



Mill Hill
EDUCATION GROUP

Attendance and Punctuality Policy

Instilling values, inspiring minds

Attendance and Punctuality Policy

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1 Introduction

Mill Hill Education Group (the 'Group') is the trading name of The Mill Hill School Foundation. It is a group of independent mainstream Schools which together educate girls and boys aged 6 months to 19 years. It currently comprises:

Senior Schools (Day and Boarding)

Mill Hill School
Mill Hill International
Cobham Hall
Heathfield School

Pre-Preparatory/Preparatory (Day)

Grimsdell, Mill Hill Pre-Prep School*
Lyonsdown School*
Keble Prep*
Hertford Prep*
Belmont, Mill Hill Preparatory School

All Through Schools

Abbot's Hill School (age 6 months to GCSE)*
Kingshott School (age 3 to GCSE)*
Westbrook Hay School (age 3 to GCSE)*

This Policy applies to all Group Schools (including Early Years Foundation Stage [EYFS] settings. This Policy is drafted to address the specific statutory obligations on the Schools to record attendance and absence. This Policy is published on the Schools' websites and is available in hard copy on request. The term 'School' in this Policy shall refer to each of the Group Schools, as appropriate.

The Mill Hill School Foundation is a Registered Charity. The Mill Hill School Foundation and Mill Hill School Enterprises are Companies Limited by Guarantee, employing both teaching and non-teaching Staff. Legal responsibility rests with the Companies acting by the Court of Governors. The Head Teachers have day to day responsibility for the management of the Schools and the care of their Pupils.

Mill Hill Education Group is committed to promoting high levels of attendance and punctuality. The Group recognises that central to raising standards in education, to ensuring uninterrupted progress, and making Pupils feel a part of the School body. Pupils need to attend school regularly. Being absent without leave can have a serious effect on a child's academic and social progress and development on their welfare. Missing out on lessons leaves children vulnerable to falling behind. Full attendance on every school day is expected, along with specific weekend requirements such as, Foundation Day, Open Mornings and Fixtures.

2 Aims

The aims of this Policy are as follows.

- To develop and maintain a whole School culture that promotes the benefits of good attendance.
- To ensure, so far as possible, that every Pupil in the School is able to benefit from and make their full contribution to the life of the School.
- To prioritise and where possible improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence / non-attendance.
- To recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding.
- To help to promote a whole school culture of safety, equality and protection.

The Group will, therefore.

- Work with Parent/s/Guardian/s/Carer/s to promote punctuality and good attendance and reduce absence, including persistent absence.
- Effectively monitor School attendance.
- Respond promptly and appropriately to attendance problems to ensure compliance with relevant education legislation, regulations and guidance.

3 Regulatory Framework

This Policy has been drafted in accordance with specific statutory obligations on Group Schools to record attendance and absence. These obligations are detailed in the following education legislation, regulations and guidance.

- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\);](#)
- [Education and Skills Act 2008;](#)
- [Education \(Independent School Standards\) Regulations 2014;](#)
- [Children Act 1989;](#)
- [Children Act 2006;](#)
- [Equality Act 2010;](#)
- [Data Protection Act 2018;](#)
- [UK General Data Protection Regulation \(UK GDPR\);](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\);](#)
- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\);](#)
- [Working together to improve school attendance \(DfE\);](#) (DfE, August 2024);
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024;](#)
- [Summary table of responsibilities for school attendance;](#) (DfE, August 2024)
- [Toolkit for schools: communicating with families to support attendance](#) (DfE, September 2023)
- [School behaviour and attendance: parental responsibility measures](#) (DfE, May 2020)
- [Guidance for Parents on school attendance](#) (Office of the Children's Commissioner, July 2024)
- [Keeping Children Safe in Education;](#) (DfE, September 2025)
- [Children missing education;](#) (DfE, August 2024)
- [Supporting pupils with medical conditions at school;](#) (DfE, August 2017)
- ['Is my child too ill for school?' guidance](#) (NHS, April 2024);
- [Behaviour in schools; advice for headteachers and school staff;](#) (DfE, February 2024)
- [Mental health and behaviour in schools;](#) (DfE, November 2018)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#) (DfE, February 2023)
- [Support for pupils where a mental health issue is affecting attendance](#) (DfE, February 2023)
- [National minimum standards for boarding schools;](#) (DfE, September 2022)
- [EYFS statutory framework for group and school based providers;](#) (DfE, January 2024)
- [Sponsorship Duties \(UKVI, July 2023\);](#)
- [Providing Remote education: guidance for schools;](#) (DfE, August 2024)
- [SEND Code of Practice; 0-25 years;](#) (Department of Health, May 2015)
- Guidance published by the Independent Schools' Inspectorate (ISI); and
- Advice published by the respective Local Authorities (LA), regarding School attendance.

