



Executive Headteacher: Mrs J McKeown

Initial Policy date	May 2018 Rewritten Version September 2023	Next scheduled review	1 July 2024
Governor approved	14 September 2023	Key person/people	DHTS
Model Policy		Model localised	Yes
Pupil leadership team review		Y / N / N/A	

Attendance Policy

Introduction

Our shared and common purpose is to work together to ensure that every child, whatever their background, receives a high-quality education. We have a shared belief that excellent school attendance is a critical factor in your child’s achievement at school and we are committed to helping every child and their family to achieve this. Excellent attendance is the responsibility of the whole school community. For your child to gain the greatest benefit from their education they should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. We appreciate that the barriers to accessing education can be wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Improving attendance is everyone’s business: effective communication and joined-up working are paramount.

This policy considers our obligations under the equality act 2010 and the UN Convention for the Rights of the Child.

Our school commitment

Our School strives for 100% attendance for all pupils, however we appreciate that children can be ill or have rare unavoidable absences for other reasons. Therefore our overall school target is at least 96% attendance. All staff are made aware of how each of their roles impacts on attendance and punctuality and that every member of staff regardless of their roles can make a difference (See Appendix ? for 'Roles and Responsibilities'). All staff will receive training commensurate with their roles.

The school will listen to and support pupils and parents/carers to achieve good attendance and punctuality and will work closely with them where absence is a cause for concern. We will report to you half termly on how your son/daughter is performing in school, including what their attendance and punctuality rate is and how this relates to their attainments. We will celebrate and reward good and improving attendance by displaying individual and class achievements and through class competitions, certificates and other events.

Our Expectations of Parents / Carers

In line with government guidelines, we expect parents and carers to:

- Ensure your child attends every day the school is open except when a statutory reason applies
- Notify us as soon as possible when your child has to be unexpectedly absent (eg: sickness)
- Only request leave of absence in exceptional circumstances and do so in advance
- Book any medical appointments around the school day where possible Further information on understanding attendance can be found in appendix A

Promoting good attendance

Student	<ul style="list-style-type: none">• Attend every day unless you are ill or have an authorised absence• Arrive to school on time• Go to all of your registrations and lessons on time• Take responsibility for registering at reception if you are late in or leaving the school site during the day
Parent	<ul style="list-style-type: none">• Support the school with the child aiming for 100% attendance each year• Make sure they understand the importance of good punctuality and attendance• Take an interest in their education, asking them about school work and encouraging them to get involved in school activities• Communicate with their form tutor or year leader any problems or concerns that they could be facing in and outside of school• Arrange appointments outside of school hours.• Encourage good sleeping habits and a good breakfast before school
Tutor	<ul style="list-style-type: none">• Welcome students into school and support them to be ready for the day• Complete the register promptly• Keep in regular communication with parents of tutees that you feel need additional support or you are concerned about• Monitor, weekly, the attendance of the tutor group and ask students to record this in their trackers
Class teacher	<ul style="list-style-type: none">• Ensure that all students are registered accurately and within the first 5 minutes of the lesson

	<ul style="list-style-type: none"> • Communicate any concerns or underlying problems that may account for a child absence • Support pupils to engage with their learning once they are back in school • To provide work for students who are unable to attend school, for a length of time; for example for medical reasons
Year Leader	<ul style="list-style-type: none"> • Monitor attendance on a weekly and termly basis, • Liaise with the attendance officer in regard to contacting parents of those students with dropping attendance, those missing in education and those with medical conditions • Meet with students and parents to support those with falling attendance to look at what support could be offered to increase the attendance to school • Promote the value of good attendance and punctuality during assembly and tutor time activities
SLT Attendance Lead	<ul style="list-style-type: none"> • Meet with the Year Leaders to discuss attendance concerns and strategies. • Promote good attendance through whole school assemblies • Have an oversight of whole school attendance of those pupils both on and off site • Liaise with the County Council on initiatives to support the attendance of students in vulnerable groups, such as EMTAS and Young Carers

Absence Procedures

The school day starts at 8:50am and ends at 3:20pm. The school gates open at 8:30am. An attendance register will be taken each school day at the start of the first session and once during the second session. Students will be recorded as

- present
- attending an approved educational activity
- absent
- unable to attend due to exceptional circumstances. Registers will be recorded according to the Department for Education Attendance and Absence codes.

