



NOTTING HILL & EALING  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

Whole School

# Student School Attendance Policy

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2024-2025

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# NHEHS Whole School Attendance Policy

This policy applies to the whole school, including the EYFS.

At NHEHS we see student attendance as critical to academic success and social integration. We ask parents to familiarise themselves with the GDST Statement on School Attendance and these policy guidelines, and to help us to promote the standards of attendance and punctuality which are essential for an orderly school environment where all pupils can get the maximum benefit from their education.

## GDST Statement on School Attendance

Absence, whatever its cause, is detrimental to any student's academic, social and emotional development. Children with poor attendance tend to achieve less in both primary and secondary school, with a cumulative effect. Regular or persistent absence can also indicate a pupil welfare issue.

Parents have a legal duty to ensure their children of compulsory school age who are registered at school attend regularly. Parents can only allow their child to miss school if they are too ill to go in or they have advance permission from the school. The Education (Student Registration) (England) Regulations 2006 make it clear that Heads may only grant leave of absence in exceptional circumstances. As is required by law, the school will inform the local authority of any pupil who fails to attend regularly, or has been absent without the school's permission for a continuous period of 10 days or more. The local safeguarding partners will also be informed if absence amounts to a safeguarding concern.

In order to maximise our students' potential, the GDST is committed to ensuring students do not miss out on their education through poor attendance rates. We expect all GDST schools to at least meet the national attendance average, and school attendance rates are monitored accordingly. A member of SLT is expected to review and analyse attendance across the school as a whole on a regular basis, following up on trends or patterns of concern, and reporting to the School Governing Board/GDST as required.

Class teachers and tutors are expected to monitor and review the attendance record of the students for whom they are responsible. An individual attendance record of below 90% must be followed up by the school, as will noticeable patterns, or sudden or unexplained absence.



# School guidelines

## Key contacts

The senior leader with overall responsibility for attendance at the school is Mrs Rebecca Irwin. For day-to-day attendance matters, please contact your child's form tutor. For more detailed support with attendance contact Mrs Nicola Pitt in the Junior School or the relevant Head of Year in the Senior School.

## Leave of absence

Students are not allowed to leave early or be absent for any reason other than illness or emergency, without permission from the Headmaster or Head of the Junior school. Any other requests for absence should reach the Headmaster or Head of the Junior school which should be received **at least three working days in advance**. If an absence is authorised in advance parents will be notified and an absence note will not be required on return. Requests for medical appointments should be sent to the relevant Head of Year or Junior School class teacher

If a student is ill and cannot come to school, her parents must inform the office on each day that she is away.

No Senior School student below the Sixth Form is allowed to leave the premises during the school day without special permission from the Headmaster, except for off-site sport.

All students must sign out in the school office if they leave during the school day, even if they have permission; we need to know who is on site if there is an emergency, such as a fire.

## Action on school absence

It is the parents' responsibility to contact the school concerning the reason for a student's absence on the first day of absence and to provide such further information as may be required. If the school is not notified of a student's absence a call will be made to parents. Schools are expected to remain in contact with parents on a regular basis until the student returns. If she is absent for three days in succession, the tutor/co-tutor or Junior School class teacher should also call home. After five days, the school nurse will call home.

Parents must supply a note or email [attendance@nhehs.gdst.net](mailto:attendance@nhehs.gdst.net) or [juniorenquiries@nhehs.gdst.net](mailto:juniorenquiries@nhehs.gdst.net) indicating the cause of the absence. If this is not forthcoming the absence will be investigated. If no absence note is received, the absence will be recorded as unauthorised. Parents are informed if absences are recorded as unauthorised.

If an absence occurs in the Senior School, it is the responsibility of the student to make up any lost work. If an absence is known in advance, the student must approach individual members of staff for guidance. In the Junior School, parents are responsible for helping their daughters to catch up on missed work.



# Reasons for absence

## **Illness**

Parents are requested to inform the school each day if their daughter is ill and the reason for the illness.