- [School Attendance | Barnet Council](#) (Mill Hill School, Mill Hill International, Belmont, Grimsdell and Lyonsdown Schools)
- [Absence and Attendance | Enfield Council](#) (Kemble Prep)
- [Attendance Guidance - Hertfordshire Grid for Learning \(\[thegrid.org.uk\]\(http://thegrid.org.uk\)\)](#) (St Joseph's in The Park, Kingshott, Abbot's Hill, Westbrook Hay Schools)
- [School Attendance - Kent County Council](#) (Cobham Hall)
- [School Attendance – Bracknell Forest Council](#) (Heathfield School)

The following School Policies are relevant to this Policy:

- Safeguarding and Protecting the Welfare of Pupils Policy.
- Special Educational Needs and/or Disabilities (SEND) Policy.
- Promoting Positive Behaviour Policy.
- Policy in Event of a Child Going Missing.
- Risk Assessment Policy.
- Mill Hill School Foundation Terms and Conditions.
- Parent Contract.

4 The Importance of Good Attendance

The Group recognises that unexplained, persistent (less than 90% attendance) and/or severe (50% attendance) absences from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation – particularly County Lines. The Group must ensure that its Schools' immediate response to persistently absent Pupils is robust, such that it helps prevent them becoming a child missing education in the future. This is particularly important for children known to social care.

The Group recognises that improving and maintaining good attendance is a School leadership issue and will regularly review attendance data in the School. The Group recognises the importance of developing good patterns of attendance from the outset. This is an integral part of each School's culture.

In building a culture of good School attendance the Group recognises.

- The importance of good attendance, alongside good behaviour, as a central part of the School's vision, values, ethos, and day to day life.
- The interplay between attendance and wider School improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting Pupils with medical conditions and /or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged Pupils.
- The importance of setting high expectations for the attendance and punctuality of all Pupils and communicating these regularly and effectively to Pupils, Parent/s/Guardian/s/Carer/s.
- That attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- Children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

Parent/s/Guardian/s/Carer/s and Teachers share the responsibility for promoting excellent School attendance and punctuality for all. Every opportunity will be used for Staff to convey to Pupils and their Parent/s/Guardian/s/Carer/s the importance of punctuality and attendance, setting high expectations for every Pupil and consistently communicating these expectations to Pupils and Parent/s/Guardian/s/Carer/s. Where there are challenges to attendance, the School will work effectively and respectfully with Pupils, their families and, where appropriate, Local Authorities to address them.

Under the legislation Parent/s/Guardian/s/Carer/s are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The habits young people develop around punctuality and attendance during their time with the Group are the same as the expectations of any higher education establishment or future employer in the world of work.

5 The School – Responsibilities re Registration and Absence

The School acknowledges that attendance is the essential foundation to securing positive outcomes for all Pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across the School community.

The School will respond to non-attendance and/or lateness proactively, firmly, consistently and with care, with appropriate reference to this Policy, its Safeguarding and Protecting the Welfare of Pupils and Positive Behaviour Policies, and the School's Terms and Conditions. It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

The School will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify Pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that Staff and Volunteers understand what is expected of them by this Policy and have the necessary knowledge and skills to carry out their roles.

The School Register is a legal document. Group Schools take a Register at the start of the morning session and again during the afternoon session, during Pastoral/House/class/Tutor time, or in the first lesson of the afternoon session. In addition, at Mill Hill School, Mill Hill International and Abbot's Hill School, a Register is taken at the start of every lesson. At Westbrook Hay and Heathfield Schools, the afternoon register is taken at lunchtime.

The School follows up all absences to ascertain the reason for the absence, ensure the proper safeguarding action is taken and identify whether the absence is approved or not; and identify the correct way to code the absence on the register.

