



Pupil Attendance Policy

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SECTION 1 – Aims and Rationale of Policy

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil 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 pupils have the support in place to attend school

Having a full-time suitable education is a legal entitlement for each child. This is set out in 'Working together to improve attendance' paragraphs 9 – 10.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Parents have the legal right to decide to educate children at home, but if parents do decide to register their child at school, they then have the legal duty to ensure that their child attends.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

For a child to have high levels of educational achievement, a high level of school attendance is essential. We are committed to providing an education of the highest quality for all our pupils and endeavor to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Every child has the right to access the education to which they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents the importance of regular and punctual attendance.

For our pupils to take full advantage of the educational opportunities offered at our school, it is vital children are at school on time, every day the school is open unless the reason for absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with others and future aspirations depend on good attendance.

The purpose of this policy, therefore, is to set out the ways in which matters of punctuality and attendance will be managed in this school. In order to ensure school and parents work together to achieve and maintain high standards of attendance.

Legislation and Guidance

This policy meets the requirement of the [working together to improve school attendance](#) from the Department of Education (DFE) and refers to the DFE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school 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 \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issue affecting a pupil's attendance: guidance for schools](#)

[Securing good attendance and tackling persistent absence](#)

[Responsibilities for school attendance applies from 19th August 2024](#)

SECTION 2 - Operating the policy

Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The Attendance Strategy contains details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- provide information on all matters related to attendance in our newsletters and on the website
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- set attendance targets for the school and for classes for attendance

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attendance can facilitate positive peer relationships which is a protective factor for mental health and well-being.
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

Roles and responsibilities

The Headteacher and Attendance Lead will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school.

The Headteacher/Attendance Leader will also ensure that attendance is both recorded accurately and analysed.

Through the implementation of our Attendance Strategy (Appendix 5), we will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

The decision whether or not to authorise an absence, for any reason including illness, will always rest with the school.

Parents are expected to:

- Meet their legal obligation by ensure their child attends on time every day the school is open except when a statutory reason applies.
- Notify the school before 9:00 am when their child has to be unexpectedly absent (e.g. sickness). Parents need to call or email the school office on the first day of the absence and each subsequent day of absence. Parents are required to give a detailed description for the reasons for absence.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Providing the school with more than one emergency contact number for their child.
- Adhere to the school Attendance policy

The school is expected to:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.

The Governing Body is expected to:

- Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensure school leaders fulfil expectations and statutory duties.
- Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
- Ensure school staff receive training on attendance.

Local Authorities are expected to:

- Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.
- Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
- Offer opportunities for all schools in the area to share effective practice.

Specific Attendance Roles in the School

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The Designated Senior Leader for attendance is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of daily attendance data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Acting early to address patterns of absence and reduce absence rates
- Acting early to address patterns of punctuality and improve punctuality rates
- Building relationships with parents/carers to discuss and tackle attendance issues
- Meeting with parents to discuss attendance issues and if appropriate implement parent action plans
- Delivering targeted intervention and support to pupils and families
- Ensuring good liaison and transition between schools when a change of school occurs
- Involve other agencies e.g. EMTAS, Legal Intervention Team, Social Services
- Meet regularly with the governor responsible for attendance to feedback on strategic view of attendance
- Regularly attend Attendance network meeting and feedback to Senior Leadership Team.
- Submitting daily attendance figures to the DFE

The designated senior leader responsible for attendance is Jo Carne and can be contacted via the school office.

Class teachers are responsible for:

- Ensuring that all attendance is accurately recorded
- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- Liaising with the Attendance Lead on matters of attendance and punctuality.
- Communicating any underlying problems or concerns that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in school.

Admin staff are responsible for:

- Taking messages from parents about absence on a day-to-day basis and recording them on the school system
- Contacting and challenging parents who have given insufficient information about their child's absence in order to gather a more detail and clarity.
- Recording children who are late to school and the reason for this lateness.
- Informing the Attendance Lead of any absences that are not accounted for
- Communicate any concerns about any child's absence.
- Provide weekly attendance reports for SLT reporting on whole school attendance, pupil groups, persistent absence and those at risk of being persistently absent.
- Processing parent requests for absence in term time and requesting evidence to support the absence request.
- Processing admin of penalty notices
- Issuing attendance letters to parents under the authority of the Attendance Leader

SECTION 3

Recording Attendance

We keep an electronic attendance register, and place all pupils on this register.

The procedure for daily school registration is outlined below. The register is a legal document and may be used as evidence in a Court of Law.

- Registers should be accurate and completed online
- Any alterations must be unambiguous
- Only adults can fill out registers

Legally the register must be marked twice daily. This is once at the start of the school day at 8.40am and again for the afternoon session at 1.05pm. It will mark whether every pupil is:

- Present
- Absent
- Late
- Attending an approved off-site activity
- Attending a medical appointment
- Unable to attend due to exceptional circumstances

See Appendix 1 for DFE attendance codes.