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

If your child is absent, you must:

- Contact us before 8:30am on the first day of absence and every further day of absence until they return by using the online form on the school website or leave a message by telephoning the school on 01264 810555 whilst selecting Option 1.
- Provide medical evidence such as a doctor / consultant note if your son/daughter's attendance is below 90% and you have received a letter informing you that their attendance is a cause for concern.

If your child is absent, we will:

- Contact you on the day of absence if we have not heard from you
- Contact you if your child has an attendance of less than 90% to inform you that documentation will be required to authorise any absence due to illness. This can be a doctor's note, hospital letter, appointment card, copy of prescription or packaging from prescribed medication.
- Invite you in to discuss the situation with a member of staff if absences persist
- Refer the matter to the Education Welfare Officer (EWO) or Local Authority Officer if attendance is a concern.

Who to contact and where Reporting an absence on the day: Mrs N Ockwell, Attendance Officer.

Medical evidence explaining the absence should be sent to: Mrs N Ockwell, Attendance Officer.

More detailed support on attendance: Your child's Head of Year/ Key Stage Leader

The senior leader responsible for the strategic approach to attendance is: Mr A Page (Ms S Cleaver-Bailey from Sept 23). For more information on types of absence please see Appendix A For information on how we track attendance see Appendix B

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. If appropriate, two members of staff may try to make a personal visit

10 Day 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. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

We are required to notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.

Please 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 to ensure that the school has all up to date contact/information details.

Persistent Absence (PA)

In accordance with DFE guidance, your child becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. This means 19 or more days of absence over the whole year. We monitor all absences 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 Parents/Carers will be informed of this immediately. **In these circumstances we expect parents and carers to:**

- Work with us and other agencies to help us understand your child's barriers to attendance
- Proactively engage with the support offered which may include more formal support such as a parenting contract and / or a voluntary early help plan.

We will:

- Put additional targeted support in place to remove any barriers, including working with other partners where necessary
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings
- Hold more formal conversations with parents and be clear about possible future legal interventions where there is a lack of engagement
- Intensify support through statutory children's social care if we have safeguarding concerns Severe Absence (SA) In accordance with DFE guidance, your child is considered to be a 'severe absentee' if they are absent for more than 50% of their current attendance. This would mean over 95 days of absence over the whole year. Any pupil who is at this level of attendance is deemed to be at serious risk of harm. In these circumstances we expect parents / carers to:
 - Work with us and other agencies to help us understand your child's barriers to attendance
 - Proactively engage with the support offered which will include more formal support such as a parenting contract and / or a voluntary early help plan

We will:

- Continue support as for persistently absent pupils
- Agree a joint approach with the local authority and consider a whole family plan, EHCP, or alternative form of education provision

- Consider, through the local authority, conducting a full children's social care assessment and build attendance into children in need and child protection plans where they exist.

See further guidance in Hampshire County Council's Guidance for children on roll but absent and at risk of missing in education:

<http://documents.hants.gov.uk/education/Guidanceforchildrenatriskofmissingineducation-revisedSept2014.pdf>.

The school will consider taking further action when:

- 1 week (5 school days) of unauthorised absence has occurred.
- 10 unauthorised absences in a 10 week period (this could also prompt the issuing of a penalty notice)
- 10 late sessions (after the close of registers) over a 10 week period.
- A child continues to be regularly late in school.

Absence from school can only be authorised for the following reasons:

- Illness
- Medical or dental appointments (where unavoidable)
- Religious observance
- Bereavement of a member of the close family

Unauthorised absences, including truancy, are recorded on a student's registration certificate, which may be used as a point of reference for future employers, colleges or universities

Term Time Leave of Absence and Holidays

The school will only consider a formal application (See Appendix E) for a leave of absence at least one month in advance of the dates requested. Only exceptional circumstances will warrant a leave of absence. We will consider each application individually and take into account exceptional circumstances.

Our policy is not to authorise any family holiday during term-time unless there are exceptional circumstances. The following factors will be considered:

- Can this event take place in the school holidays?
- What the current level of attendance is and unauthorised absence over the year to date
- Any leave of absence taken previously
- The time requested linked to examination / assessment period
- Age and year group of the pupil

The school will not consider:

- The availability of cheaper holidays
- The availability of the desired location
- An overlap at the beginning or end of school term
- The working pattern or availability of parental holiday entitlement Any period of leave taken without the authorisation of the school, or in excess of that agreed, will be classed as unauthorised and will be referred to the Local Authority to issue a Fixed Penalty Notice fine.