Only the School (and not Parent/s/Guardian/s/Carer/s) can authorise an absence. Where the reason for a Pupil's absence cannot be established at the time the Register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the Parent/s/Guardian/s/Carer/s, the School may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

The Department of Education (DfE) published updated statutory guidance on School Attendance in August 2024. The new guidance states that a school has the discretion to grant 'Leave of Absence during Term Time' although this should only be in "exceptional circumstances". The DfE makes clear that generally, a need or desire for a holiday or other absence for the purposes of leisure or recreation would not constitute an expectational circumstance. When a request in advance for 'Leave of Absence' is received, the Head will exercise his/her discretion when considering the request, and will take each case on an individual basis, mindful of all the circumstances and background context of the request, prior to making a decision as to whether to grant the 'Leave of Absence'. Parent/s/Guardian/s/Carer/s must be aware that a request for a 'Leave of Absence' during term time for a holiday or other leisure or recreational purposes will normally be refused. Where possible, a consistent approach will be adopted for siblings who attend different Group Schools.

6 Staff Responsibilities

The School's Attendance Champion (SAC)

The Head of each School in the Group has appointed a Senior member of Staff of the School's Leadership Team as the SAC to have overall responsibility for championing and improving attendance in School. Details of the individuals appointed to this role in each School may be found at Appendix 1 of this Policy.

The SAC's responsibilities are.

- To set a clear vision for improving attendance in School.
- To establish and maintain effective systems for tackling absence and make sure the systems are followed by all Staff.
- To regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes.
- To have oversight of and analyse attendance data, and
- To communicate clear messages on the importance of attendance to Pupils and Parent/s/Guardian/s/Carer/s.

Staff with Specific Responsibilities for Attendance:

The key Staff identified in Appendix 1, in addition to the nominated SAC's have day to day responsibility for monitoring and promoting good attendance and punctuality.

They should.

- Have a formal routine for registers being taken accurately each morning and afternoon.
- Record all absences promptly and accurately using the processes identify.
- Seek explanations of absences required from Pupils on their return to School.

- Make enquiries about unexplained absences, including those within the School day, and follow up with the Pupil to ensure that an explanation has been formally given to the School.
- Look out for trends or patterns in a Pupil's attendance and inform the SAC of any specific concerns.
- Deal with lateness consistently and promptly.
- Consider appropriate sanctions for Pupils who arrive late to a lesson in line with the Groups Behaviour and Discipline Policies; and
- Discuss non-attendance and/or lateness with pupils and Parents/Carers (where possible) and emphasise the importance of punctuality and attendance.

All Staff

The Schools ensure that all teaching and non-teaching Staff know the importance of good attendance and are consistent in their communication with Pupils and Parent/s/Guardian/s/Carer/s about it. The Schools provide appropriate training and professional development for staff consistent with their roles and responsibilities. The Schools maintain written records of all staff training.

7. Monitoring Attendance

The School will undertake regular data analysis to identify and provide additional support to Pupils or Pupil that require it, and to look at historic and emerging patterns across the School and develop strategies to address them.

Such analysis may include.

- Monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to Pupils and families.
- Using this analysis to provide regular attendance reports to Class Teachers to facilitate discussions with Pupils and to Leaders (including the Special Educational Needs Coordinator and Designated Safeguarding Lead).
- Undertake frequent individual level analysis to identify Pupils who need support and focus Staff efforts on developing targeting actions for those cases.
- Conducting through analysis of half-termly, termly, and full year data to identify patterns and trends.
- Benchmarking attendance data at whole School, Year Group and Cohort Level to identify areas of focus for improvement.
- Devising specific strategies to address areas of poor attendance identified through data.
- Monitoring the impact of School-wide attendance efforts, including any specific strategies implemented.
- Provide data and reports to the Court of Governors, as appropriate.

8. What is expected of Parent/s/Guardian/s/Carer/s

Parent/s/Guardian/s/Carer/s have a legal duty to ensure that their child receives an efficient, full-time education suited to their age, aptitude and any special educational need. They must therefore make sure their child attends school regularly and arrives on time.

Parent/s/Guardian/s/Carer/s should.

- Ensure their child attends daily (or on the days they are required to attend) and on time.
- Keep the School fully informed on all matters that might affect their child's attendance.
- Telephone, email or contact the School Office via the School portal (whichever method/email address the School advises parents) on the first day of any absence, to provide an explanation for the absence.
- Provide proof of medical appointments or illness (e.g. prescription or appointment card) or a letter confirming the reason for absence when the School requests proof of absence.
- Make doctor and dental appointments for their children outside school hours/term time wherever possible.
- Plan family holidays outside of term time.
- Make a formal application in writing with a minimum of four working days' notice to the relevant Head for any term time leave of absence longer than one day.
- One day requests such as a wedding or funeral can be agreed by a child's Head, or Housemaster/mistress (Mill Hill School, Mill Hill International, Cobham Hall and Heathfield School), or at Abbot's Hill School this may be approved by the Head or Deputy Head.

