

Pupil Attendance Policy

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SECTION 1 - Rationale / Statement Of Intent

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

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for 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 the DfE's guidance on the school census, which explains the persistent absence threshold.

Parents must perform their legal duty by ensuring children of compulsory school age who are registered to a school attend regularly.

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/ students and endeavour 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 a 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 or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered at Hook Junior School, it is vital children are at school, on time, every day the school is open unless the reason for the 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 peers and staff and future aspirations depend on good 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 attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

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

SECTION 2 - Operating the policy

2.1 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 targets (when and as needed) for the school and for classes for attendance

2.2 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 1), 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 will always rest with the school.

The Governing Board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

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 data analysis
- Act early to address patterns of absence
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Ensure that all staff are aware of the School Policy and supporting Attendance Strategy
- Ensure good liaison when a change of school occurs.
- Involve other agencies e.g. Locality Team, Children's Services, Parent Support Advisor, Educational Psychologists, Social Services etc. when difficulties arise, and the school needs extra support or help as appropriate.

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 parents who have given insufficient information about why their child is absent 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
- Communicate any concerns about any child's absence.

Parents / Carers are responsible for:

- Making sure their child attends school every day on time
- Calling the school to report their child's absence before 9:00 am on the first day of the absence and each subsequent day of absence
- Providing the school with more than 1 emergency contact number for their child
- Ensuring that, where possible, appointments for their child are made outside of the school day
- Only request a leave of absence if it is for an exceptional circumstance.

SECTION 3

3.1 Recording Attendance

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. Learning begins at the start of the school day. If your child is late they can miss learning time, work or instructions from their teacher; this causes disruption to the lesson for others and it can be embarrassing for the child concerned leading to possible further absence.

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

Registration

This process is undertaken electronically. 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 on-line.
- Any alterations must be unambiguous.
- Only adults can fill out the registers

Morning registration

- The school day begins at 8.40am and all pupils are expected to be in school at this time. School gates 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 (Appendix 1).

The Senior Leadership Team and Governors will monitor overall school attendance figures and attendance figures specific to pupil groups.

3.2 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.
- 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 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, the school is obliged to take any uncollected pupils to a place of safety and share concerns, as necessary, with other agencies.

3.3 What to do if my child is absent?

3.3i 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. For these parents, the admin staff or the Attendance Leader will ring in order to establish a more acceptable reason for absence.

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

3.3 ii 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. A note will be left to contact the school e.g., 'I called at your home today as your child has not been present at school and we are unable to reach you by phone. I am sure you can appreciate that this is a Safeguarding concern as we need to know where all children are during school hours.'

It is requested that the parent then contacts school before 3pm stating why their child is absent.

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.

3.3 iii Second Day Absence without explanation

Admin staff will contact parent by email and/or text via all contact details held on file

Attendance Leader to visit the home to see if any contact can be made – if possible speak to neighbours.

3.3 iv 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.

3.3 v 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.

3.3iv Continued or ongoing absence

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as ***persistent absentees***. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance **falls below 96%**. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

If your child has had absence and their attendance level is falling we will contact you and discuss the reasons for absence.

All our persistent absentee pupils and their parents are subject to an Action Plan.

3.3v 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, we will invite the parents to school to discuss any difficulties that are preventing the pupil 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 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.

The Head Teacher 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

3.3vi 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 when attending appointments during the school day.

3.3vii Holidays during Term Time

The Department of Education are clear that there is no parental right for a family holiday and cost or experiences for the child, weather and overlapping with school holidays are not grounds upon which to authorise absence. 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.

- 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. There is 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.

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

4.1 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) **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

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.

Absence for Year 6 pupils will not be authorised under any circumstances during SATs week or in the weeks preceding and any unauthorised absence taken during these times will be subject to a penalty notice.

Absence during the first three weeks in September will not be authorised even in exceptional circumstances as this is an important settling in time for the children and will be subject to a penalty notice.

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:

5.1 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

5.2 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.

5.3 Persistent Absence (PA)

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.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

- PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.
- All PA pupils and their parents are subject to an Action Plan drawn up by the Attendance Lead

Where a child has attendance of 90% or less absence will be classified as unauthorised unless the school receives evidence that your child has attended a medical appointment or is taking prescribed medication for a recurring condition.

SECTION 6

6.1 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.

6.2 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.

Please note: 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>

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.

7.1 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.

7.2 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.

7.3 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.

7.4 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 or microfiche copies.