Morning registration

- The school day begins at 8.40am and all pupils are expected to be in school at this time. School gates open at 8:30 am and shut at 8:38 am to allow children to get to their classrooms on time.
- Morning registration will take place between 8:40 and 8.45am
- Children arriving after 8.46am-8.55am will be marked as 'late before registration closes' (L)
- Children arriving after 8.55am will be marked as 'late after registration closes' and the absence will be unauthorised (U)

Afternoon registration

- Afternoon registration for all years will take place at 1.05pm

Monitoring

The registers will be monitored daily by the Admin Officer and Attendance Lead to ensure that all absence on that day is accounted for.

The Admin Officer will bring issues of concern to the Attendance Leader's attention.

Attendance will be monitored in line with our Attendance Strategy.

The Attendance Leader will monitor overall school attendance figures and attendance figures specific to pupil groups. This information will be reported to the SLT on a weekly basis and to the governing body.

Lateness and Punctuality

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (see Section 6 for further detail).

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support will be offered. If support is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10-week period, the school or Hampshire County Council will be required to issue parents with a Penalty Notice in accordance with Hampshire County Council's *Code of conduct: issuing Penalty Notices for unauthorised absence from schools* (See Section 6 of this policy for further detail).

- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary. This includes the number of minutes late (after 8:45 am) and reasons for lateness.
- If a child arrives late after the gate has closed they must be accompanied by a parent/carer to the school office, signed in, providing a reason for lateness.
- Arrival after the close of registration will be marked as unauthorised absence and coded 'U' in line with Hampshire County Council and Department for Education guidance. This mark shows them to be on site, but it is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded 'M'. Where possible medical and dental appointments are to be

made outside of school hours or during school holidays. Appointment cards or letters must be provided 24 hours in advance for any appointments taken in school time

- Children arriving after 8.46am will be marked as 'late before registration closes'. If they arrive after 8.55am they will be marked as 'late after registration closes' which will count as an unauthorised absence.
- If your child has a persistent late record, or there is a pattern of lateness you will be asked to meet with the attendance lead to resolve the problem.
- If it is known in advance that a child is going to be late (due to an appointment) a phone message or email should be sent to the school office.
- The school day ends at 3.20pm. Parents and carers are asked to collect their child promptly. Where late collection is persistent and/or significantly late, we will report our concerns to Social Services.

What to do if my child is absent?

First day absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

An active policy of first day contact makes clear to everyone that absence is a matter of concern and will be followed up. The main priority is always to establish that the child is safe.

Parents have a responsibility to inform the school as soon as possible if their child will not be attending school or is likely to be late on a particular day, by no later than 9 am. This can be done via either sending an email to the school's admin or ringing the attendance line and leaving a message.

Messages about absences should include the child's name, their class and a clear reason for absence. We ask that parents are not vague with their reasons e.g., 'not well' as this will not be authorised until further detail is clarified or guidance about attending school when ill is sought from the NHS. For these parents, the admin staff or the Attendance Leader will ring in order to establish a more acceptable reason for absence. The reason to grant the absence or not lies with the school.

If children are absent with for example anxiety late night or not sleeping at night, the Attendance Lead will ring these parents/carers in order to help remove barriers for these children. Absences for these reasons will not be authorised.

Subsequent days of absence

Parents must contact the school on every subsequent day of absence. This allows us to keep track of the child's progress and the lines of communication open between home and school.

Absence without any parental explanation

If a pupil is absent without explanation, school administrative staff or the Attendance Leader will contact the parents that same day to check why the child is not in school. This will be via a phone call and/or a text message.

If by 10:00 am, there is no response or reason for the child's absence, the Attendance Leader will visit the home, and if appropriate collect the child and bring them to school. If there is no response at the home the Attendance Leader will leave a note requesting the parent contacts the school as soon as possible stating why their child is absent.

The child will be registered as unauthorised until contact is made with the school, even then any decision to authorise the absence lies with the school.

If the child is from a known vulnerable family and/or under Social Services, and there is no answer from the home visit, the Attendance Leader will contact Social Services or the police.

Second Day Absence without explanation

Admin staff will contact parent by email and/or text via all contact details held on file
Attendance Leader will visit the home and apply the process above.

Third Day Absence without explanation

If a child is not seen and contact has not been established with any of the named parent/carers after three days of absence, the school is required to start a Child Missing in Education (CME) procedure as set down by Hampshire County Council Guidance. This procedure will be started after all reasonable enquires to establish contact with parents and the child including making enquires to known friends, wider family / contact numbers.

In addition, the school may inform Children's Services and report the absences and lack of parental contact as a safeguarding concern.

Ten Days Absence without explanation

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days

We will report to Hampshire County Council the absence of any pupils who are absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the Local Authority is notified that the child is 'at risk of missing'. Children's Services Staff will visit the last known address and alert key services to locate the child.

If a child is still absent and there has been no contact from the parents/carers we will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquires to known friends and wider family. We may visit the family home to try and establish contact.

If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to start *child missing in education* procedures as set down by Hampshire County Council guidance.

Procedures for dealing with pupil absence

Under the Education (School Attendance Targets, England) Regulations 2006, the governing body of Hook Junior School is required to monitor and support to reduce pupil absence from school.

