



Attendance Policy

Reviewed by	Josie Payne (Head Teacher)
Review Frequency	September - Annually
Approval	FGB
Approved	July 2024
Next review due	July 2025

Person (s) responsible for implementing and monitoring the policy:

All staff

The Head teacher

This Policy and the Law

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 policies:

- Admissions
- Behaviour and bullying
- Exclusion
- Safeguarding
- Special Educational Needs
- Teaching and Learning

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 school. 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 annually publicised in writing for all staff, parents and pupils via the school website. All attendance data is shared with the Local Authority and the Department for Education.

Legislation and guidance

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:

[The Education Act 1996](#)

[The Education Act 2002](#)

[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](#)

[Keeping Children Safe in Education](#)

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

Section 1

Rationale / Statement of Intent:

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 we 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 she/he 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 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 that your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines of 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 attendance 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, secondary school, higher education and 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 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:

- 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;
- We celebrate good attendance in our celebration assemblies and present our attendance mascot 'Honey' to the highest Tutor Group each week

- Reward 100% and improving attendance throughout the academic year by inviting pupils to the Headteacher afternoon teas
- Promote attendance and wellbeing to all pupils in their Tutor Groups on a weekly basis

2.2 Roles and Responsibilities

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. They will regularly review and challenge attendance data and will monitor attendance figures for the whole school. They will ensure that staff receive adequate training on attendance and will hold the headteacher to account for the implementation of this policy.

Responsibilities of the School's Attendance Leader

The headteacher will lead on School Attendance and will direct and co-ordinate the school's work in promoting regular and improved attendance across the school. They will ensure this policy is consistently applied throughout the school. They will ensure that attendance issues are identified at an early stage and that support is put in place for pupils and their families to tackle any barriers to attendance and will oversee the delivery of targeted intervention delivered to pupils and families.

The attendance officer (AO)

Is responsible for dealing with all day-to-day monitoring of the attendance of pupils and following up on absences where appropriate. The AO is responsible for monitoring and analysing attendance data and will work with the School's Attendance Lead, providing regular attendance reports to school staff and reporting concerns about attendance to the Wellbeing Team and Attendance Lead as appropriate.

Responsibilities of School Staff:

- Ensure that all students are registered accurately
- Promote & reward good attendance at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a child's absence.

Responsibilities of Students:

- Attend every day unless they are ill or have an authorised absence
- Arrive at school on time

Responsibilities of Parents and Carers:

Ensuring your child's regular attendance at school is a parent/carers legal responsibility (section 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 on each day their child is absent from school
- Inform the school of any planned absences, ie medical appts in advance
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Support the school with their child in aiming for the highest possible attendance each year
- Only request for leave of absence if it is for an exceptional circumstance
- Avoid booking holidays in term time
- Liaise with their child's form tutor any concerns regarding their child's attendance or wellbeing

Section 3 Recording Attendance

3.1 Registration

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

3.2 Lateness/Punctuality

The school gate opens at 8.45am. Morning registration is open between 8.45am and 9.15am. A pupil will receive a late mark 'L' if they arrive in the classroom between this time. If pupils arrive after this time, they will receive an unauthorised late mark (U) unless their lateness has been discussed/agreed with the Attendance Officer or member of school staff, an authorised absence code will be applied accordingly.

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, organise work and practise basic skills. 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 can be embarrassed or worried leading to possible further absence or anxiety. Pupils who are consistently late are disrupting not only their own education but also that of other pupils.

Patterns of lateness will be monitored by the Attendance Officer and we will write to you to make you aware of the time lost in their education and the importance of being on time to school every day. We will ask for your support in improving their lateness to school. If lateness persists, we will invite you into school for a meeting with either your child's Tutor or Wellbeing Team to discuss any barriers for your child's lateness to school and offer any support required.

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

Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance.

Lateness to school is recorded on your child's attendance record and this information will be served as evidence, should the issue of a Penalty Notice for non-attendance or lateness be necessary.

If collecting a child at the end of the school day, please ensure that this is prompt. 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 one is available, the school will place a child into the after-school club.

3.3 What to do if my child is absent?

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:

Absence from school

- Contact us as soon as possible on each day of absence;
- If your child has had frequent absences and their attendance is low, we may ask you for medical evidence to support their absence, ie appointment letters, screen shot of text messages for Drs appts or hospital appts etc.

If your child is absent and you have not informed us of the absence, we will:

- Continue to try and contact by telephone and text until we have made communication with a parent or carer.

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

If we are unable to establish contact with you after 2 days of absence and we have exhausted all avenues of contacts, ie named contacts, including making enquiries to known friends and wider family members, a member of the wellbeing team will visit your home and leave a note for you to contact us urgently.

If this proves unsuccessful and we do not have "eyes on" your child we will raise a missing person enquiry with the police through reporting to 101.

We have a duty to ensure your child's safety as well as their regular school attendance. Please ensure that we are kept up to date with nominated contact details.

Ten Day Absence or more

We have a legal duty to report the absences of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen (eyes on) and contact has not been established with the named parent/carer, then the Local Authority is notified that the child is 'at risk of being missing in education'. Children's Services Staff will visit the last known address and alert key services to locate the child.

Section 4. Attendance Monitoring

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 pupil's attendance thoroughly. If your child has had absences whether authorised or unauthorised and their attendance level has fallen below 96%, we will implement our internal attendance process and start our formal communications with yourselves to reduce the risk of further decline to their attendance

At 95% we will send an Attendance Awareness letter to you explaining the importance of good attendance, reminding you of our school's expectations on attendance, it will also provide you with information on how you can improve your child's attendance, we will continue to monitor closely for signs of any decline

- At 93% we will send our first warning letter advising you that your child's attendance has declined further, we will request your support in improving your child's attendance and invite you to contact us should you wish to discuss any matters relating to your child's attendance or wellbeing with the Attendance Officer or Wellbeing Team
- At 91% we will send our second warning letter, we will invite yourselves in for an appointment with the Attendance Officer and Wellbeing Manager to explore ways to support the child and family to improve attendance, we will ask you to bring any medical evidence you have to support your child's absences. We will explore any extenuating circumstances such as the child's ill health, hospital stay etc.
 - We may offer an Attendance Plan/Contract which may include the following support;
 - Referral to other agencies such as the Early Help Hub for support
 - Advice from the Legal Intervention Team at Hampshire
 - Regular meetings with the Wellbeing Team
 - Agreed strategies to be used by parents and the school to improve attendance.

Children at this school are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school, and whilst being encouraged to attend well and on time, they will not carry blame and be made to feel unhappy if their parents are not supportive or effective in these areas.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The

underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Keep you up dated with regular information about your child's attendance should they fall below the expected target of 95%, beginning with an Attendance Awareness letter, we will then follow up any further decline in attendance with a series of warning letters informing you of their decline in their attendance and offer of support in how to improve their attendance
- Invite you in for a meeting to discuss your child's attendance and offer support to remove the barriers to attendance that are identified
- Consider referring the matter to the Hampshire's Legal Intervention Team or we may make an Interagency Referral (IRAF) if deemed appropriate by the Headteacher, if absence is unauthorised your child's attendance persistently falls below 90%
- Follow Hampshire County Council Code of Conduct for issuing penalty notices for non-attendance

Section 5:

Further support and guidance available in the following links;

NHS guidance

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

Hampshire County Council

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>