Vulnerable children

It is recognised widely that some groups of pupils are more vulnerable to poor attendance than others. Pupils with medical needs, SEN, Disabilities, Young Carers, Pupils with a social worker or in receipt of the pupil premium are likely to require more targeted support. These groups will be carefully monitored and intervention targeted appropriately. The school recognises that “all schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school’s permission for a continuous period of 10 days or more” (DfE guidance, October 2016) Long term absence and reintegration to school Pupils with medical conditions, special educational needs and disabilities If a student with a diagnosed medical condition has a period of long term absence, parents/carers need to contact the SENCo, who will work alongside the attendance staff to ensure a designated key worker is identified.

The key worker will be responsible for collecting work, or checking it has been set on Class Charts and arranging for it to be collected and returned. If a student is off school for more than two weeks, the key worker will arrange regular contact with the parents/carers to go through work that has been set and to discuss the next phase of support. If meetings are conducted in school, it is advised that the student should attend so that they can ask any questions about the work and so that they can maintain their contact with the school. In exceptional circumstances, where a student is unable to attend these meetings in school, home visits may be carried out by the key worker. Following a period of long term absence due to health problems, reintegration will be supported to enable pupils to re-engage with their learning as smoothly as possible.

Meetings will be held with the SENCo, a member of the pastoral team, medical professionals (as appropriate) and the parents/carers and pupil to ensure that the reintegration is structured to facilitate a smooth transition. Where appropriate, personalised timetables and supported lessons will be arranged, to allow for a phased return to school. Social time is also supported so that pupils who have been absent for prolonged periods can feel confident as they reconnect with their peers.

Parents need to provide medical evidence to the school if a child has regularly low attendance, due to medical needs. If a child is deemed too ill to attend school by medical professionals then a Medical Referral will be made to the Inclusion Support Service.

Part-time timetables

A part-time timetable will only be in place for the shortest time necessary and will not be treated as a long term solution. It will be time limited with regular two weekly review meetings with a view to

the pupil attending full-time. In agreeing to a part-time timetable the absence will be recorded as authorised by the school.

Legal Interventions

At all times our school will try and support parents/carers without the use of legal intervention. However, if parents/carers are not supporting good attendance the school, via the local authority, may exercise its legal powers to address poor attendance in school with any parent/carer who has the day to day responsibility for the child. These interventions include:

- **Parenting Contract** - A parenting contract is a formal written agreement between a parent and the school to address poor attendance. It is intended to provide support and offer an alternative to prosecution. If there is non-compliance then an alternative course of action will be taken which may lead to fines and prosecution.
- **Education Supervision Order (ESO)** - This can be used when a formal parenting contract has failed. It is an action plan that would be overseen by the high or Family Court. Non-compliance with the directions given in an ESO can lead to a fine of up to £1000.
- **Penalty Notices** - Section 23 of the Anti-Social Behaviour Act 2003 allows penalty notices (fines) to be issued to parents/carers. They are an alternative measure to the prosecution of parents/carers who fail to ensure that their child attends school. A penalty notice will be issued by the local authority in line with its code of conduct when a child's absence has not been authorised by the school. This is issued to any adult with parental responsibility for each child. The penalty is £60 per parent/carer per child if paid within 21 days, increasing to £120 per parent/carer per child if paid between 21 and 28 days. If one or both parents/carers fail to pay the penalty notice in full, then the local authority may decide to prosecute the parents/carers. Prosecution: If a child fails to attend school regularly at which they are registered then the parents/carers may be guilty of an offence and may be prosecuted by the local authority. They have the power to prosecute parents/carers who fail to comply with a school attendance order under section 443 of the Education Act 1996 or fail to ensure their child's regular attendance at a school under section 444 of the Education Act 1996. The fines available to the courts if the parents/carers are found guilty could be between £1000 and £2500. The courts can also sentence parents/carers for imprisonment for up to 3 months.
- **Parenting Order** - The order requires a parent to comply with the arrangements specified in the order by the Court which can include a requirement for parents to attend counselling or guidance sessions (e.g. parenting education or parenting support classes) where they will receive help and support to enable them to improve their child's attendance for up to 3 months. Any breach of the order can lead to a fine of up to £1000.

