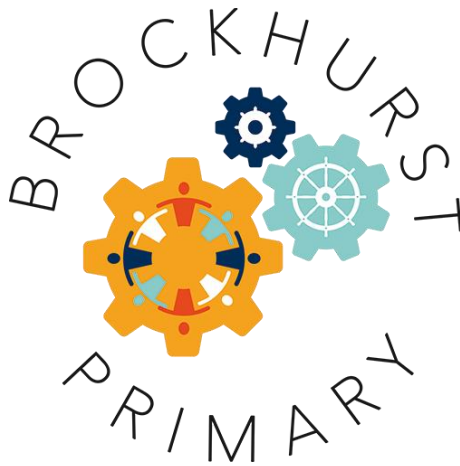




# Brockhurst Primary School

*Dive into learning, set sail for success!*

**Courage Ownership Respect Excellence**

## Whole School Attendance Policy



<b>Name of School</b>	Brockhurst Primary School
<b>Date of Policy Issue/Review</b>	Issued September 2024 to be reviewed September 2025
<b>Name of Responsible Manager/Headteacher</b>	Mrs Shobana Kohli
<b>Attendance Champion</b>	Mrs Teresa Cook
<b>Signature of Responsible Manager/Headteacher</b>	
<b>Approved by Governors</b>	

Published September 2024

Summary of changes: The model policy has been revised to reflect changes to the statutory guidance Working together to improve school attendance - GOV.UK ([www.gov.uk](http://www.gov.uk))

## **Policy Consultation & Review**

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body/Trustees on at least an annual basis.

Date: 20.09.24

# Brockhurst Primary School

*Dive into learning, set sail for success!*

**Courage Ownership Respect Excellence**

At Brockhurst Primary School, we believe that good attendance is key to student success and well-being. Regular attendance ensures that children make the most of their learning opportunities, build strong relationships with their peers, and develop the habits needed for lifelong success. By being present every day, children are better equipped to take on challenges, stay connected with their education, and progress confidently, demonstrating our school's commitment to their educational journey.

**Courage:** Attending school regularly shows children the courage to face challenges and persist in learning, which builds resilience for future success.

**Ownership:** Taking responsibility for attendance encourages accountability for personal growth and academic progress at school and beyond.

**Respect:** Consistent attendance demonstrates respect for the learning environment, teachers, and peers, contributing to a positive and supportive community.

**Excellence:** Regular attendance fosters a commitment to academic excellence, ensuring that children are fully engaged and prepared to achieve their best.

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## **1. Introduction/Aims**

At Brockhurst Primary School we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all children. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good outcomes, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, children, and governors/trustees to:

- Promote good attendance, enabling pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance. It is everyone's responsibility.
- Provide a clear framework for monitoring and responding to pupil absences, acting early to address patterns of absence.
- Building strong relationships with families to ensure children have the support in place to attend school.
- Promote positive support systems and advocate multi-agency approaches to improve attendance.
- Make parents aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

## **2. Legal Framework**

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. Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-

time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

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

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

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents and carers are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

### **Roles and Responsibilities**

At Brockhurst Primary School, we believe that improving school attendance is everyone's business. It is a shared responsibility by governors/trustees, all school staff, parents, children, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

You can always talk to your child's class teacher, however, if you need any attendance advice or have a query regarding attendance you can contact the following key staff regarding your child's attendance.

<b>Role</b>	<b>Name</b>	<b>Contact Details</b>
Attendance Champion	Mrs Cook	023 9258 0471
Headteacher	Mrs Kohli	023 9258 0471
Attendance Governor	Mr Clark	023 9258 0471