## **Medical and Dental Appointments**

Routine visits to the dentist, optician etc., should be arranged during school holidays or out of school hours. Authorisation for medical and dental appointments can be given in an emergency or other unavoidable circumstances.

## **Bereavement**

It is helpful if we are informed of family bereavement so that we can offer students sympathetic support. Absence under such circumstances will, of course, be authorised.

## **Religious Observance**

Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a student's parents belong.

## **Family/Domestic Problems**

Looking after other children, minding the house, or shopping within school hours are not acceptable reasons for absence under the law.

## **Special Occasions**

Exceptional occasions may be sanctioned through authorised absence. Such events might include a sibling's graduation or family wedding. Attending sports events or concerts are not sufficient cause for authorisation.

## **Study Leave**

Study leave may be authorised during the official examination period for Years 11 and 13 only. A letter is always sent to parents before study leave commences. Parents are asked to note carefully the dates on which study leave commences.

Although most girls prefer to study at home during examination periods, there are always study facilities available in school for those who wish to work in school. Authorisation for absence for studying will not be given for periods outside those indicated to parents.

Study leave is a privilege which may be withdrawn if a student seems unlikely to use the time profitably.

## **Work Experience**

Students in Years 12 and 13 are encouraged to gain work experience during the school holiday periods. In addition to this there may be a period of work experience for specific year groups scheduled on the school calendar. Some sixth form students may also be permitted to carry out work experience during times of the day when they have a study period. This must be agreed with the Head of Sixth.



# Sixth Form

## Flexible day

Sixth formers have a flexible day, recognising their growing maturity and bridging the gap between formal schooling and post 18 study or work. They must attend school every day, arriving in time for morning registration and form time. They must attend all timetabled lessons, but will be able to leave the school during their non-taught sessions from 1.15pm, signing in and out. All regular appointments, driving lessons etc. must be scheduled for these times. Permission to miss taught lessons will not be given, unless there are exceptional circumstances. Any student who does not attend lessons or whose progress is not good will have the privilege of a flexible day removed. Should a student be unable to attend school, parents/careers should notify the school in the usual way.

## Open Days

Sixth Form students are expected to visit Universities and Colleges during school holidays. However, a maximum one Open Day may be attended during term time if appropriate emails requesting authorisation for absence are brought in.

## Interviews

Sixth formers must, of course, attend interviews at Universities and Colleges at the times and on the dates allocated by the institutions. It is essential that they keep their Form Tutors informed of these dates.

# Persistent or severe absence

Where absence or a pattern of absence appears to be at risk of becoming problematic, the school will meet with the parents to discuss how to support the pupil and remove barriers to attendance where possible. This may include referrals to external services and other organisations. These actions will be regularly reviewed, and stepped up if there is no improvement to the situation. Where a whole family response is appropriate, this is likely to include a voluntary early help assessment. Ultimately if voluntary support is not effective the school will work with the local authority to put more formal measures in place. Persistent or severe absence is always treated as a safeguarding risk.

# Students with individual needs

Whilst good attendance is an expectation for all pupils at the school, we recognise that this may be more of a challenge for some students, including those with special educational needs or disabilities, or those suffering from long term medical conditions or mental health issues. The school will allow for these circumstances when working with such pupils and their parents, and will develop individualised support approaches that meet their specific needs where appropriate.