Our procedure for ensuring all children are safe and attend school is as follows:

- If an explanation for absence is not satisfactory, or if the absence continues, the Attendance Leader will invite the parents to school to discuss any difficulties that are

preventing the child from attending. We will do this as soon as possible, so that the problem is tackled early.

- If a child is repeatedly late, we will contact the parents. Repeated lateness can affect and disrupt a pupil's education as much as poor attendance.
- We will update our absence records each week to detect short but frequent absences.
- All absences will be noted on the child's school record and annual Reports to Parents.
- Parents are able to login to Arbor to see their child's attendance record at any time, or request a current attendance certificate from the school office.

Persistent Absence

A pupil is to be defined as "persistently absent" when attendance is 90% or below.

Persistent absence is a serious problem for pupils. Much of the work children miss when they are off school is never made up, leaving these pupils at a considerable disadvantage for the remainder of their school career. There is also clear evidence of a link between poor attendance at school and low levels of achievement and we need parents' full support and cooperation to tackle this. Absence for whatever reason disadvantages a child by creating gaps in his or her learning.

We monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

The Attendance Leader will monitor the attendance of all pupils at risk of being PA and those who are PA. If your child's attendance level is falling we will contact you and discuss the reasons for absence. This could be through an email, letter, face-to-face meeting or phone call home.

PA pupils, causing particular concern, and their parents are subject to an Action Plan and /or parental contract drawn up by the Attendance Leader. These pupil's absence will be classified as unauthorised unless the school receives evidence that the child has attended a medical appointment or is taking prescribed medication from a recurring condition.

When a child is classed as PA (attendance of 90% or below) we will not authorise any further absence unless for an exceptional circumstance for which the parent provides evidence.

Severe Absence

Being severely absent means missing 50% or more of school. For these children, the school will work the parents and local authority to agree a joint approach to improving attendance. The Attendance Leader will work with the parents to help them understand their child's barriers to attendance. Where possible, parenting contracts or a voluntary early help plan will be used to try to prevent the need for legal intervention.

Support for cohort of pupils with lower attendance than their peers

The Attendance Leader will proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them. Where possible, the school will work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.

Support for pupils with medical conditions or SEND with poor attendance

We will maintain the same ambition for attendance for this group of pupils and work with pupils and parents to maximise attendance. The Attendance Leader will work closely with the SENDCo in order to access pastoral support where required. Additional support and adjustments will be made, such as an individual healthcare plan and if applicable ensuring the provision outlined in the pupil's EHCP is accessed. We will access, where possible, additional support from wider services and external agencies, making timely referrals. Attendance data will be regularly monitored for such groups and regularly reported to SLT and the governing body.

Support for pupils with a social worker

Pupils who have, or who have had, a social worker are identified. We will work closely with social services in order to understand how the welfare, safeguarding and child protection issues that child is experiencing, or has experienced, can have an impact on attendance – whilst maintaining a culture of high aspiration. Where appropriate, we will provide additional academic support and will make reasonable adjustments to help the child. We recognise that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes. Key staff for the child will work in partnership with the local authority at an individual level, sharing data on attendance including informing the child's social worker if there are any unexplained absences.

Looked after and previously looked after children

The school will maintain high expectations for this cohort of children who are under the leadership of the designated teacher for looked-after and previously looked-after pupils. The designated teacher will work in partnership with the local authority Virtual School in order to deliver high quality Personal Education Plans that support good attendance. Work will focus on working directly with carers / parents to develop good home-school links that promote good school attendance.

The Attendance Leader will refer to the Education Support Advisor or the Legal Intervention Team when:

- Attendance is below 95% due to unauthorised absence
- 20 half day absences in a 10 week period
- 5 late sessions over a 10 week period
- Contacts with home have not brought about any improvement in attendance.
- Poor communication from home regarding explanations for absence/lateness.
- Frequent patterns of illness

Please note:

- The ultimate responsibility to authorise an absence rests with the Head Teacher, even if an absence is for illness
- A message or telephone call does not mean an absence will be authorised.
- In the case of illness the school has the right to request further information.
- If a child suffers repeated bouts of illness the Headteacher can make a referral to the school nurse. Where there is doubt about the authenticity of absence attributed to illness, school and the Locality Team can refer the matter to a school nurse or GP

Medical and Dental Appointments

Routine appointments should be made outside of school hours. If an appointment is made in school time, a message should be sent to school on the day before the appointment.

Parents should sign children out and back in again at the school office when removing and returning their child to and from school to attend appointments. It is expected once the appointment is finished, and still in school hours, the child should return to school. Where possible, children should also come into school prior to needing to leave for their appointment.

Parents must provide evidence of the appointment.

Holidays during Term Time

The Department of Education are clear that **there is no parental right for a family holiday**. Cost or experiences for the child, 'My child has great attendance, weather and overlapping with school holidays are not grounds upon which to authorise absence for a family holiday. Copies of the relevant Department for Education (DfE) regulations are available on request.

There are 175 days (13 weeks) of the school year when children are at home with their parents, school calendars are produced well in advance and this constitutes time when family holidays can be planned for and taken. Family holidays **should not** be taken in term time.

We will not authorise family holidays in term time for any reason.

- Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Absence has a negative impact on the child, the children in the class and their teacher when a child takes a holiday during term time.
- Any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education and mental health.
- You are liable to be fined if you take your child out of school during term time for a family holiday,

The Education (Pupil Registration) (England)(Amendment) Regulations 2016 states that Headteachers may not grant any leave of absence during term time holidays unless there are exceptional circumstances.

SECTION 4

Request for leave of absence

Request for Leave of Absence: Amendments to school attendance regulations were updated and enforced from September 2013:

(Pupil registration) (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and

family to family. There is however, no legal entitlement for time off in school time to go on holiday and in the majority of cases holiday will not be authorised.

Parents/Carers wishing to apply for leave of absence need to fill in an application form (available from the school office or website) **10 days in advance and before making any travel arrangements.**

If term time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct parent/carers will be issued with a fixed-penalty fine, or other legal action in accordance the code (see section 6 for detail). Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

The regulations stipulate that every request received must be considered on an individual basis. Even in the case of exceptional circumstances, the school must determine whether to approve the absence or not. In making this decision, primary consideration will be given to the child's attainment, attendance and ability to catch up on missed schooling, followed by the frequency of the request, the nature of the event for which leave is sought and whether the parent has given advance notice.

Only the Headteacher can authorise an absence and it will only be authorised in exceptional circumstances.

- Parents wishing to request leave of absence during term time for a child must do so in writing using the appropriate form (available on request from the school office or from the school website).
- Completed forms must be submitted to the Headteacher **at least 10 days** in advance for which leave is requested. Parents are strongly advised to apply for leave of absence before confirming any travel arrangements
- where leave of absence has not been authorised in advance, absence will be regarded as unauthorised
- Any leave of absence taken without the Headteacher's consent will be counted as unauthorised absence

SECTION 5

Understanding types of absence – authorised and unauthorised

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

Authorised absence

Authorised absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised

Unauthorised absence

Unauthorised absence is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.

Examples of absences which the school is unlikely to authorise can include:

- Going on holiday or travelling abroad in term time
- Sickness of a parent, or other family member
- Days off for birthdays, shopping trips
- Child being used as a carer
- Feeling tired / Not sleeping at night
- Bad weather
- Non-urgent appointment
- Parent unwell to bring them to school
- Problems with transport
- Resting after a late night
- Relatives visiting or visiting relatives
- Birthdays
- School refusal
- Weddings, other than that of the parent or carer

All unauthorised absence will be noted on a child's school record and reported to the Education Support Worker and included in Government Data. The following registration codes will be used to denote unauthorised absence:

- O – unauthorised absence
- U – late (after register has closed at 8.46am)
- G – family holiday (not authorised)

We can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

SECTION 6

Penalty Notices for non-attendance and other legal measures

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal measures for tackling persistent absence or lateness

Hampshire schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

1. The child or family do not require the support from any agency to improve the attendance
2. The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.

The following legal measures will be used for pupils of compulsory school age who are registered at a school:

- parenting contracts set at Education Planning Meetings
- parenting orders
- Penalty Notices
- Education Supervision Orders
- prosecution

Where a child has **unauthorised absence** the school must enforce Hampshire County Council's *Code of conduct – issuing penalty notices for unauthorised absence from schools (2015)* or follow its guidance on other legal measures for non-attendance. The *Code of conduct* is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from:

<http://www3.hants.gov.uk/code-of-conduct-issuing-penalty-notices-for-unauthorised-absence-from-schools-final.pdf>.

6.3 Penalty Notices for non-attendance – Hampshire's *Code of conduct*

The *Code of conduct* states that:

Schools or Hampshire County Council will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive (codes *G*, *U* or *O* on the register)
- persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded *L*), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code *O*), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance

unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

Legal measures for absence taken when the headteacher has declined parents/carers' request for leave of absence

Where a pupil has unauthorised absence due to either:

1. non-approval of a parent/carer's request for leave of absence or
2. a holiday that has been taken without permission

and the unauthorised absence (coded G) is for 10 or more sessions (five days) in any 100 possible school sessions/10 week period then a Penalty Notice for non-attendance will be issued.

If a child has other types of unauthorised absence (coded O and U) and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:

- 1 10 sessions (five days) of unauthorised absence or lateness in any 100 possible school sessions/10 week school period**
- 2 one or more sessions of unauthorised absence during a public exam, formal school assessment or testing where dates are published in advance.**

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a meeting with the Attendance Lead. The Penalty Notice is a fine that is issued to each parent/carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parents/carers** for each child. **NB:** This could mean four Penalty Notices for a family with two siblings both with unauthorised absence for holiday, ie one Penalty Notice for each child to each parent.

Each Penalty Notice carries a fine of £60 if paid within 21 days of the Penalty Notice being posted. If the fine is not paid within 21 days the penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

If you pay the Penalty Notice and your child has further unauthorised absences additional legal action will be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this will result in further legal action for you, such as prosecution or an Education Supervision Order.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Council's website at:

<http://documents.hants.gov.uk/childrens-services/HIAS/InformationonPenaltyNoticesfornon-attendanceatschool-advicetoparentsandcarersleaflet-Nov2015revised.pdf>

Please Note: From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, **or** £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

SECTION 7

My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending.

This gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties.

It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that he/she leaves home in the correct clothes and properly equipped.
- Show your child, by your interest, that you value his/her education.
- Your child will bring home a school diary each evening. Please ensure you look at it with your child and sign it ready for the next day.
- Be interested in what your child is doing in school and as part of their Home Learning, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!
- Consistency and a caring, supportive home and school life will make the difference to your child's desire to attend school.

Leavers

If your child is leaving our school (other than when transferring to the secondary school) parents are asked to:

- Give the Headteacher comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.

If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the police and other agencies. By giving us the above information, these investigations can be avoided.

Absence through child participation in public performances, including theatre, film or television work and modelling

The regulations related to children participating in public performances are separate to those around authorising leave of absence. Headteachers may authorise this absence.

Parents/carers of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

Parents must provide:

- a letter in support of the absence application
- a copy of their child's performance licence
- a letter/evidence from the agency indicating the nature of the performance, the reasons for the absence and the frequency
- details from the performance organisers of a named tutor/coach who will be providing the education for their child when absent under these conditions and provide copies of the programme of study.

Absence through competing at regional, county or national level for sport

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher's discretion whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

Parents must provide:

- a letter in support of the absence application
- a letter/evidence from the sport agency or coach indicating that the child is performing and competing at regional, county or national level, the reasons for the absence and the frequency.

- details from the sport club of a named tutor/coach who will be providing the education for their child when absent under these conditions and provide copies of the programme of study.

7.5 Gypsy, Roma, Traveller and Showman families

Absence of a child from a Traveller family that has left the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the *T* code. Distance learning packs for Traveller children are not an alternative to attendance at school.

SECTION 8

Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups.

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Request for Leave of Absence in Term Time application form



Request to Authorise Pupil Absence from School in Term Time – Academic year 2023-2024

This leave of absence form serves as a Penalty Notice Warning letter to parent/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.

You are advised not to make any arrangements until your request has been considered.

Applications must be received, as a minimum, 10 days before the first day of absence.

Both parents who have parental responsibility should sign this form, even if the child does not reside with you, as any penalty for removing a child from school for an unauthorised absence will apply to both parents.

Schools are only able to authorise absence for exceptional circumstances only.

There are 13 weeks of the year, during school holidays when absence for a family holiday can be taken

Details of Hampshire school holidays are available from the Hampshire website and it is parents' responsibility to know these.

There is no general right to authorise absence for a family holiday and we will not authorise absence for a family holiday in term time.

If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

School use only:

Date application is received by school office.....

Is this at least 10 days prior to first day of absence: YES NO

SECTION A – I wish to apply to the Headteacher for leave of absence in term time:

Child's name:..... Class:

Child's name:..... Class:

Child's name:..... Class:

Please indicate inclusive dates and times:

From:.....

To:.....

Number of school days:.....

SECTION B - Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**. If you are requesting authorisation to attend a specific event, travel or an appointment you must provide evidence.

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Please detail the evidence you are providing to support your application for leave of absence in term time (flight details, invitations, letters, appointments, government documentation):

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.....

SECTION C - I / We have parental responsibility for the child named above. The information given on this form is correct.

Role of Parent 1:.....

Name:.....

Signature: **I agree** to the application for this absence.....

Signature: **I disagree** to the application for this absence.....

Date:.....

Role of Parent 2:.....

Name:.....

Signature: **I agree** to the application for this absence.....

Signature: **I disagree** to the application for this absence.....

Date:.....

SECTION D – School use only

	Request is not approved and is unauthorised as the circumstances are not considered to be exceptional, the absence will negatively impact on your child's/children's educational progress, social development and/or mental health. You may be subject to a fixed penalty fine.
	You are requested to make an appointment with the Attendance Leader (Miss Carne) to discuss your absence application.
	You are requested to make an appointment with the Headteacher (Miss Powell) to discuss your absence application.
	Request for leave of absence in term time is approved and recorded as authorised for the following dates. From:.....To:..... Number of days:.....

Signed Headteacher (or DHT on HT behalf):.....

Date:.....

Appendix 3 - Hampshire County Council Leaflet to parents

Most childhood sickness that prevents school attendance will be classed as authorised absence. However, if your child is frequently absent from school due to sickness, the school can ask that you provide medical evidence or they may have to stop authorising the absences. This does not mean that the school do not believe you or your child, but that they want to do the best for you by ensuring your child can attend school as much as possible, providing extra support such as accessing the school nursing team if needed.

As a parent you can help keep your child's level of absence down by sending them into school every day and arriving on time. In many schools the registers will close ½ hour after the beginning of the start of the school day. Arriving after this time will mean your child is marked as having an unauthorised absence and this could lead to a fine being issued

Help support your child and your school by keeping absence rates down. Children who are frequently absent are usually those who fall behind and find it hard to keep friendships, which can lead to being unhappy in school.

Since September 2013 headteachers have only been able to grant a leave of absence for exceptional circumstances. As a rule of thumb a family holiday or travelling abroad is not considered to be an exceptional reason.