The Governors/Trustees of Brockhurst Primary School recognises the importance of school attendance and promotes it through the school's CORE values and across its policies. They may take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, children, and parents so that children attend school every day and are safeguarded.
- Identifying a member of the governing body/trustee to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Prioritising attendance in strategies, such as raising attainment, behaviour and combatting bullying, special educational needs and disabilities, wellbeing, and safeguarding.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all children.
- Ensuring the schools' attendance management processes are delivered effectively, and that consistent attendance support is provided for children who require it most by prioritising the staff and resources needed. This includes ensuring schools engage and work effectively with the local authority School Attendance Support Team and wider local partners and services.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual children or cohorts who need it most.
- Ensuring high aspirations are maintained for all children and processes for support are adapted to the individual needs of children including those with long term illnesses, special educational needs and disabilities, children with a social worker, those children under the Virtual School and children from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education in line with statutory reporting deadlines.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to children, parents and staff

At Brockhurst Primary School we will:

- Actively promote the importance and value of good attendance to children and their parents.

- Form and maintain positive relationships with children and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences, with a whole school culture that encourage all children to attend and to achieve.
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with children and parents, and receive the training and professional development they need.
- Have a clear school attendance policy which all staff, children and parents understand. Monitor the implementation and effectiveness of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure the school have accurate, complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify children or cohorts that require support with their attendance and put effective strategies in place.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.
- Ensure that there is a named Attendance Champion to lead on attendance and allocate sufficient time and resource.
- Attend the termly school attendance supporting meetings with the local authority, focusing on those children with severe absence, making sure a regularly reviewed plan is in place.

All staff at Brockhurst Primary School will:

- Actively promote the importance and value of good attendance to children and their parents.
- Form positive relationships with children and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all children to attend and to achieve.
- Know the importance of good attendance, are consistent in their communication with children and parents, and receive the training and professional development they need.

The Attendance Champion (HSLW) responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.



Brockhurst Primary School requests that parents:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note or medical letter wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Further information can be found at: [Attendance guidance for parents](#) | Hampshire County Council (hants.gov.uk)

Children will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, and on time.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

#### **4. Categorising Absence and Attendance**

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

#### **4.1. Leave of Absence**

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours. All absences associated with a holiday or other absence for the purpose of leisure and recreation during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday or other absence for the purpose of leisure and recreation may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Brockhurst Primary School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. Brockhurst Primary school will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 2). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. Brockhurst Primary School will treat each application individually and discuss with you the circumstances of the application, the decision will be discussed with you. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

#### **4.2. Medical Appointments and absence due to illness**

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parents notify the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, parents should notify the school office in advance. The office staff will collect your child from class and sign them out. No pupil will be allowed to leave the school site without parental confirmation.

In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting children with medical conditions at school](#) and Hampshire policies regarding supporting children with health issues, [Behaviour and attendance resources for schools | Hampshire County Council \(hants.gov.uk\)](#). We will also consider whether an Individual Healthcare Plan is required.

#### **4.3. Pupil Absence for the purposes of Religious Observance**

Brockhurst Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school. [Working together to improve school attendance](#) - GOV.UK (www.gov.uk) page 86

#### **4.4. Parent travelling for occupational purposes**

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school

age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

To ensure we can effectively support all our children, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

#### **4.5. Unauthorised Absence**

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday.
- Shopping for uniforms.
- Arrangements or appointments for cutting the pupil's hair.
- Closure of a sibling's school for INSET (or other) purposes.
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation.
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend.
- Absences taken without the authorisation of the school.

### **5. Our Procedures**

#### **5.1. Register Keeping and Recording**

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

"Regular" attendance as:

- Attendance at every session the school is open to children unless their absence has been authorised.

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary. Parents, guardians or carers of children who have patterns of lateness will be contacted to discuss the importance of good

time keeping and how this might be achieved. Parents, guardians will receive a text message notifying them if their child was late. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered.

Registers are legal records and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered. As the attendance register is a record of the children present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, all schools must ensure the register shows the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

### **Reporting to parents**

Brockhurst Primary School will inform parents about their child's attendance and absence levels by text message, parents evening and end of year reports. Parents can view their child's attendance at any point through the Arbor parent portal.

### **5.2. Late Arrival at School**

At Brockhurst Primary School all children are expected to arrive on time for every day of the school year. We advise all parents to ensure their child is on site by 8:40am, North Campus and 8:45am, South Campus. The school register will be taken at the times 8:50am, North Campus and 8:55am, South Campus.