# Returning to school

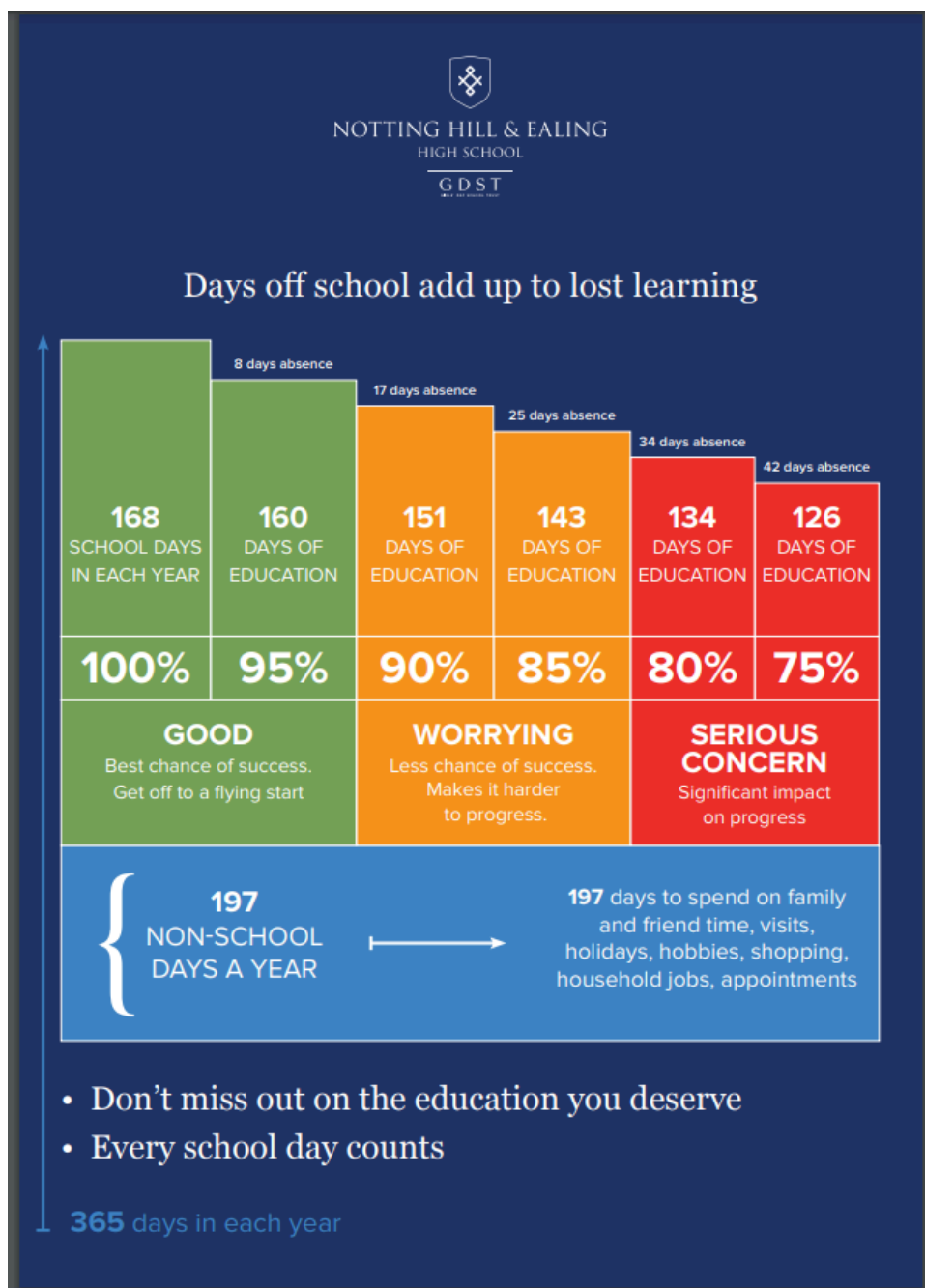
Sometimes a student who has been off school for some time finds it difficult to return. In such circumstances it is of paramount importance that parents contact the Deputy Head Pastoral in the Senior School, or the Deputy Head Pastoral of the Junior School, to discuss procedures for supported reintegration.

# Punctuality



Students are expected to be prompt for registration. If a student is late, she must sign in late in InVentry located at the Junior School or Senior School Offices or Sixth Form In the Junior School, pupils should sign in with a parent at the office. If she fails to do this, the school will assume she is absent. Lateness without reasonable cause will be deemed to be unauthorised absence. Lateness after 9.30am will be deemed as an absence and will require a note of explanation from a parent.

## Appendix 1



Reviewed August 2024

Next review July 2025