There are 38 weeks in the year when schools are open, and 14 weeks (175 days) when families can visit family overseas; go on holiday; travel; pupils can work, take educational trips, attend non urgent medical appointments.....**So is your request for leave exceptional?**

This is for the headteacher to decide but consider would your employer grant you *additional leave*?

Reduce absence due to medical reasons by making non-urgent medical appointments for your child outside of school hours. Always let your child's school know the type of illness your child has that prevents them attending at the start of the school day. They will guide you as to whether your child needs to be absent from school all day and when they should be expected to return.



Good School Attendance Guide



Helping your child to make the most out of school.

Good School attendance habits are best started early. Children learn from those around them and you as parents set the standards and expectations for your child.

Showing your child the importance of attending school every day not only helps your child to settle quickly when starting school but helps them to keep and sustain friendships and enjoy the school environment.

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you but consistency and a caring supportive home and school life will make the transition a quick and easy experience for you both.

Your child's school is there to support you, they understand the difficulties some parents can face and will work with you. Trust the experience of the class teacher and other school staff and share with them any concerns you may have.

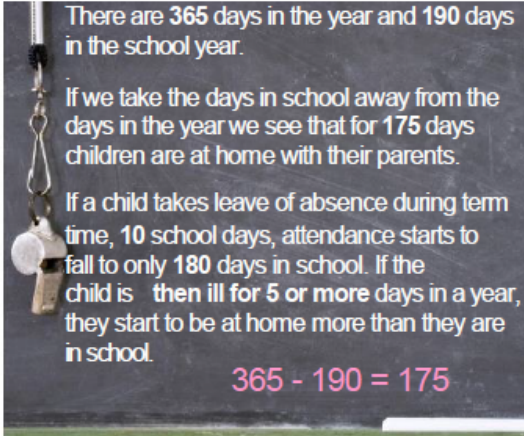
Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

Remember children can be tired when coming out of school, so a short chat over a snack may produce a better result than a long list of questions.

If your child raises anything that concerns you, it is much better to raise it with your child's school, usually the class teacher, at the earliest opportunity. Allow the school the opportunity to address any concerns or difficulties. This often can help put your mind at rest, know that your child is ok and is doing well in school.

In Hampshire we want all children to have a positive experience of school life and be able to reach their full potential. One way in which parents can help their child to do this is by ensuring they attend school everyday.

Parents can often feel that more time is spent at school than at home. By completing a quick and easy sum we can see just how many days children attend school.



There are 365 days in the year and 190 days in the school year.

If we take the days in school away from the days in the year we see that for 175 days children are at home with their parents.

If a child takes leave of absence during term time, 10 school days, attendance starts to fall to only 180 days in school. If the child is then ill for 5 or more days in a year, they start to be at home more than they are in school.

$365 - 190 = 175$

As the parent you are responsible for ensuring that once your child is registered at a school that they attend regularly and punctually. Starting good habits earlier on is much easier than trying to change poor attendance habits, battling with your child to attend school and struggling to get out of the door on time. Be organised, have a plan, be consistent and involve your child.

School absence falls into one of two categories; **Authorised**, those which schools can give you permission for and **Unauthorised**, those which they will not.

Examples of absences which the school is unlikely to authorise can include:

- ☐ Sickness of a parent, or other family member
- ☐ Inadequate clothing for school
- ☐ Child being used as a carer
- ☐ Problems with transport
- ☐ Non urgent medical treatment
- ☐ School refusal or truancy
- ☐ Days off for birthdays, shopping trips
- ☐ Family Holiday



Whilst as a parent you may think you can give your child permission to be at home, you cannot. **The only person who can give permission for a child to be absent from school is the school's Headteacher.**

If your child will be absent from school, you must notify them by telephone call on the first day of absence and follow this up with a note once the child returns to school. The school's Headteacher will decide whether or not to authorise the absence, depending upon the reason given.

Appendix 4 – Attendance Strategy



It is your parental responsibility to ensure that your child attends school every day.

Improving school attendance is everyone's business and, to tackle the challenge we face, we need to work together.

The purpose of this strategy is to set out how we will support your child's attendance.

'Moments Matter, Attendance Counts'

This strategy is mainly focused on children who are taking preventable odd days of absence – or 'avoidable absence' – rather than children who face greater barriers to attendance, such as those with long term medical needs.



“From the first day of term to the last, the small moments in a school day make a real difference to your child #AttendanceCounts”

At Hook Junior School, we believe that good attendance is secured by developing a partnership between families, schools and our partner agencies involved in the social and emotional development of children.

Your child’s potential and life prospects are significantly enhanced when he/she has high attendance.

Good attendance will impact positively on your child’s physical, social and emotional development.

Low attendance places your child at a significant disadvantage in terms meeting their academic potential.

Furthermore, children with low attendance often lose confidence, find it more difficult to maintain friendship circles and their overall enjoyment of school falls.