All children arriving after this time are required to report to the main office with their parents, who will be expected to sign their child in with the office team and provide a reason for their absence. Any child arriving after 8:50am, North Campus and 8:55am, South Campus but before 9:20am (North Campus) and 9:25am (South Campus) will be recorded as late (L code).

The school register will officially close at 9:20am, North Campus and 9:25am, South Campus. All children arriving on or after this time will be marked as having an unauthorised absence for the session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of

late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

### **5.3. Expected absence procedure for parents**

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all children who are not in school after close of register at and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent a home visit may be carried out.
- School will telephone home if a pupil leaves the school without permission and call the police.

In certain circumstances the School may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Refer to Inclusion Support Service for support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through [Inclusion Support Service \(ISS\)](#) | Hampshire County Council (hants.gov.uk) and [Behaviour and attendance resources for schools](#) | Hampshire County Council (hants.gov.uk)
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

## **5.4. Attendance Rewards & Interventions**

### **Rewards**

At Brockhurst Primary School we are committed to supporting regular attendance and recognising good attendance. We will have a half termly focus and incentive for children (and their families) with excellent attendance, punctuality and most improved attendance and punctuality.

We will monitor individual attendance, class attendance and cohort attendance. We will use attendance data to target improvement and rewards.

Through the school newsletter, website and the school's social media page we will keep parents updated on whole school attendance, including reminders of good attendance and its benefits on their child's education journey.

### **Interventions**

Attendance data at Brockhurst Primary School is monitored and understood weekly at a whole school, year group, class and pupil level weekly. When we have a concern regarding your child's attendance:

- The Attendance Champion (HSLW) may call, send a message or email to share your child's attendance and that it requires improvement.
- Send a letter to improve attendance and punctuality
- Invite parents in for a meeting to discuss what support may benefit them to ensure regular attendance of their child and a voluntary attendance agreement drawn
- The school may suggest wider support services for support
- A further appointment to see the Attendance champion and headteacher – a target set for improvement
- A referral to the legal intervention team

When support from the school and wider services does not make significant improvement, support will be formalised in conjunction with the local authority.

### **Monitor and Analyse attendance**

Brockhurst Primary School will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to children and families. This should go beyond headline attendance percentages and should look at individual children, cohorts and year groups (including their punctuality) across the school.

- Use this analysis to provide regular attendance reports to class teachers or tutors to facilitate discussions with children and to leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).
- Undertake frequent individual level analysis to identify the children who need support and focus staff efforts on developing targeted actions for those cases.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of children and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, days which have low lesson attendance.
- Benchmark attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the board or governing body and local authority when appropriate.

### **Persistent Absence and severe absence**

At Brockhurst Primary School we will investigate any children who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

“Persistent absenteeism” (PA) as:

- Missing 10% or more of schooling across the year for any reason.

“Severe absence” (SA) as:

- Missing 50% or more of schooling across the year for any reason

### **5.5. Support Systems**

At Brockhurst Primary School we recognise that poor attendance can be an indication of difficulties in a family’s life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child’s attendance and/or behaviour in school, for example: bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some children are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.



To plan the correct support, we will always invite parents and children to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and children.

### **5.6. Persistent Absence, Severe Absence and the use of legal interventions**

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a child's educational outcomes.

A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 90 sessions (45 days). Absence at this level causes considerable damage to a child's educational outcomes.

The attendance of all children at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support. [Inclusion Support Service \(ISS\) | Hampshire County Council \(hants.gov.uk\)](#)

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court.

Parents found guilty of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

In line with Hampshire County Council guidance, we will notify the Inclusion Support Service of all reduced timetables as soon as a plan has been agreed.

### **5.7. Penalty Notices**

Decisions will be made on an individual, case-by-case basis.