Parent/s/Guardian/s/Carer/s are bound by the terms relating to conduct and attendance in the Parent Contract/Terms and Conditions, and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the Parent/s/Guardian/s/Carer/s are treating the School unreasonably. There is therefore an expectation on Parent/s/Guardian/s/Carer/s to work with the Foundation to resolve Pupil attendance issues, attending meetings with the School and work with the Local Authority and any outside agencies should this be deemed necessary to support/resolve high levels of absence. In certain circumstances, the School may use an Attendance Contract with the Pupil/Parent/s/Guardian/s/Carer/s to support improving attendance.

Parents of International Boarders (Mill Hill School, Mill Hill International, Cobham Hall and Heathfield School only)

Parent/s/Guardian/s/Carer/s of International Boarders must make sure that holidays are not extended either side of the School holidays. However, when taking (long-haul) flights, Pupils will be permitted to leave School during the day of the last day of term or half-term. They will not be given permission to miss any part of the preceding school day unless there are extenuating circumstances. Permission may only be granted by the Head of the relevant School. Parent/s/Guardian/s/Carer/s are urged to book flights well ahead of the holidays so that they do not encounter problems with limited availability of flights.

9. Pupil Responsibilities

School attendance is important to pupil attainment, wellbeing and development. The Schools have high expectations of pupils as to their attendance and have systems in place to reward good attendance and manage poor attendance.

Pupils should be aware that.

- They are expected to be present in-person for the duration of each school day.

They are expected to be punctual and arrive at lessons on time, particularly those which come after a break/ lunch and attend all timetables lessons.

- They are expected to be organised with the right equipment and ready to learn.
- They should not leave a lesson or the School site without permission or otherwise in accordance with the school rules.
- They should engage with the school's arrangements for recording and managing attendance as detailed in this Policy.
- That persistent lateness of non-attendance will result in action being taken by the School. This may take the form of offers of support to seek to identify and address any barriers to attendance or communication with Parents/Guardian/s/Carer/s.
- In the case of sickness, Pupils should inform their Parent/s/Guardian/s/Carer/s who will in turn be expected to contact the School. (If a Pupil decides to call the School themselves, the absence will not be authorised).
- Pupils are expected to follow the protocols in place for late arrival and can expect sanctions in line with the School Positive Behaviour Policy if they do not.
- Pupils may be asked to bring in proof of illness, sickness or other causes of absence.
- Pupils are encouraged to inform a trusted adult if they feel uncomfortable attending school for any other reason or may speak with any member of staff or the designated SAC. Pupils are entitled to expect this information to be managed sensitively.

Additional Needs

The School recognises some Pupils may find it harder than others to attend School and will work with those Pupils and Parent/s/Guardian/s/Carer/s to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place. (There is an Independent Schools Bursars Association (ISBA) document "Dealing with Attendance Issues – Pupils with Health/Medical Conditions and Special Educational Needs" document number 3047 will provide some guidance.)

Suitable strategies will also be considered for Pupils with any social, emotional (emotionally based school avoidance or EBSA) or mental health issue that is affecting their attendance. The School will make reasonable adjustments where a Pupil has a disability that puts them at a substantial disadvantage in comparison with Pupils without a disability, in relation to school attendance.

The School will work with Parent/s/Guardian/s/Carer/s, and where appropriate with the Local Authority, to develop specific support approaches for attendance for Pupils with Special Educational Needs and disabilities, e.g. ensuring the provision outlined in a Pupil's education, health and care plan.

Where a Pupil has an Education, Health and Care Plan (EHCP) the School will communicate with the Local Authority where the Pupil's attendance falls or the School become aware of barriers to attendance that relate to the Pupil's needs.

Where barriers are outside of the School's control, the School will work with Parents/Carers and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the Local Authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

10. Timeline of the Staged Approach for Managing Poor Pupil Attendance

In addition to the daily registers being taken, attendance statistics are formally checked by the relevant Pastoral Staff to explore patterns of absence and consider possible interventions. Where attendance over a period of time is recorded between 90%-95%, it may trigger informal monitoring or intervention in accordance with DfE guidance. However, when reviewing attendance data, the respective School Heads in consultation with Pastoral Staff will take into account the individual circumstances of Pupils and families, including any authorised absences for religious observance, and the point within the academic calendar at which the data has been collected. Parent/s/Guardian/s/Carer/s are advised that the following series of formal actions will take place only once all relevant factors have been fully considered.