The aim of our attendance strategy is to:

- Increase the school's overall attendance. Our target is to develop an expectation of regular school attendance. In other words, that each child attends every single day.
- Promote an understanding of the need for good school attendance across the whole school community.
- Reduce the number of children with persistent absence (below 90%) through clarity of expectation, effective support and adherence to policy. We will continue to offer support to vulnerable families to help promote better attendance for all children.
- Promote effective inter agency work. This includes working with appropriate external agencies to develop action plans.

Attendance Categories	
100%	Outstanding – no learning missed
98 – 99%	Excellent
96 – 97%	Good
95 – 92%	Cause for concern- high level of absence that could impact your child's progress and development
90 – 92%	Unsatisfactory – high level of absence that is impacting directly on child's learning and social and emotional development
Below 90% (Persistently Absent)	Serious cause for concern – high level of absence will seriously inhibit your child's potential and life chances

Whole School Approach to maintain attendance of at least 97%		
This level of attendance will ensure that a child has the greatest opportunity to fulfil their potential		
Daily Actions	Weekly Actions	Termly Actions
<p>Accurate recording of daily registers</p> <p>All children accounted for with any reasons for absence</p> <p>Following procedures and processes in the Attendance Policy and Strategy</p> <p>Daily discussions between Attendance Leader and member of Admin staff responsible for attendance, to monitor any developing patterns and group attendance data</p>	<p>Attendance whole school / class figures printed in the newsletter</p> <p>Attendance 'message' in newsletter (using 'Attendance Communications toolkit' DFE)</p> <p>Feedback on any attendance 'messages' at weekly SLT meeting</p>	<p>Half-termly communication to be sent to pupils whose attendance is over 96% - celebrating positive attendance</p> <p>Attendance reported by class teacher at Autumn and Spring Learning Consultations – recorded on End of Year Summer Report</p> <p>Website updated with latest DFE guidance (more frequently as required)</p> <p>Report Termly whole school and group attendance to Governors</p>

Targeted Approach when attendance falls below 95%		
Over the course of a full academic year, this level of attendance will begin to impact negatively on a child's progress and attainment.		
Daily Actions	Weekly Actions	Termly Actions
<p>Daily monitoring of individual children below 95% - Admin Staff to highlight to Attendance Leader any child in this category who is absent from school.</p> <p>Absences of these children are discussed on an individual basis (admin staff, attendance leader and where necessary HT) and are only authorised with medical evidence/acceptable explanation from parents/carers.</p> <p>Any 'uncertain' absences to be challenged with parent and unauthorised if necessary by the attendance leader.</p> <p>First day phone calls/text, where a child is vulnerable, these calls are prioritised.</p>	<p>Weekly monitoring of attendance – any pupil hitting 95%, parents to be sent a letter informing them that their child has hit this level.</p> <p>Attendance Leader to contact parents of any pupils causing particular concern – identify potential barriers to absence and put actions in place to address as necessary (CPOMs of these conversations and actions)</p> <p>Attendance Leader and Admin staff to discuss this group at weekly meeting to see if any further provision / actions need to be put in place to prevent further decline in attendance.</p> <p>Children causing concern to be highlighted to SLT at weekly meeting</p> <p>Reminder on weekly newsletter about the importance of attendance.</p>	<p>Half-termly communication to be sent home to update parents on their child's attendance – any improved attendance to be celebrated or decline in attendance highlighted.</p> <p>Class teachers to discuss the implications of the low attendance on the child's progress at parents' meetings.</p> <p>Termly report to Governors on attendance figures.</p>

Targeted Approach when attendance falls below 92%

Over a full academic year, this is a high level of absence and a child's progress and attainment and potential is being held back.

Daily Actions	Weekly Actions	Termly Actions
<p>Daily, priority, monitoring of individual children below 92% - Admin Staff to highlight to Attendance Leader any child in this category who is absent from school.</p> <p>Absences of these children are discussed on an individual basis (admin staff, attendance lead and where necessary HT) and are only authorised with medical / sufficient evidence</p> <p>Any 'uncertain' absences to be challenged with parent and unauthorised if necessary by the attendance leader.</p> <p>First day phone calls/text, where a child is vulnerable, these calls are prioritised.</p> <p>Other relevant staff are informed of absence of 'at risk' children (SEND CO and SLT to be informed)</p>	<p>Weekly monitoring of attendance – any pupil hitting 92%, parents to be sent a letter informing them that their child has hit this level.</p> <p>Attendance Leader to monitor / track children under 92% – identify potential barriers to absence and put actions in place to address as necessary (CPOMs of these conversations and actions)</p> <p>Attendance Leader and Admin staff to discuss this group at weekly meeting to see if any further provision / actions need to be put in place</p> <p>Monitoring to take place for referrals to Legal Intervention Team (10 sessions of unauthorised absence in 10 weeks)</p> <p>Children causing concern to be highlighted to SLT at weekly meeting.</p> <p>Review any possible involvement of external agencies e.g., EMTAS, EHH</p>	<p>Half-termly communication to be sent home to update parents on attendance – any improved attendance to be celebrated or decline in attendance highlighted.</p> <p>Class teachers to discuss the implications of the low attendance on the child's progress at parents' meetings.</p> <p>Termly reporting to Governors on attendance data</p>

Targeted Approach when attendance falls to 90% or below

If attendance falls below 90% over a full academic year, this will seriously impact and inhibit your child's progress, attainment and confidence.