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

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

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

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

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

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

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

## **6. Related Policies**

To underpin the CORE values, ethos of our school and our intent to ensure that children at our school attend school regularly and reach their full potential, the following policies are integral to this approach:

- Safeguarding including child protection.
- Medical needs.

- Admissions.
- Anti-bullying.
- Exclusion.
- Special educational needs.
- Teaching and learning.
- Behaviour and rewards

## **7. Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance, DfE, \(August 2024\)](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education, DfE \(September 2024\)](#)
- [Working together to safeguard children, DfE \(July 2023\)](#)

## 8. Appendices

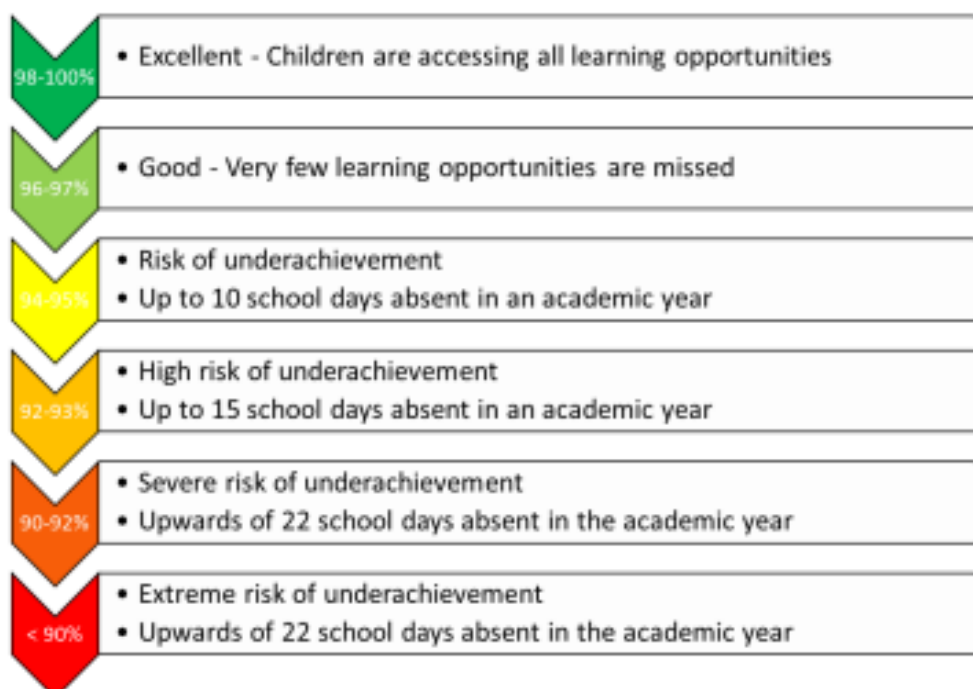
The following pages contain appendices relevant to this policy.

### Appendix 1: Attendance Policy Quick Guide for Parents

#### Attendance Policy Quick Guide for Parents

We expect children to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Children must be in school by 8:50am, North Campus and 8:55am on South campus.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.
- If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



## **'On the day' absences: what should I do if my child is not 'fit' to go into school?**

On each day your child is unfit to come to school, please report this absence by calling the school office by 8:45am. You may leave a message if you call prior to this to let the school know of your child's absence. In the message you must leave your child's full name, class and give the specific reason for absence. The information you give will be recorded on our official register.

### **Leave of Absence**

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence. You will receive a letter in response, to advise if the request has been granted or declined.

### **Punctuality**

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not lined up on the playground by 8:50am (North Campus) and 8:55am (South Campus).

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact the Attendance Champion (HSLW), Mrs Cook, if you require any support with ensuring your child's regular school attendance.

## **Appendix 2: Attendance Codes**

The following codes are taken from Working Together to Improve School Attendance

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
/	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>Attending a place other than the school</b>		

<b>K</b>	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
<b>V</b>	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
<b>P</b>	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>W</b>	Attending work experience	Pupil is on an approved work experience placement
<b>B</b>	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
<b>C1</b>	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable

<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

<b>Y5</b>	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays