



The Henry Cort Community College

Attendance Policy

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE

Contents

1. Aims.....	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. Recording attendance	8
5. Authorised and unauthorised absence.....	9
6. Strategies for promoting, rewarding, incentivising and improving attendance	12
7. Supporting students who are absent or returning to college	13
8. Attendance monitoring	13
9. Request from parents for Elective Home Education (EHE).....	14
10. Suspected changes of address.....	15
11. Monitoring arrangements	15
12. Links with other policies	15
Appendix 1: attendance codes.....	16
Appendix 2: Hampshire documents to help	16
Appendix 3: Website documents	17

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to college attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [Working together to improve school attendance \(updated July 2026\)](#), through our whole-college culture and ethos that values good attendance.

The college recognises that absence from education can be an indicator of abuse, neglect, exploitation, mental health difficulties or other safeguarding concerns. Attendance data will therefore be considered alongside safeguarding information and pastoral concerns. Persistent absence, severe absence and patterns of unexplained absence may trigger safeguarding enquiries and referral to appropriate agencies where necessary.

The college is committed to working in partnership with students, parents, carers, the local authority and other agencies to remove barriers to attendance at the earliest opportunity. We do this by:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance and the benefits of good attendance for education achievement, wellbeing and future life chances
- Acting to reduce absence, which may indicate an unmet safeguarding need, including persistent and severe absence, which are considered safeguarding concerns
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have support in place to attend
- Involving the DSL if necessary; attendance data will be considered alongside CPOMS records and welfare concerns and will inform safeguarding risk assessments
- Providing all staff with regular attendance and safeguarding training so that they understand the link between attendance, welfare and safeguarding.

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [Working together to improve school attendance \(July 2026\)](#) and [Summary table of responsibilities for school attendance](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern college attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all college leaders, staff, students and parents/carers.
- Making sure college leaders fulfil expectations and statutory duties, including:

- Making sure the college records attendance accurately in the register, and shares the required information with the DfE and local authority.
- Making sure the college works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate.
- Recognising and promoting the importance of college attendance across the college's policies and ethos.
- Making sure the college's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources.
- Making sure the college has high aspirations for all students, but adapts processes and support to students' individual needs.
- Regularly reviewing and challenging attendance data and helping college leaders focus improvement efforts on individual students or cohorts who need it most.
- Working with college leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole college and repeatedly evaluating the effectiveness of the college's processes and improvement efforts to make sure they are meeting students' needs.
- Where the college is struggling with attendance, working with college leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The college's legal requirements for keeping registers
 - The college's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the principal to account for the implementation of this policy.
- Ensuring that the link governor for attendance monitors student attendance.

3.2 The principal

The principal is responsible for:

- The implementation of this policy at the college.
- Monitoring college-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual students.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising the Assistant Principal for attendance to be able to do so.
- Working with the parents/carers of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance, including where college transport is regularly being missed, and where students with SEND face in-college barriers.
- Communicating with the local authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs.
- Communicating the college's high expectations for attendance and punctuality regularly to students and parents/carers through all available channels.

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the college.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with students, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with students and their parents/carers.
- Delivering targeted intervention and support to students and families.
- Providing enhanced support for the following students:
 - Students with a Social Worker
 - Children in Need
 - Child Protection Students
 - Looked After and Previously Looked After Children
 - SEND Pupils
 - Young Carers
 - Pupils with Mental Health Needs

The designated senior leader responsible for attendance and Designated Safeguarding lead (DSL) is Dr Judith Evans and can be contacted via jev@henrycort.org

The DSL should:

- receive attendance information relating to vulnerable pupils
- review unexplained and concerning absences
- participate in attendance planning where safeguarding concerns exist
- ensure attendance information informs risk assessments
- escalate concerns through children's social care where necessary

This aligns the attendance policy with KCSIE safeguarding expectations. KCSIE also continues to emphasise CME as a safeguarding issue. This means that:

- unexplained absence will be followed up promptly
- home visits may be undertaken where appropriate
- schools will notify the local authority of pupils who are removed from roll in accordance with statutory requirements
- attendance and safeguarding information will be shared appropriately

