



2024-2025

Hampstead Fine Arts

Student Attendance Policy

This policy aligns with the DfE document, “Working Together to Improve School Attendance” (2022). The College will refer to this document for all attendance concerns.

Objective: We aim to support students and their parents/guardians to ensure the best possible experience and academic success. High attendance correlates with better outcomes, while low attendance can be a safeguarding concern (KCSIE 2022). This is a priority and a shared responsibility across the College.

Legal and Support Framework: Every child is entitled to a full-time education appropriate to their age and needs. We recognize that medical conditions or SEND may present barriers, but the right to education remains. We work with families to minimize these barriers, providing necessary support to ensure full-time education access.

Parental Responsibility: Parents/guardians must ensure their child attends College daily, barring a few authorized exceptions. We strive for 100% attendance, with a minimum expectation of 90%.

Roles and Responsibilities:

- **Governing Body:** Monitors College attendance and holds the Principal/Head accountable for policy implementation.
- **Deputy Pastoral & Attendance Officer:** Monitor and report on attendance, intervene in cases of persistent absence, and ensure register accuracy using DfE codes.
- **Tutors:** Support and monitor student attendance, communicate with parents/guardians, and ensure missed work is made up.
- **Parents/Guardians:** Ensure regular and punctual attendance of their children.
- **Students:** Attend lessons and registrations punctually and make up any missed work.

Absence Reporting:

- **Unplanned Absence:** Notify the College by 9 am on the first day via email (mail@hampsteadfinearts.com) or phone, and call each day of absence unless a longer period is agreed upon.
- **Planned Absence:** Inform the College in advance. Schedule medical and dental appointments outside College hours if possible. Absences are subject to College authorization.
- **Medical Evidence:** May be requested if the illness authenticity is doubted, but not unnecessarily.

Absenteeism:

- **Below 90% Attendance:** Referred to DH Academic and DH Pastoral for review and possible interventions.
- **Below 85% Attendance:** Referred to the Head Teacher for further action.
- **Monitoring:** Weekly data checks and half-termly follow-ups by the Attendance Officer to identify and support students needing attendance improvement. Persistent issues may involve multi-disciplinary support and possible legal intervention by the local authority.

Lateness:

Students running late must inform the College via email or phone.

Attendance Monitoring:

- **Attendance Officer:** Oversees student attendance and punctuality, utilizing ISAMS for record-keeping. SLT analyses data to support students and cohorts.
- **Registers:** Taken within the first 10 minutes of each lesson. AM and PM registers are marked daily.

Sponsored Students:

- **Attendance Requirements:** Adherence to attendance conditions is crucial. Failure to meet requirements may lead to sponsorship cessation and reporting to UKVI, potentially resulting in the student's return to their home country.
- **Regular Reviews:** For prolonged absences, bi-weekly reviews with the Dukes Student Immigration Manager will occur. Sponsorship may be withdrawn if the student is unlikely to complete their course within their permitted stay period.

Communication:

The Attendance Policy is available from the College, and all attendance-related communication is recorded in the student's electronic file.

Reviewed: ES

July 2024