis to do so.

21. Monitoring and Review

This policy will be reviewed annually by the Head and Governors or sooner if statutory guidance changes.

Appendix 1

Definitions

Attendance: Presence at school for registration and learning activities.

Authorised Absence: Absence approved by the school.

Unauthorised Absence: Absence not approved by the school.

Persistent Absence: Attendance below 90%.

Severe Absence: Attendance below 50%.

Compulsory School Age: From the term following a child's fifth birthday until the last Friday in June of Year 11.