Legal Duties

Section 7 of the 1996 Education Act places a duty on Parents and Carers to ensure that children of compulsory school age receive efficient full-time education suitable to the child's age, ability, aptitude and to any special needs that the child may have. Parents and Carers have a legal duty to ensure their child's regular attendance at the school where they are registered. A Parent or Carer who fails to ensure that their child attends school regularly is guilty of an offence under section 444(1) of the Education Act. The school has a legal duty to publish its absence figures to parents/carers and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend.

Links to other policies

- Behaviour policy
- SEND policy
- Safeguarding policy
- Anti-bullying policy
- Complaints policy

Appendix A: Understanding attendance types

Schools are required to take an attendance register twice a day. This shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half day absence has to be classified by the school as either authorised or unauthorised. If an absence is authorised then this means the school has given approval in advance for a pupil of compulsory school age to be absent or has accepted an explanation offered afterwards as the reason for absence. An unauthorised absence is where the school is not satisfied with the reasons given for absence or no reason is given. It may also be unauthorised if attendance level is below target and no medical evidence has been given.

This Attendance Policy includes procedural referral agreements that are designed to promote and safeguard the welfare of pupils. Our school has a duty to refer to the Local Authority any child of compulsory school age who is

- continuously absent from school for 20 sessions (2 weeks) without explanation
- has irregular attendance
- is persistently late to attend school
- has an unauthorised leave of absence

Definitions

Session - is a term related to the recording of absence data. Each school day has two sessions, morning and afternoon registration and attendance must be recorded for each. Authorised absence - This means the school has given approval in advance or has accepted an explanation for absence.

Unauthorised absence - This is where the school is not satisfied with the reasons given for absence or no reason has been given.

Persistent absentee (PA) - The government threshold for Persistent absence is 90% or lower. This includes ALL absence regardless of whether it is authorised or not. Absence at this level is doing considerable damage to any child's educational prospects and we need parents and carers' support and cooperation to tackle this.

Severe absentee (SA) - The government threshold for severe absence is 50% or lower. This includes ALL absence regardless of whether it is authorised or not. Any pupil who is at this level of attendance is at serious risk of harm and we need parents and carers' fullest support and cooperation to tackle this.

Appendix B:

Further guidance and supporting documents for parents and Schools

- a) HCC Attendance and Punctuality guidance for parents/carers: <http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendanceguidance-for-parents.htm>
- b) Code of conduct – issuing penalty notices for unauthorised absence from Schools: <http://www3.hants.gov.uk/code-of-conduct-issuing-penalty-notices-for-unauthorisedabsence-from-Schools-final.pdf>
- c) Effective practice document for School attendance procedures and admissions for Gypsy, Roma and Traveller children: <http://documents.hants.gov.uk/childrensservices/HIAS/Promotingpupilattendanceandrecordingabsence-Section6.pdf>
- d) HCC Promoting pupil attendance and recording absence: <http://documents.hants.gov.uk/childrensservices/HIAS/Promotingpupilattendanceandrecordingabsence-maindocument.pdf>
- e) School attendance: guidance for Schools: <https://www.gov.uk/government/publications/School-attendance>
- f) Guidance for Schools on support and procedures for pursuing legal action for noattendance: <http://www3.hants.gov.uk/guidance-on-pursuing-legal-action-for-nonattendance.pdf>
- g) Guidance for children on School roll but absent and at risk of missing in education: <http://documents.hants.gov.uk/childrensservices/HIAS/childrenatriskofmissingeducation.pdf>
- h) Information on Penalty Notices for non-attendance at School: <http://documents.hants.gov.uk/childrensservices/HIAS/InformationonPenaltyNoticesfornon-attendanceatSchooladviceparentsandcarersleaflet-Nov2015revised.pdf>
- i) School attendance: <https://www.gov.uk/government/publications/School-attendance>
- j) Possible penalties for non-attendance: <http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendanceguidance-for-parents/possible-penalties.htm>
- k) DfE attendance guidance and documents: <https://www.gov.uk/education/pupil-wellbeing-behaviour-andattendance#/education/School-attendance-and-absence>
- l) HCC guidance on elective home education: <http://documents.hants.gov.uk/childrensservices/HIAS/Promotingpupilattendanceandrecordingabsence-Section8.pdf>
- m) HCC guidance on alternative provision: <http://www3.hants.gov.uk/promoting-pupil-attendance-and-recording-absence-section-9-revised-august-2015.pdf>
- n) Latest National Data: Pupil attendance in schools, Week 6 2023 – Explore education statistics – GOV.UK (explore-education-statistics.service.gov.uk)
- o) Updated DfE Guidance linked to Mental Health: Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK (www.gov.uk)