3.4 The attendance officers

The college attendance officers are responsible for:

- Attending strategic fortnightly attendance/punctuality meetings with the senior attendance champion.
- Attending half termly attendance meetings with each Head of Year (HoY).
- Attending cluster attendance meetings.
- Monitoring and analysing attendance data (see section 7) and updating the attendance tracker with interventions.
- Following up with parents/carers on reasons for illness or where medical appointments are taken during the college day.
- Providing regular attendance reports to college staff and reporting concerns about attendance to the designated senior leader responsible for attendance.
- Sending out nudge messages and letter to parents.
- Sending out attendance letters each half term to <90% or <95% and positive letters where attendance improves.
- Advising the principal when to issue fixed-penalty notices.
- Maintaining a record of holiday forms and PN/LIT paperwork.

The attendance officers can be contacted via attendance@henrycort.org

3.5 Tutors and Class Teachers

Tutors and class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis and each lesson. Registers should be taken at the same time every day as soon as possible and ideally not later than 10 minutes after the start of tutor time/lesson. The correct codes must be used (see Appendix 1) and submitted via Edulink on the same day.

Tutor registers in the morning: If a student is NOT in tutor and they have NOT been seen, they will be marked as N. It is highly likely that this student is off school, but a reason has not yet been provided by parents/carers. Once the reason is given, the attendance officer will overwrite the N mark. If the student is late to registration, an L will be used together with a record of the number of minutes.

Periods 1-5: If a student is absent from the lesson they will be given an N mark. If the student appears in the lesson after the register has been completed their mark is updated with a late mark L (together with the minutes late) or a present mark (if they have a note).

If a student that is present in the lesson has been given a different code, for example, a student might have an M code but be present, attendance is to be emailed. Additionally, if there is a student in the class who does not appear on the register they will be added to the register on Edulink.

In addition, **all** staff will be involved in ensuring that attendance is everyone's business through closer monitoring and sharing of information.

3.6 College admin team

If parents/carers are unable to notify the school online, the admin team will take calls from them about absence and advise the Attendance Officer.

3.7 Parents

Where this policy refers to a parent, it refers to the adult the college and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not.
- All those who have parental responsibility for a student.
- Those who have day-to-day responsibility for the student (i.e. lives with and looks after them).

Parents are expected to:

- Make sure the student attends every day/timetabled sessions on time.
- Inform the college about the student's absence before 08:30 on the day of the absence and each subsequent day of absence, unless they have advised when they are expected to return.
- Provide the college with more than 1 emergency contact number for the student.
- Ensure that, where possible, appointments for the student are made outside of the college day.
- Keep to any attendance contracts that they make with the college and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the tutor, the Head of Year or the family support officer.

3.8 Students

Students are expected to:

- Attend every timetabled session, on time.
- Not leave the school site unless this is prearranged, they have signed out and then left through the main gate. If a student leaves the site without permission, we will contact parents/carers. If the student is uncontactable we will call the police and report the student missing.

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all students onto this register.

We will take our attendance register at the start of the first session of each college day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the College Attendance (Student Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The college day starts at 08:20 and ends at 14:35.

Morning registration:

Students should arrive in college in plenty of time to get to tutor which starts at 8:25. The back gate will be locked at 8:20 and the front gate will be locked at 8:25. After 8:25, students will be let through the front gate and make their way to tutor time (the time they arrive at school will be recorded). After 8:35, students will sign in at reception.

The register for the first session will be taken at 08:25 and will be kept open until 08:55.

Due to the structure of the school day, the afternoon session commences at the start of Period 4 (12:05pm). This session includes the later afternoon break and Period 5. The register for the second session will be taken at 12:05 and will be kept open until 12:35.

Attendance registers are taken at the beginning of each school session and are kept open for no longer than 30 minutes in accordance with statutory guidance.

4.2 Unplanned absence

The student's parent must notify the college of the reason for the absence on the first day of an unplanned absence by 08:30 or as soon as practically possible, via Edulink.

If they are unable to do this online, they may call the College Admin office.

We will mark absence due to physical or mental illness as authorised, unless the college has a genuine concern about the authenticity of the illness.

