



HAMPSTEAD
FINE
ARTS
COLLEGE



2026-2027

Hampstead Fine Arts College

Student Attendance Policy

This Policy makes direct reference to the DfE document, *Working together to improve school attendance* (2022). Further information can be found in this document, and the College will refer to it in all instances of attendance concerns.

We want to support all students and their parents/guardians so that they have the best possible experience and reach their full potential. Students with excellent attendance are more successful in College and achieve significantly higher outcomes. Low attendance can be a safeguarding concern (KCSIE 2026) and is a whole-College responsibility and priority.

The law entitles every child of school age to a full-time education suitable to their age and any additional needs. Whilst we recognise that some medical conditions or SEND may provide barriers to education, the student's right to education remains the same as their peers. We will strive to work with families and students to minimise the barriers they face and put in additional support where necessary to ensure that all students are able to access their full-time education.

We recognise that there can be barriers to school attendance and that, for some students, it is harder to attend school than others. We will therefore continue to work closely with parents/guardians, seeking their support throughout the student's time with us. This policy will be applied fairly and consistently, while considering the individual needs of the student and their family.

It is the legal responsibility of the parent/guardian to ensure that their child accesses education either within a school or by education other than a school. This means the student must attend the College every day it is open, except in a small number of allowable circumstances.

We would like everyone to maintain 100% attendance, and it is our expectation that all students achieve at least 90% attendance.

Roles and Responsibilities

The governing body is responsible for monitoring attendance figures for the whole College and holds the Principal to account for the implementation of this policy. Attendance figures are published to the governing body through the Governors Report.

The Heads of Year/s and relevant administrative staff are responsible for implementing this policy and monitoring attendance data across the College and at an individual student level. They will:

- support early intervention to reduce absence before it becomes habitual;
- challenge persistent absence and punctuality issues;
- lead communication with parents/guardians regarding attendance concerns;
- support cases of persistent absence;
- report attendance and punctuality concerns to SLT, the Principal and the Deputy Head Pastoral;
- maintain knowledge of attendance data within their respective areas of the College and at an individual student level;
- ensure registers are accurate and complete using the relevant DfE absence codes; and
- report attendance data and concerns to governors and the Principal with the Deputy Head Pastoral.

Tutors will support and monitor tutees regarding attendance issues and maintain communication with parents/guardians and members of teaching staff.

Parents/guardians perform their legal duty by ensuring that their children of compulsory school age who are on the College roll attend regularly and are punctual.

All students are expected to be punctual to lessons and registrations. Any work missed through absence must be made up promptly upon return to College. Tutors will check that students have sought out the relevant teachers to achieve this.

Absence

If a day student is going to be absent, the parent/guardian must notify the College on the first day by 8.30am, or as soon as practicably possible, using mail@hampsteadfinearts.com or by calling the College directly. The parent/guardian should then call on each consecutive day, unless medical advice has been sought and the length of the absence has been agreed.

If the absence is planned, for example for a medical appointment, the parent/guardian should notify the College in advance. Parents/guardians are encouraged to make medical and dental appointments outside College hours where possible. Where this is not possible, the student should be out of education for the minimum amount of time necessary.

The student's parent/guardian must also apply for other types of term-time absence as far in advance as possible. The final decision on whether an absence is authorised or unauthorised rests with the College.

If the authenticity of an illness is in doubt, the College may ask the student's parent/guardian to provide medical evidence, such as professional documentation, proof of the appointment or another appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Parents/guardians, onsite medical staff and senior boarding staff are the only people who can authorise absences. All absences are recorded on ISAMS, and parents/guardians will be notified by email of any unauthorised absence.

Absenteeism

Any student whose attendance falls below 90% will be referred to the Deputy Head Pastoral for review. Disciplinary procedures or welfare interventions will be followed as appropriate and in accordance with local authority guidance.

To ensure early intervention, attendance data is circulated weekly by the Deputy Head Pastoral to Heads of Year and Personal Tutors. They can then follow up on any minor attendance issues with students and parents/guardians.

Persistent absenteeism is attendance below 85%. If a student's attendance falls below this level, the matter will be referred to the Principal.

The Deputy Head Pastoral will check attendance data and follow up on patterns of non-attendance half termly. Through regular monitoring, students identified as needing additional support with attendance will be targeted, and relevant actions discussed with the student and their parents/guardians.

If there is no improvement despite a collaborative effort, an escalation of support may be required. Depending on the individual circumstances, this may include multi-disciplinary support, a targeted support meeting, parenting contract, involvement from the Local Authority Attendance Support Team or Integrated Children's Services. If there is still no improvement, the local authority may seek legal intervention.

Lateness

If a student is running late, they must contact Admin using either mail@hampsteadfinearts.com or by telephone.

Attendance Monitoring

The Deputy Head Pastoral is responsible for monitoring student absence and punctuality. They meet weekly with Heads of Year and communicate weekly with Personal Tutors.

ISAMS is the College information management system and is used to record attendance. SLT will analyse attendance data to inform practices and next steps for individual students and cohorts who may need support.

A register is taken for each timetabled lesson and period. Tutors should take the register within the first 10 minutes of the lesson and report any missing students who have not arrived within the first 15 minutes, in accordance with safeguarding practices. This is done using the alert function on the electronic register.

An AM and PM register is recorded each day for the lower years, and an AM register for the sixth form, where appropriate. An AM register will be marked if a student has been marked as present at any academic register point before lunch, and a PM register will be marked if a student has been marked present at any academic register point after lunch.

For UKVI purposes, the College recognises a contact point each day, Monday to Friday when the College is open, if either an AM or PM register has been marked as present.

Sponsored Students

Good attendance is part of the conditions of stay for sponsored students studying in the UK. It is the responsibility of the College to ensure accurate attendance monitoring and prompt follow-up. The College has the right to cease sponsorship of students who fail to meet the attendance requirements.

Sponsored students who are consistently missing education will be subject to a Pastoral Review with the Deputy Head Pastoral and Dukes Student Immigration Manager. This meeting will put in place a plan to support the student in improving attendance or allow the College to increase support and monitoring of the situation.

If a sponsored student is absent from College for a significant period of time for any reason, a Pastoral Review with the Dukes Student Immigration Manager will take place every two weeks from the first day of absence.

The College will cease sponsorship if, as a result of the review process, it is concluded that it is unlikely that the student will be able to complete the course of study described on their CAS within the period of their permission to enter/stay in the UK.

If the absence from College exceeds 60 days, the presumption is that sponsorship will be withdrawn at that time. This is unless there are exceptional circumstances, such as serious illness or injury, and ongoing bi-weekly Pastoral Reviews do not conclude that the student is

unlikely to be able to complete their course of study within the period of their permission to enter/stay. Otherwise, sponsorship will cease.

Communication

The Attendance Policy is available from via the College website.

Communication relating to attendance is recorded on the student's electronic file.

Reviewed: August 2026 (ES\JC)