p) Ofsted Recommendations: Securing good attendance and tackling persistent absence – Ofsted research and analysis

q) Securing good attendance and tackling persistent absence - GOV.UK (www.gov.uk)

r) As part of its research and analysis, Ofsted has published Securing good attendance and tackling persistent absence. In this short report, they look at different aspects of attendance and how schools tackle the challenges they face.

Footnote: The Education Act 1996 Part 1, Section 7 states: The parent of every child of compulsory School age shall cause him to receive efficient full-time education suitable [a] to his age, ability and aptitude and [b] to any special needs he may have either by regular attendance at School or otherwise. For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child. The legislation that pertains to children who are of compulsory School age and are registered at School is contained within this Act. Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend School.

Appendix C:

The school Governing body will:

- Ensure that strategies are in place to promote and implement the Attendance Policy throughout the school and are understood by Parents / Carers.
- Review the effectiveness of the implementation of the policy in light of the school's termly reports.

The Head of School will:

- Develop and maintain a whole school culture that promotes and celebrates good attendance and punctuality
- Ensure strategies are in place to promote and implement the Attendance and Punctuality Policy throughout the school
- Monitor the school's offer to ensure the delivery of a curriculum which is engaging and personalised to the needs of the pupils
- Monitor data on attendance and punctuality via reports from the senior leader responsible for attendance
- Determine, in collaboration with the senior leader responsible for attendance, whether to authorise any proposed absences requested on the school's official request form
- Provide the local governing body with termly reviews on attendance and punctuality, including data about pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Set attendance targets during the appraisal process for the link senior leader, heads of year or other relevant members of staff directly associated with attendance performance measures

The Deputy Headteacher responsible for attendance will:

- Be a role model in promoting attendance and punctuality, encouraging excellent attendance and punctuality routines.
- Lead initiatives to promote the profile of attendance throughout the school including a package of rewards that is valued by pupils responding to pupil voice.
- With the support of the attendance staff, analyse data on attendance and punctuality on a weekly, half termly and termly basis and prepare reports to share with relevant stakeholders.
- Quality assure action plans for attendance improvement devised based on the data analysis outcomes.
- Be the person who decides whether or not the school will authorise the request for pupil absence
- Comply with the DFE Statutory Guidance on Children Missing in Education (CME) by adhering to each Local Authority's guidance, including for children missing from school following a leave of absence and prior to removing a child from the roll of a school.
- Comply with the requirement set out in the Local Authority's code of conduct when requesting a legal intervention.

Middle Leaders and Senior Leaders will:

- Be a role model in promoting attendance and punctuality
- Encourage excellent attendance routines in their subject areas / Line management areas
- Monitor the taking of registers in their areas of work in order to ensure that all registers are taken in the lesson and appropriate measures are taken if there are issues
- Ensure that feedback is provided to parents on the correlation between attendance and performance
- Adopt a subject specific strategy and policy for 'welcoming pupils back' and teaching for the 'empty chair' to allow pupils who are absent to access the curriculum

Class teachers will:

- Be a role model in promoting attendance and punctuality
- Take the register at the start of the lesson, every lesson
- Encourage excellent attendance and punctuality routines- challenge pupils re lateness
- If electronic registration is not working during the recording of the register, send a written copy of absentees to the Attendance Officer based in the School Office.
- Support whole school attendance by reporting to year teams and the mentor for any noticeable patterns or changes in attendance
- Welcome back pupils who have not been attending but due to the actions of the school have returned to class
- Plan for pupils who have missed lessons to 'catch up' or be able to access learning, whilst considering each child's context and needs
- If pupil is not in class, having been previously marked in, alert relevant member of attendance staff immediately
- Communicate with Parents / Carers how poor attendance may affect progress in a subject area.

