



## **POLICY FOR ATTENDANCE AND PUNCTUALITY**

**(Non-Statutory)**

<b>Date of Policy Issue/Review</b>	By the Headteacher 3 <sup>rd</sup> May 2024  <i>(using the model attendance policy for schools, academies and education centres from HLAS)</i>
<b>Policy approved/date</b>	By the FGB at their meeting held on 20 <sup>th</sup> May 2024
<b>Signature</b>	Signed on behalf of FGB
<b>Next review</b>	May 2026

## Section 1 - Rationale/Statement of Intent

Section 175 of the Education Act 2002 places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

### Department for Education guidance School attendance (2014)

Schools and local authorities should:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every child has access to full-time education to which they are entitled
- Act early to address patterns of absence

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

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Hampshire County Council. This attendance policy is also consistent with the following school policies:

- Admissions
- Anti-bullying
- Child protection
- Exclusion
- Safeguarding
- Special education needs
- Teaching and learning
- Behaviour and rewards

The level of attendance and punctuality expected from all our pupils is included in our school's Home School Agreement, which parents must sign following their child's admission to a school (statutory).

It is very important, therefore, that you make sure your child attends regularly and this policy sets out how together we will achieve this. This policy will be published annually on the school website for all staff, parents and pupils.

For a child to reach their full 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 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 he/she is 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 it is vital your child is 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.

## **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 Home School Agreement will contain 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 newsletter and/or on the school 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
- celebrate good attendance by displaying individual and class achievements
- reward good attendance through certificates at the end of each academic year

### **2.2 Roles and Responsibilities**

#### **2.2.1 Responsibilities of the school's attendance leader**

A member of the senior leadership team 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. This person will also ensure that attendance is both recorded accurately and analysed. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence

becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

### **2.2.2 Responsibilities of classroom staff:**

- Ensure that all students are registered accurately.
- Liaise with the attendance leader on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in school.

### **2.2.3 Responsibilities of pupils:**

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Take responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.

### **2.2.4 Responsibilities of parents/carers:**

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- Inform the school, by telephone, on the first and subsequent days of absence
- Provide a letter of explanation after the absence
- Support the school with their child in aiming for 100% attendance each year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Let the school know in advance if their child is going to be late for any reason.
- Only request leave of absence if it is for an exceptional circumstance.

## **Section 3**

### **3.1 Recording Attendance**

Legally the register must be marked twice daily. This is once at the start of the school day, 8.45 am, and again for the afternoon session at 1.15 pm.

- Registers should be accurate and completed promptly.
- Any alterations must be unambiguous.
- Children must not mark the register under any circumstances.

### **3.2 Lateness/punctuality**

It is important to be on time at the start of the morning and afternoon school sessions. The start of school is used to give out instructions or organise work. If your child is late they can miss

work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

### **Morning registration:**

- Morning registration is at 8.45 am; all pupils are expected to be in school at this time; and it closes at 8.45 am.
- Children arriving after 8.45 am (8.45 am - 9.00 am) will be marked as late ('L').
- Children arriving after 9.00 am will be marked as unauthorised absence and coded ('U') in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded ('M'). Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

### **Afternoon registration:**

- Afternoon registration for all years will take place at 1.15 pm (1.15 pm-1.30 pm).
- Children arriving after 1.15 pm will be marked as late ('L').
- Children arriving after 1.30pm will be marked as unauthorised absence and coded ('U') in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded ('M'). Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.

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 offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school 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).

### **Collection of children:**

It is parents' responsibility to ensure that their child/ren are collected promptly from school as soon as the school day or after school clubs finish, when the school is no longer responsible for their supervision. The school day finishes at 3.10pm. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.

If a child has L – (late) marks 3 times in one week/4 times in two weeks/ or a regular pattern of lateness every week for a month, a letter will be sent to the parents asking them either to come into school if there is a difficulty causing lateness, or to ensure that punctuality is maintained.

### 3.3 What to do if my child is absent?

#### 3.3.1 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.

If your child is absent you must:

- contact us as soon as possible on the first day of absence
- send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us

If your child is absent we will:

- telephone you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance
- invite you in to discuss the situation with our headteacher if absences persist
- refer the matter to the Hampshire County Council's Attendance Legal Panels if absence is unauthorised and falls below 90%.

#### 3.3.2 Third day absence

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. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family.

#### 3.3.3 Ten days' absence

We have a legal duty to report the absence of any pupil who is 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. So help us to help you and your child by making sure we always have an up-to-date contact number. There will be regular checks on telephone numbers throughout the year.

#### 3.3.4 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 95%. 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 towards 90% we will contact you and, depending on the reasons for the absence, will:

- issue parents with an attendance monitoring letter and individual pupil attendance report, offering you the opportunity to rectify the situation in partnership with the school

## Section 4

### 4.1 Request for leave of absence

Amendments to school attendance regulations were updated and enforced from September 2013:

The education (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, unavoidable, which means the event could not reasonably be scheduled at another time. There is no legal entitlement for time off in school term time to go on holiday and in the majority of cases holidays will be unauthorised.

Parents/carers wishing to apply for leave of absence must fill in an application form available from the school office 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 County Councils' Code of Conduct, parents/carers will be issued with a fixed-penalty fine or other legal action in accordance with the code.

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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.

The school will not be responsible for providing work to be completed during a child's absence.

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.

## Section 5 - Understanding types of absence

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: 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: 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 parentally condoned absences that will be unauthorised:

- holidays in term time
- cost of travel
- weddings, other than that of the parent or carer
- birthdays
- resting after a late night
- relatives visiting or visiting relatives
- a parent gives in to a pupil who wants to stay at home
- a parent is ill
- a parent is using the pupil as a childminder
- a pupil is supporting other members of the family

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- work patterns, for example shift work, make it difficult for the family to ensure the child attends school
- a parent wants company
- a parent does not care whether the pupil attends school
- a parent has taken the pupil shopping
- a parent cannot control the pupil
- a parent has taken the pupil to the hairdresser
- a pupil is in paid work
- a parent is hostile towards the school or towards education in general
- a parent distrusts authority
- a parent is using the pupil as an interpreter
- truancy before or during the school day
- absences which have not been explained



A school 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.

## **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:

[www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-forparents/possible-penalties](http://www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-forparents/possible-penalties).

### 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
- 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.

If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a Penalty Notice is issued for either:

1. 10 sessions of unauthorised absence or lateness in any 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.

This includes where a pupil has unauthorised absence due to either:

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

Parents and carers will be warned of the likelihood of a Penalty Notice being issued for unauthorised absence via a letter, through the leave of absence request form, or through the school's attendance policy and website. 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, i.e. 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:  
[www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties](http://www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties).

## 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.

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!

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.

#### **7.2 Leavers**

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

- Give the school 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 on the form provided

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**

Parents 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.

### **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 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. 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.

### **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.