If the college is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance. We will not ask for medical evidence unnecessarily.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent

notifies the college in advance of the appointment.

If parents know in advance that a student will need to be absent from college for any reason then they need to download the [student planned absence request form](#), complete it and return paper copies to reception or email the form to attendance@henrycort.org

However, we encourage parents to make medical and dental appointments out of college hours where possible. Where this is not possible, the student should be out of college for the minimum amount of time necessary.

The student's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the college can authorise.

4.4 Lateness and punctuality

A student who arrives late in the morning:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed at 08:45 will be marked as absent, using the appropriate code (U)

Students that are late to school in the morning, automatically receive a break time detention (D1).

Any students with an agreed plan for lateness (e.g. Young Carer/medical) are known to the reception staff. The late list of students is shared with the Behaviour Team. Students that are repeatedly late are flagged to the HoY for a parent/carer meeting.

4.5 Following up unexplained absence

Where any student we expect to attend college does not attend, or stops attending, without reason, the college will:

- Send a message to the parents/carers via Edulink.
- Call the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the college cannot reach any of the student's emergency contacts, a decision is made with the Designated Safeguarding Leads (DSLs) to try and arrange a home visit. Vulnerable students receive enhanced follow up.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- Where relevant, report the unexplained absence to the student's youth offending team officer.
- Where appropriate, offer support to the student and/or their parents to improve attendance.
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with we will issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

The college will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels. A student's attendance is reported as part of the student report once per term.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The assistant principal will allow students to be absent from the college site for certain educational activities, or to attend other colleges or settings.

The assistant principal will only grant a **leave of absence** to a student during term time if the request meets the specific circumstances set out in the [2024 college attendance regulations](#).

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A part-time timetable (N.B. Attendance guidance continues to stress that part-time timetables should be:
 - exceptional
 - time-limited
 - formally reviewed
 - agreed with parents
 - linked to reintegration plans
- Exceptional circumstances

A leave of absence is granted at the assistant principal's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' to include: service parent on leave, visa signing, sporting event, graduation of a parent.

Leave of absence will not be granted for a student to take part in protest activity during college hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The college considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and in accordance with any leave of absence request form, accessible via the Henry Cort website > College life> Absence. The Principal may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parent(s) belong(s). If necessary, the college will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the college, but it is not known whether the student is attending educational provision
- If the student is currently suspended or excluded from college (and no alternative provision has been made).

Other reasons the college may allow a student to be absent from the college site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the college
- Attending another college at which the student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the student not to attend college, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the college premises are closed

5.2 Sanctions

Our college will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from college, where the child is of compulsory college age, by issuing a penalty notice.

If the college issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the college will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 college weeks)
- Whether a penalty notice is the best available tool to improve attendance for that student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the college has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during college hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the college has notified the parents that the student must not be present in a public place on that day).

Each parent who is liable for the student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the college may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the student attends college.

They will include:

- Details of the student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting, recognising, incentivising and improving attendance

Promoting:

Attendance is given a high profile in college and its links to learning and achievement are reinforced through:

- Daily attendance checks (as described above)
- Weekly monitoring and identifying emerging patterns, including investigating repeated absence on specific days
- Monitoring lateness trends
- Identifying attendance concerns linked to wellbeing and safeguarding and offering support before legal intervention is considered
- Weekly tutor focus and rankings
- Assemblies
- Displays in tutor rooms
- An attendance team
- Attendance academies

Recognising:

Recognition may include:

- Certificates for improved attendance or sustained attendance where barriers exist
- Half-termly attendance rewards for 98-100% attendance (EduLink points)
- Termly 100% attendance reward (in celebration assemblies)
- Rewards for tutor group with the highest attendance
- Rewards for attendance streaks at 15 -25 days

Incentivising and improving:

Strategies may include:

- Verbal praise, encouragement and acknowledgement
- Parent and student awareness as to the importance of good attendance; regular information given at assemblies, tutor time and Parent/Carers' evenings
- Key member of staff responsible for providing attendance data and monitoring consistency of records across the whole school and sharing with staff weekly
- Nominated member of staff ensures rewards and certificates are available
- Concerns regarding attendance raised at Pastoral Strategy meetings
- Prompt follow up on absence; first day contact made with home and followed up by home visits or calls where necessary
- Head of Year, SENCo or senior leaders having identified strategies for helping students return from absence and in addition tutors offer supportive advice
- Use of our Gateway Programme, Educational Psychologist or SENCo in setting up suitable reintegration programmes for poor attendees
- Individual attendance action plans (IAPs) are created for poor attendance in conjunction with parent and student and raised at Pastoral Strategy meetings. The plans identify the barriers to attendance and interventions are regularly reviewed for impact.

7. Supporting students who are absent or returning to college

7.1 Students absent due to complex barriers to attendance

At Henry Cort we try to support all students to attend college and remove any in-college barriers. Students are discussed at our Pastoral Strategy meeting to ensure that the correct provision is in place for that student. This may include the use of our Gateway provision.

7.2 Students absent due to mental or physical ill health or SEND

Where a student has an education health and care (EHC) plan and their attendance falls, or the college becomes aware of barriers to attendance that related to the student's needs, the college will inform the local authority.

7.3 Students returning to college after a lengthy or unavoidable period of absence

At Henry Cort, we have a Gateway programme which we use to help student reintegrate with their learning after a lengthy absence.

For students returning from an operation, physical or mental health issue, a risk assessment is carried out with the Health and Safety team and the HoY.

8. Attendance monitoring

8.1 Monitoring attendance

The college will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the college and at an individual student, year group and cohort level.

Specific student information will be shared with the DfE on request the college has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's college absence national statistics releases. The underlying college-level absence data is published alongside the national statistics.

The college will benchmark its attendance data at whole college, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The college will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance, and
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The college will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis

- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to tutors to facilitate discussions with students and families, and to the governing board and college leaders (including SENCo, Designated Safeguarding Leads and the Pupil Premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Engage in the local Attendance Hub and share information and work collaboratively with other colleges in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of college (attendance below 90%), and severe absence is where a student misses 50% or more of college. Reducing persistent and severe absence is central to the college's strategy for improving attendance and early intervention is encouraged.

The college will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of students who the college (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at college
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the college will sensitively consider some of the reasons for absence.
- Implement sanctions, where necessary (see section 5.2, above)
- Hold regular meetings with the Attendance officers and Heads of Year.

9. Request from parents for Elective Home Education (EHE)

- Henry Cort Community College is clear with parents that EHE is not a solution to attendance issues.
- If the college receives notification of EHE, they will offer a meeting with the parent or carry out a home visit.
- A letter should be written to the school by the parents, stating that they wish to home educate.
- The school will forward a copy of the letter with the parent and the child details to eheshampshire@hants.gov.uk
- The Local Authority may then contact the parent.

- If the college is concerned regarding a request for an EHE from a parent, they will contact the Local Authority.
- Henry Cort Community College will also direct parents to the linked website:
<https://www.hants.gov.uk/educationandlearning/educationinclusionservice/electivehomeeducation>

10. Suspected changes of address

When it is suspected that family has moved away from the area without notifying the school, reasonable enquiry to locate the child will be undertaken.

After a period of four weeks (20 days) the child will be removed from the school roll and their name will be placed on the school to school (S2S) site for missing children.

11. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum yearly. At every review, the policy will be approved by the full governing board.

12. Links with other policies

This policy links to the following policies:

- Child protection policy
- Safeguarding policy
- Behaviour policy

Produced by:	Assistant Principal – Safeguarding & Attendance
Last reviewed on:	September 2025
Date of Review	September 2026
Date of next Review	September 2027

Appendix 1: attendance codes

Appendix 2: Hampshire documents to help

CME + PMOOE

[Microsoft Word - Guidance for children at risk of missing in education – Autumn 2025](#)

[Working together to improve school attendance \(July 2026\) \(publishing.service.gov.uk\)](#)

[Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

Appendix 3: Website documents

Absence request form:

[9D680503586DD1C7B9D38E0E7DEC82EE.pdf \(henry-cort.hants.sch.uk\)](#)