Parents / Carers will:

- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Be aware that only the school can determine if an absence from school is 'authorised'.
- Ensure their child arrives at school on time, dressed in full uniform, ready and equipped to learn.
- Inform the school if their child is unable to attend, including the reason for absence and the expected date of return.
- Ensure that all appointments, where possible, are arranged after school.
- Avoid arranging holidays/leave during term time except in exceptional circumstances.
- Ensure that all requests for leave during term time are made by completing the 'Leave of Absence During Term Time Request Form'(see Appendix ?), where possible at least one month in advance.

- Be aware that for unauthorised absences, the local governing body reserves the right to apply to the local authority to issue a penalty notice (fine) or remove a child from the roll of the school.
- Ensure their child attends all intervention programmes agreed by the school.

Pupils will:

- Aim to achieve 100% attendance and punctuality by arriving to school on time every day.
- Come to school well prepared and with the right attitude; to enjoy and achieve.
- Be proud of achieving excellent attendance and punctuality.
- Be punctual to all lessons.
- Ensure they are registered for all timetabled lessons and inform the relevant member of staff if they are not able to be registered.
- Ensure all notes/appointment cards are passed to the relevant member of staff.
- Speak to the appropriate member of staff if there are any problems that may affect attendance, punctuality and/or learning

Appendix D: Leave of Absence During Term Time Request Form Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave.
- Completing this form does not mean your request has been approved. – The Education (Pupil Registration) Regulations 2013 state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (see below).
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as ‘unauthorised’ on the attendance register.
- For such ‘unauthorised’ absence, you may be liable to be issued with a penalty notice (fine). The fine is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

Exceptional circumstances:

The Headteacher / Principal will consider if the reasons are rare, significant, unavoidable and short and will also take into consideration the following:

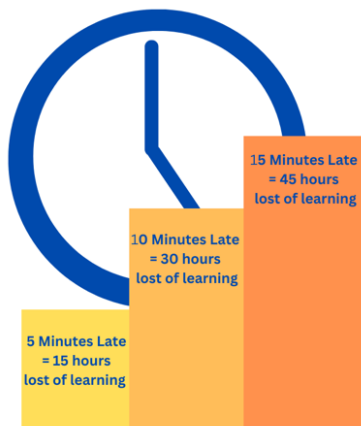
- ● Can this event take place in the school holidays?
- ● What the current level of attendance is and unauthorised absence over the year to date
- ● Any leave of absence taken previously
- ● The time requested linked to examination / assessment period
- ● Age and year group of the pupil

Add Form

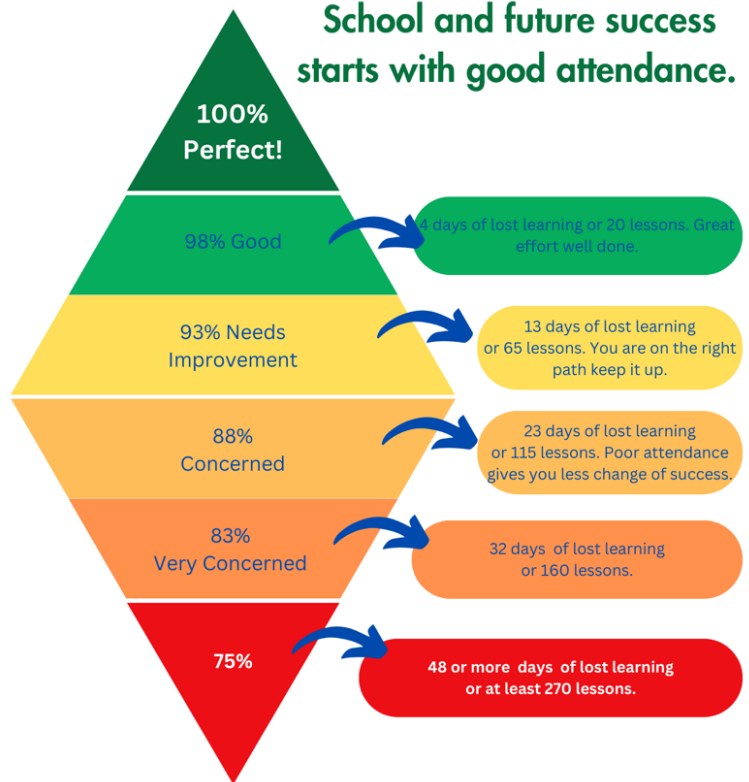
Attendance Poster



Daily Lateness Equates to ...



School and future success starts with good attendance.



Summary of Actions

Time/ Trigger	Attendance Profile	Action	By Whom
Day 1 of absence	Absence for any reason specified by parent Absence not reported by parent	Parent to contact school via absence reporting procedure Alert to be sent to parent as soon as possible If child has a Social Worker they will be informed	Parent Attendance Officer Safeguarding Manager
Day 3 of absence	Absence not reported by parent, attempts to contact parent unsuccessful	School to initiate "Child Missing In Education" procedure, IARF or call to Police	Attendance Officer/ DSL
Attendance below 94%	Single absence due to illness Sporadic absence or repeated absences due to illness	Monitor for improvement via Attendance tracker Letter 1, monitor attendance for 4 weeks	KS Leader KS Leader/ Attendance Officer
Pupil has received Letter 1, no improvement in attendance	Attendance falls further below 94%. Continuing sporadic absence or single absence due to illness	Letter 2 + parent meeting. Monitor attendance for further 4 weeks	KS Leader/ Attendance Officer
Pupil has received Letter 2, no improvement in attendance	Attendance falls further below 94%. Continuing sporadic absence or single absence due to illness	Legal Intervention Team Referral	KS Leader/ DSL
LIT referral submitted. Absence of 10 sessions out of 100 possible		Penalty Notice issues	Attendance Officer/ DSL
Absence of 5 days or more due to non-approved holiday		Penalty Notice issued	Attendance Officer/ DSL

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 form tutor, Year Leader or Attendance Officer, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

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

Make sure your child gets a suitable breakfast, 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, chat to them about the things they have learnt, their friends and even what they had for lunch.

EBSA

Emotionally Based School Avoidance (EBSA) is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors, often resulting in prolonged absences from school. A clear distinction is made between those that are absent from school due to truancing and those that are absent from school due to the specific emotional distress that they experience around attending school.

School plays a very important role in identifying factors associated with pupil vulnerability and the potential triggers leading to EBSA. See EBSA documentation from Hampshire January 2021 –

<https://documents.hants.gov.uk/childrens-services/EBSA-good-practice-guidance.pdf>

LEAVERS

If your child is leaving our school (other than when leaving at the end of Year 11) parents are asked to:

- Give the attendance officer 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.
- Inform the school, in writing, if you are choosing to electively home educate your child.
- If pupils leave and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

ABSENCE THROUGH CHILD PARTICIPATION IN PUBLIC PERFORMANCES, INCLUDING THEATRE, FILM OR TELEVISION WORK AND MODELLING

For example:

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.

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.

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.

RELIGIOUS CELEBRATIONS AND FESTIVALS

Government guidance says a pupil can be absent 'on a day exclusively set aside for religious observance by the religious body to which the parent belongs'. It is, however, down to the headteacher's discretion as to whether to authorise this. The nature and frequency of the absence and how learning will continue if absence occurs will be discussed.

STUDY LEAVE

We believe that pupils/students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and pupils/students will be expected to attend school in the usual way. Study leave will only be granted to Year 11 pupils/ students during the time of the GCSE examination period. Should any pupils/students wish to attend school (or should their parents wish them to) on the days and at times when they are not sitting examinations, arrangements will be made for them to do so. The school will work within the legal requirements, ie:

- study leave should only be granted to Year 11 pupils and never to those in other year groups
- it should never exceed 15 school days in a year and is most appropriately granted during the examination period itself, ie not before the beginning of that period

- it should always be granted sparingly, taking account of an individual pupil/student's ability to manage and benefit from unsupervised study
- any pupil has the right to attend school during study leave and a parent has the right to insist he/she does so
- any session given to pupils as study leave has a statistical meaning of authorised absence (it is not an approved educational activity as it is unsupervised) and should be recorded and reported on by the school as such.

TEENAGE PREGNANCY

Support will be directed to keeping a pupil in school and, wherever possible, her return to full-time education as soon as possible after the birth. A pupil who becomes pregnant should be allowed no more than 18 weeks' authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised

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.