- Stage 1 Below 90% attendance – pastoral staff will email/call parent/guardian to advise that the Pupil's attendance is becoming a cause for concern, discuss circumstances and agree a plan to improve attendance.
- Stage 2 Below 85% attendance – Parent/s/Guardian/s/Carer/s will be invited to attend a meeting with appropriate Pastoral Staff to discuss the circumstances. Actions agreed and documented. Attendance targets put in place, with support where required, and monitored.
- Stage 3 Below 80% attendance – Parent/s/Guardian/s/Carer/s will be asked to attend a meeting with the appropriate person in each school (Head, Deputy Head, member of SLT/SMT, or Senior Pastoral Staff) to discuss circumstances, including possible consideration of amendments to the Pupil's academic and co-curricular programme. They will agree a high-priority attendance improvement plan which might include interventions such as pastoral support, counselling or a reduced timetable. The School will report to and seek advice from the Local Authority.
- Stage 4 Below 75% attendance – there will be a formal review with the relevant School Head or appropriate member of SLT. It may include consideration of repeating the academic year and reviewing the Pupil's place at the School, in accordance with the Foundation's Terms and Conditions. Input may include support from the pastoral team, the Education Welfare Officer, the Pupil's GP, or Mental Health Practitioner. If the Pupil's Visa is sponsored by the School, the review will include an academic assessment to ensure that the Pupil can still realistically complete their course of study. If such a Pupil cannot complete their course of study, the School will withdraw its sponsorship of the Pupil.

Outside agencies, such as an Education Welfare Officer, a GP, a Psychiatrist or Psychotherapist may be contacted at any stage to support a Pupil and their attendance. For the cases that require intensive family support, the School may make a referral to Social Services, usually in the form of an Early Help Referral.

Where a Pupil has been through the stages above but then improved their attendance only for it to decline again, it is at the discretion of Senior Pastoral Staff to decide which stage of the process the Pupil should be placed upon, involving Pupil and Parent/s/Guardian/s/Carer/s accordingly.

11. Children at Risk of Missing Education

On occasions when lengthy Pupil absence is known and understood the School will support families to ensure a continuity of education. The School will, after making appropriate checks, report to the Local Authority Education Welfare Service if it has a serious concern over a child's attendance or the child has been absent without the School's permission for a continuous period of 10 days or more. This Service has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education. For further information, please refer to the Safeguarding and Protecting the Welfare of Pupils Policy.

12. Attendance of Child Student/Student Visa Sponsored Pupils (Mill Hill School, Mill Hill International, Cobham Hall and Heathfield School only)

The School will monitor the attendance of any Pupil who is attending the School under a Foundation sponsored Confirmation of Acceptance for Studies (CAS) in line with the provisions of this Policy. In accordance with the UK Visas and Immigration (UKVI) requirements, the School will report any Pupil who has missed 10 consecutive "expected contact points" without prior authorisation from the Head of the relevant School. At Mill Hill Education Group, this represents unauthorised absence of ten days.

13. Educational Visits, Sports Fixtures, Music Lessons and Other Activities.

Staff who take Pupils away on a sporting fixture/day or residential educational visits before a registration period (am or pm) must ensure that they take a face-to-face roll of the Pupils travelling to the event and leave or email a copy of this list in the Front/Admin office for it to be recorded on the School's Management Information System (MIS). At Mill Hill School and Mill Hill International rolls for trips are also taken on the Evolve system, at Keble Prep this taken on Arbor, and at Heathfield School this is taken on SOCS.

Where possible, colleagues should avoid organising on site events that cut across the formal registration period. If this is unavoidable, these should be agreed with the Head, Deputy Head or a member of the Senior Leadership Team, and Staff must then inform the appropriate people in each School (a member of SLT/SMT, Form Tutors, Housemaster/mistresses (if relevant), teaching Staff) and the Attendance Officer of the Pupils who are affected e.g. a sporting fixture, Chapel Choir, Community Action initiative, to ensure the Pupil names are recorded on the appropriate system.

14. Pupils Moving to a New Address and/or School

Where a Parent/s/Guardian/s/Carer/s notifies the School that the Pupil will be moving to a new address, the following details will be recorded in the Admission Register: (a) the full name of the Parent/s/Guardian/s/Carer/s with whom the Pupil will live, (b) the new address, and (c) the date from when it is expected the Pupil will live at this address.

Where a Parent/s/Guardian/s/Carer/s notifies the School that the pupil is registered at another School or will be attending a different School, the Group School must record in the Admission Register: (a) the name

of the other School, and (b) the date of when the pupil first attended, or is due to start attending, that School.

15. Preservation and Amendments to the Attendance Register

At each of the Group Schools excluding Heathfield School and Abbot's Hill School, attendance reports are downloaded from iSAMS half-termly and saved electronically. Heathfield School use Engage in the place of iSAMS, and Abbot's Hill School use SchoolBase for this purpose. The reports are kept for a period of no less than six years after the date on which the entry was made.

16. Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

The School, Local Authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a Pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms). Where appropriate, the School will attend regular targeted support meetings.

The School is legally required to share information from the Registers with the Local Authority. As a minimum this includes.

- New pupil and deletion returns.
- Attendance returns.
- Sickness returns.

The law allows Local Authority officers access to the Attendance and Admission Registers of all types of Schools to carry out their functions under the Education Acts to support joint working between Schools and the Local Authorities. The officers are also permitted to take digital or physical extracts of the School's Registers. The Schools must provide specific Pupil information on request to the Secretary of State.

Where appropriate, the School is expected to inform a Pupil's Social Worker and/or Youth Offending Team Worker if there are unexplained absences.

17 Record Keeping and Confidentiality

All records created in accordance with this Policy are managed in accordance with the School's Retention of Records Policy.

The information created in connection with this Attendance and Punctuality Policy may contain 'personal data'. The School's use of this 'personal data' will be in accordance with data protection law. The Group/School has a published Data Privacy Notice on its website which explain how the Group/School will use personal d

18. Training

The School ensures that regular guidance and training on attendance is arranged at regular intervals thereafter so that Staff and Volunteers understand what is expected of them by this Policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all Staff understanding.

- The importance of good attendance and that absence is almost always a symptom of wider circumstances.
- The Schools' strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of Staff with a specified attendance function in their role, including Administrative, Pastoral or Family Support Staff and Senior Leaders. This should include.

- The law and requirements for Schools including on the keeping of registers.
- The process for working with other partners to provide more intensive support to Pupils who need it.
- The necessary skills to interpret and analyse attendance data.
- Any additional training that would be beneficial to support Pupils and Pupil Cohorts overcome commonly seen barriers to attendance.

19. Review

This Policy shall be reviewed every two years, and/or following any updates to national guidance or procedures.

Last Review: September 2025

Next Review: September 2027

This Policy was approved by the Executive Team on 18 September 2025.

APPENDIX 1 – SCHOOL ATTENDANCE CHAMPIONS AND OTHER KEY STAFF

Group School	School Attendance Champion	Other Key Staff
Mill Hill School	Ms Jade Boyle, Assistant Head (Pastoral), DSL, SAC	
Mill Hill International	Mrs Suchita Prakash, Deputy Head (Pastoral), SAC	
Cobham Hall	Mrs Suzanne Carney, Deputy Head, DSL, SAC	
Heathfield School	Mr Andrew Valner, Assistant Head (Pastoral and Boarding), Deputy DSL, SAC	
Abbot's Hill School	Mrs Claire King, Assistant Head (Pastoral), DSL, SendCo, Senior, SAC	
Belmont, Mill Hill Pre-Prep School	Ms Kaarin Scanlan, Deputy Head (Pastoral), DSL, SAC	Mrs Janice Tang, Attendance Officer Ms Kelly Webster, Attendance Officer
Grimsdell, Mill Hill Pre-Prep School	Mrs Hannah Holwerda Deputy Head, SAC	
Keble Prep School	Mr James Fleet, Deputy Head, DSL SAC	Miss Katie Callaghan, Head of Pre-Prep Ms Suzy Tyrrell, Secretary, Attendance Monitor
Kingshott School	Mrs Rhian Burrows, DSL, SAC	Mrs Lindsay Dowrick, Data Manager and Administrator
Lyonsdown School	Mrs Rittu Hall, Head, DSL, SAC	
Hertford Prep	Mrs Karen Brown – Registrar, SAC	
Westbrook Hay School	Ms Emilie Loveless, Deputy Head (Pastoral), Deputy DSL, SAC	

Instilling values, inspiring minds.



Mill Hill
EDUCATION GROUP

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