Daily Actions	Weekly Actions	Termly Actions
<p>Daily monitoring of individual children below 90% - Admin Staff to highlight to Attendance Leader any child in this category who is absent from school. These children are priority in terms of establishing reasons for absence.</p> <p>Absences of these children are only authorised with medical evidence.</p> <p>Attendance Leader / Admin Staff to challenge absence and do all they can to get child into school. If required, home visit to take place.</p> <p>First day phone calls/text, where a child is vulnerable, these calls are prioritised. Other relevant staff are informed of absence of 'at risk' children (SENDSCO and SLT to be informed)</p>	<p>Weekly monitoring of attendance – any pupil hitting 90%, parents to be sent a letter informing them that their child has hit this level.</p> <p>Attendance Leader to monitor / track children under 90% - parents of pupils showing signs of continued attendance decline, to be invited to a meeting with attendance leader. Identify potential barriers to absence and put actions in place to address as necessary (CPOMs of these conversations and actions – targets for improvement to be set). Parental contract to be drawn up with agreed actions.</p> <p>Monitoring to take place for referrals to Legal Intervention Team (10 sessions of unauthorised absence in 10 weeks)</p> <p>Children on PA list highlighted to SLT at weekly meeting Make referrals for any possible involvement of external agencies e.g., EMTAS, EHH</p>	<p>Half-termly communication to be sent home to update parents on attendance – any improved attendance to be celebrated or decline in attendance highlighted.</p> <p>Class teachers to discuss the implications of the low attendance on the child's progress at parents' meetings.</p> <p>Termly reporting to Governors on attendance data, with particular reference to the PA list.</p>

Attendance Concern Letters

Example Letter - Attendance hitting 95%

Date

Name and address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

We have noticed that your child <forename> attendance has now reached 95%. This is a whole school trigger point in our attendance monitoring, as this level of attendance will begin to impact negatively on a child's progress and attainment. As such, we inform every parent, regardless of the reasons for absence, once their child hits this 95% level. I have enclosed a copy of «forename»'s attendance record so that you can view a detailed breakdown of your child's absence from school.

We know that every family's circumstances are different, and want to work with you to provide the best education for your child. We are aware of the reasons for absence listed on the attached attendance record. If there are any additional circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me via the School Office.

Yours sincerely

Miss J Carne
Attendance Leader

Enc Record of attendance

Example Letter – Attendance Concern 92%

Date

Name and address of parent

Dear Parent

Re: **Name:** xxx

Dob: xxx

School: xxx

I am writing to advise you that «forename»'s school attendance is causing concern as it has fallen to «percentage_attendance»% and as a result we are becoming concerned that «forename» is missing a significant part of learning. At 92% attendance, over a full academic year, this is a high level of absence and a child's progress and attainment and potential is being held back. I have enclosed a copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

I will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

Please be aware that as your child's attendance has now reached 92%, we may require medical evidence for any further absences.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me.

Yours sincerely

Miss J Carne
Attendance Leader

Enc Record of attendance

Example Letter – Attendance Concern 90% Persistently Absent

Date

Name and address of parent

Dear Parent

Re: **Name:** xxx

Dob: xxx

School: xxx

I am writing to advise you that «forename»'s school attendance is causing concern as it has fallen to «percentage_attendance»%. Any child whose attendance is 90% or less is classed by the Department of Education as being Persistently Absent, regardless of what their reasons are for any absence. Being Persistently Absent will seriously impact and inhibit your child's progress, attainment and confidence.

I have enclosed a copy of «forename»'s attendance record which shows an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

I will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

Please be aware that as your child's attendance has now reached a Persistently Absent level, we will require medical evidence in order to authorise any further absences.

If there are any particular circumstances that the school may not be aware of which is having an influence on «forename» attending school regularly or if you are concerned about your child's attendance, please do not hesitate to contact me.

Yours sincerely

Miss J Carne
Attendance Leader

Enc Record of attendance

Invite to Attendance Concern Meeting

Date

Name and address of parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

Dear Parent,

I am writing to inform you that «forename»'s attendance is still causing concern. Therefore, we need to meet with you urgently to discuss the situation.

You are required to attend a meeting with Miss Carne our Attendance Leader to discuss this matter further at the date and time below.

Date: xxx Time: xxx

Miss Carne looks forward to meeting with you to discuss any concerns you may have so we can continue to support your child in making good progress and I hope that you will work with us to improve «forename»'s attendance and therefore avoid the need for any further action. If you have any queries please do not hesitate to contact me on the number above.

Yours sincerely

Miss J Carne

Attendance Leader

Encs Record of Attendance

Concern over Late Attendance Letter

Date

Name and address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

I have noted during a recent attendance review that your child is beginning to show a pattern of persistent lateness.

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption.

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this.

Please note that if your child arrives after registers close this will be recorded as an unauthorised absence. I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Yours sincerely

Miss J Carne
Attendance Leader

Encs Record of Attendance

